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GENERAL INFORMATION

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INTRODUCTION

About the Catalog
This catalog is a guide to the programs, policies and courses that are part of graduate life at Bowling Green State University, a complex learning community. Students need to be aware of opportunities and requirements at several levels to guarantee that they take advantage of all that Bowling Green has to offer and can make steady progress toward academic goals.

The information in this catalog was last updated July 10, 2008. All information in this catalog is subject to change. Except as specifically stated herein, Bowling Green State University makes no representation or contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to degree programs or licensing for particular professions or occupations.

Students are responsible for knowing all requirements and policies in this catalog, particularly the academic regulations contained in this catalog.

Students are also responsible for knowing all requirements and policies in their departmental/degree program publications.

The University reserves the right to change its course offerings, academic policies and requirements for the master’s and doctoral degrees. To protect students from unnecessary penalty where changes in degree requirements occur, the following policies in regard to the Graduate Catalog are in effect:

- Regardless of their term of matriculation, students are typically governed by the policies in the most current annual catalog. Students are governed by the degree requirements in the annual catalog of their matriculation.
- Students may elect to complete a degree program under the most recent annual catalog. If this choice is made, the student must inform their graduate coordinator and the Graduate College, and complete all degree requirements specified in the selected annual catalog.

Courses are identified by a three- or four-letter abbreviation and a number. Course descriptions are listed online in alphabetical order by course prefix. Current information about course offerings can be found on the BGSU web at the following location: http://webapps.bgsu.edu/courses/search.php

The semester schedule of classes should be used in conjunction with this catalog to determine course availability, because not every course is offered every semester. Class offerings for specific terms can be found on the BGSU web at the following location: http://webapps.bgsu.edu/classes/search.php

Changes
While every effort is made to provide accurate and up-to-date information, the University reserves the right to change, without notice, statements in the Bowling Green State University Graduate Catalog concerning rules, policies, fees, curricula, courses, or other matters.

Courses may be closed because of limited resources or facilities, or cancelled because of unavailability of faculty or insufficient enrollment.

Equal Access
Bowling Green State University is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a Special Disabled or Vietnam-era veteran. The Office of Equity & Diversity (OED), 705 Administration Building, BGSU, is responsible for monitoring the University’s compliance with federal and Ohio civil rights laws, including Title IX. This includes monitoring institutional education and employment practices and procedures, as well as investigating and resolving discrimination and harassment complaints. OED, along with Disability Services (DSS), is responsible for compliance with Sec. 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.
Message from the President
At Bowling Green State University, intellectual discovery is not just a phrase, it is a reality. Each year nearly 3,000 individuals select BGSU as their choice for graduate work because of our premier programs, challenging opportunities and sense of community.

BGSU offers 64 master’s degree programs, 17 doctoral programs, 10 graduate certificates, and 3 specialist degrees. In addition, the graduate programs include a number of centers and institutes offering the latest technology and research opportunities.

Since 2000, several of the University’s graduate programs have received national ranking, including our master’s of business administration program, and the doctoral programs in industrial/organizational psychology, applied philosophy and higher education administration. Additionally, the photochemical sciences department’s doctoral program is unique in the country, and BGSU was the first to offer a master’s degree in popular culture.

In addition to outstanding programs, the excellence of graduate faculty and our academic and research facilities also attracts students to BGSU. The faculty include active scholars and researchers who set high standards, interact closely with students to help them attain success and often involve students in research projects.

We know the value and impact your graduate degree and specialization will have upon your career, which is why we take great care to provide the best graduate education and services possible. You will find that attaining a graduate degree at BGSU is rewarding and enjoyable. We are confident you will appreciate the challenge of intellectual discovery and the appeal of a comfortable atmosphere.

Please feel free to call upon anyone in the Graduate College for assistance. We’re always glad to help!

Sincerely,

Carol A. Cartwright, President
220 McFall Center
Bowling Green, OH

Message from the Dean
Welcome to the Graduate College at Bowling Green State University. Global interdependence, the knowledge-based economy, and the rapid changes in science and technology, demand a higher and more sophisticated level of education. Your decision to pursue graduate studies will make you a member of a community of scholars who work and learn together in preparation for the challenges of tomorrow. Bowling Green State University prides itself in being a community, where your talents, skills and intellectual passion will grow and blossom.

I believe Bowling Green State University provides the intellectual environment where you can achieve your educational and professional goals. The Graduate College staff and I look forward to assisting you. Please consult this Catalog as well as the Graduate College web site for additional information.

Sincerely,

Deanne Snavely
Interim Vice Provost for Research and
Dean of the Graduate College
Professor of Chemistry
120 McFall Center
Bowling Green, OH
ABOUT THE UNIVERSITY

University Administration
President
Carol A. Cartwright, Ph.D.

Provost/VPAA
Shirley Baugher, Ph.D.

Chief Financial Officer and Vice President, Finance and Administration
Sherideen S. Stoll, CPA

Executive Vice President
Linda S. Dobb, J.D.

Vice President for University Advancement
J. Douglas Smith

Vice President for Student Affairs
Edward G. Whipple, Ph.D.

University Vision
Bowling Green State University aspires to be the premier learning community in Ohio, and one of the best in the nation. Through the interdependence of teaching, learning, scholarship, and service we will create an environment grounded in intellectual discovery and guided by rational discourse and civility. Bowling Green State University serves the diverse and multicultural communities of Ohio, the United States and the world, supported by:

- An extensive portfolio of distinctive undergraduate programs, focused on master's and specialist degrees and a select number of nationally recognized doctoral programs;
- Scholarly and creative endeavors of the highest order;
- Academically challenging teaching, fully connected with research and public service;
- Innovative academic planning that focuses on society’s changing needs, student outcomes, and the appropriate integration of technology;
- An educational environment that develops culturally literate, self-assured, technologically sophisticated, productive citizens who are prepared to lead, to inspire and to preserve the great traditions of our democracy.

Core Values
The core values to which the University adheres include:

- Respect for one another
- Cooperation
- Intellectual and spiritual growth
- Creative imaginings
- Pride in a job well done
History and Setting of the University
Bowling Green State University is situated on a 1,338-acre campus that includes 116 buildings. The University offers 13 associate degree programs, more than 200 undergraduate majors and programs, 70 master’s degree programs, three specialist degree programs, and 15 doctoral programs. More than 21,000 students, including about 2,700 graduate students, attend classes on the main campus. The University enrolls another 1,500 students at BGSU Firelands and various off-campus centers. At the center of the University’s academic community are over 900 full-time faculty members who are engaged in teaching, research and scholarship activities.

Established in 1910 as a teacher-training institution, Bowling Green held its first classes in 1914, but it was not until the following year that the first two buildings—now University Hall and Williams Hall—were ready for use. Student enrollment for that initial year totaled 304, with a faculty of 21. The first bachelor’s degrees were awarded in 1917.

In 1929, the functions of Bowling Green were expanded to provide four-year degree programs in the College of Education and the College of Liberal Arts. The College of Business Administration and graduate programs were added in 1935, the year in which BGSU attained full university status. In 1947, the Graduate School was formed, and BGSU awarded its first doctoral degrees in English in 1963.

Beginning in 1946, extension programs of the University were offered in Sandusky, Ohio. During the next two decades, course offerings there were expanded and in 1965 a regional campus of the University was established to serve Erie, Huron and Ottawa counties. That campus is BGSU Firelands in Huron, Ohio. BGSU Firelands, which opened for classes in 1967, offers career and technical education leading to associate degrees in 13 areas, as well as the first two years of baccalaureate degree programs.

In the 1970s, three new colleges were added to the University’s curricular offerings. In 1973, the College of Health and Human Services was established to provide degree programs in specialized areas in various health and community service fields. In 1975, the School of Music was expanded into the College of Musical Arts, and that same year the Graduate School became the Graduate College. The School of Technology was granted college status in 1985.

Included among the buildings on BGSU’s main campus are some that were completed as early as 1915; many of these have been recently refurbished to preserve their original structure. Most are equipped with ramps and ground-level entrances for individuals with disabilities.

Jerome Library is the heart of the academic community. BGSU Libraries house collections of more than six million items including books, journals, periodicals, microforms, government documents, sound recordings and other research materials. The library is linked by computer to a powerful, statewide library and information system. In addition the library is nationally known for its special collections, particularly in popular culture, popular music and the Great Lakes.

Among the facilities in the science-research complex are the Psychology Building, the Mathematical Sciences Building, the Life Sciences Building, Overman Hall, the Biological Sciences Laboratory Annex and the Physical Sciences Laboratory Building. These provide specialized research equipment and laboratories to serve the needs of students in a variety of disciplines.

Olscamp Hall, opened in 1994, is a distance-learning center, housing three teleteaching rooms as well as traditional classrooms. Each teleteaching room contains VCRs, slide projectors, an audio system, a computer with graphics capabilities and a remote video camera. Microphones are built into each student desk and the teaching podium. Communication can take place remotely via cable, telephone lines and satellite, bringing together classes at remote sites in interactive learning.

The Technology Building contains a robotics center and specialized laboratories in design, electronics, manufacturing, visual communication and other technologies.

Art facilities include individual studios for design and workshops for such areas as jewelry making, woodworking, painting, drawing, enameling, weaving, sculpture, ceramics and glass blowing. Photography laboratories are also available. Two art galleries
located in the Fine Arts Center annually feature works by faculty and students, as well as traveling exhibits.

The campus radio stations, WFAL-AM and WBGU-FM, provide students with practical experience in daily station operations. Students also support the professional staff in the programming and activities of WBGU-TV, a public television station located on campus serving northwest Ohio.

Theatre students at the University have many opportunities to participate in all phases of the theatre experience through annual productions held in University Hall's Eva Marie Saint Theatre as well as the Joe E. Brown Theatre.

The Moore Musical Arts Center provides extensive and modern facilities for the University's music programs and activities. Constructed around an open courtyard, the music center includes an 850-seat concert hall, a 250-seat recital hall, as well as practice rooms, rehearsal halls, classrooms, studios and a variety of special facilities designed for specific areas of performance and instruction.

Athletic facilities at the University include: the Perry Field House, which has an indoor track, basketball courts, and a 70-yard artificial turf field for football, soccer, baseball and softball; an 18-hole golf course; a 5,000-seat ice arena; 25 outdoor tennis courts; the Eppler Complex; 5,000-seat Anderson Arena (basketball and volleyball); 30,500-seat Doyt Perry Stadium; Steller Field, which seats 2,000 for baseball; Falcon Softball Complex; Whittaker Track; Cochrane Soccer Field; numerous activity and practice fields; and Cooper Pool at the Student Recreation Center where the swimming team competes. In addition, the new 42,500-square-foot Sebo Athletic Center provides expanded facilities for the training and treatment of BGSU's student-athletes, as well as meeting and office space for BGSU athletics.

The Student Recreation Center features exercise facilities in a four-level complex, including two swimming pools, a whirlpool/spa, 14 handball/racquetball courts, Universal/Nautilus areas, courts for basketball, volleyball, tennis, squash and badminton, FITWELL Lab, aerobics and an outdoor lighted Pace Trail.

The Bowen-Thompson Student Union provides space for the offices of student life and campus involvement as well as approximately 40 student organizations.

The Mileti Alumni Center is the hub for the many activities of the University's alumni. It contains meeting rooms, a library and office space.

Other campus buildings house classrooms and facilities for programs in business administration, education and the humanities.
ABOUT THE GRADUATE COLLEGE

Graduate College Administration
Interim Vice Provost for Research and Dean of the Graduate College and Professor of Chemistry
Deanne Snavely, Ph.D.

Assistant Dean for Graduate Admissions and Studies
Terry Lawrence, Ph.D.

Assistant Dean for Graduate Studies and Director of Project Search
Lisa Chavers, Ed.D.

Director of Budgets
Gail McRoberts

Interim Technology Services Coordinator for Graduate Education and Research
Allan Dieball

Information Manager for Graduate Education and Research (currently reassigned to Project@100)
Eric Zahnle

Address correspondence to:
The Graduate College
120 McFall Center
Bowling Green State University
Bowling Green, Ohio 43403-0180

General Contact Information:
The Graduate College
Phone: 419-372-2791
Fax: 419-372-8569
Email: gradweb@bgsu.edu
Web: www.bgsu.edu/colleges/gradcol

Graduate College Calendar
Individual programs may establish earlier deadlines or guidelines for associated activities (e.g., signing up for comprehensive exams, submitting preliminary drafts of theses and dissertations, final examinations, etc.). The appropriate program handbook, or graduate coordinator, should be consulted. Students are reminded that it takes time to read theses, dissertations, and examinations with the rigor and care they deserve. Graduate College established dates and deadlines can be viewed by linking to Important dates and deadlines on the following webpage: www.bgsu.edu/colleges/gradcol/documents/index.html

Purpose of the Graduate College
The goal of graduate education is to develop the resourcefulness and responsibility of post-baccalaureate individuals by furthering in them the ability to effectively handle the materials of their field and related human interactions, and to critically use the reports of others, judging both their value and their limitations.

Graduate study involves mastering levels of complexity and generalization that reflect and extend the knowledge and intellectual maturity of accomplished baccalaureate degree holders. Moreover, graduate study must occur in the company of students interested and capable enough to analyze, explore, question, reconsider, and synthesize old and new knowledge and skills.

Graduate work is, therefore, much more than the passing of a particular number of courses and the fulfillment of certain minimum requirements. One of the important goals of the Graduate College is to help students make the best use of the University’s resources in their pursuit of a mature and thorough understanding of significant problems. Students should consider themselves co-workers with other students, scholars, and teachers in cooperative intellectual endeavors on a high level.

The Vice Provost for Research and Dean of the Graduate College (VPR/Graduate Dean), reports directly to the Provost and Vice President for Academic Affairs. As stated in the Academic Charter, the duties of this position include responsibility for:

- “providing academic leadership to ensure that the highest possible quality is achieved and maintained in teaching, research, and degree-granting functions of the Graduate College;” and
- “coordinating the operations of the Graduate College with those of other units of the University and of agencies outside of the University.”

Under the leadership of the Vice Provost for Research and Graduate Dean, the Graduate College carries out University and faculty policies regarding graduate education and research. It has oversight responsibilities for graduate program quality and the recruitment and admission of high caliber graduate students. The Graduate College also appoints the graduate faculty and allocates graduate student assistantship funds to Colleges and
Departments, prepares graduate assistantship contracts, and disburses special research funds.

For a complete listing of the Graduate College staff, please visit www.bgsu.edu/colleges/gradcol/page25949.html.

**Graduate Faculty**

The Graduate Faculty is composed of those members of the University faculty who are actively engaged in creative activity/research and teaching at the graduate level. Membership constitutes recognition of scholarly excellence and professional creativity.

Members of the Graduate Faculty may teach courses at the 500 through the 700 levels, serve as members of master's and doctoral committees, direct master's theses and doctoral dissertations, vote in Graduate College elections, and serve on the Graduate Council. Duties and privileges of Graduate Faculty are described in Article VIII of the Academic Charter. In order to maintain the Graduate Faculty as a viable body, the qualifications of the members are reviewed periodically.

For more detailed information regarding the appointment criteria and categories, please refer to the Graduate Coordinator and Faculty Guide of this catalog.

**The Graduate Coordinator**

The Graduate Coordinator serves as the liaison between the Graduate College and the degree program on all matters relating to graduate study and graduate students in the degree program.

For more detailed information regarding graduate coordinator roles and responsibilities, please refer to the Graduate Coordinator and Faculty Guide of this catalog.

**Graduate Council**

The Graduate Council considers proposals for the establishment, modification, or discontinuance of graduate programs; ensures that reviews and evaluations of all graduate degree programs are conducted periodically; establishes standards for graduate faculty status and approves credentials; and reports regularly to the Faculty Senate through the Committee on Academic Affairs on the issues discussed and on actions taken by the Graduate Council.

For more detailed information regarding the Graduate Council please refer to the Graduate Coordinator and Faculty Guide of this catalog.

**Sponsored Programs and Research (SPAR)**

The primary mission of the Office of Sponsored Programs and Research (SPAR) is to assist faculty, graduate students and staff members in all aspects of both internally and externally funded research projects and other scholarly activities.


Additionally, SPAR monitors information about grant program opportunities on a daily basis, and maintains a resource library. Sources include: federal agencies, state agencies, private foundations, individuals. Another function of SPAR is to assist and coordinate funding search activities related to: University Review and approval of external submissions, patents and copyrights, Faculty Research Committee (FRC) programs, use of human subjects in research, and Distinguished Undergraduate Research Award.

SPAR assists prospective grant applicants with all stages of proposal development, including: concept formation, research design, evaluation, budget preparation, compliance issues.

**SPAR Contact Information:**

Office of Sponsored Programs and Research  
106 University Hall  
Phone: 419-372-2481  
Fax: 419-372-0304  
Website: www.bgsu.edu/offices/spar/

**Project Search**

Bowling Green State University values institutional diversity. To further that ideal, Project Search is a Graduate College program that celebrates diversity, promotes civility, encourages inclusion, embraces healthy interdependence, and positively influences the BGSU learning community to discourage discrimination and harassment.

Project Search is a model of BGSU's commitment to diversity. The program assists students in the achievement of academic and professional goals. Current graduate students often comment that the personal attention, prompt follow-up, financial aid information
and other assistance they received are among the factors that influenced their decision to choose BGSU. The ongoing services and activities sponsored by Project Search also help students settle more comfortably into University life.

Prospective students are encouraged to contact the Assistant Dean for Graduate Studies and Director of Project Search at the Graduate College in 120 McFall Center.
GRADUATE ADMISSIONS

Application Timeline
Admission Deadlines
Graduate Concurrent Admissions
Admission Categories
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APPLICATION TIMELINE

Suggested Timeline for Applicants Entering Fall Semester

September
- Request information and application for admission.

October
- Submit application for admission and assistantship.
- Arrange for transcripts and recommendation letters to be sent.
- Take required tests (GRE/GMAT/Praxis/TOEFL).
- Submit portfolio (if required).

January
- Admission decisions vary by degree program

August
- Begin classes.

ADMISSION DEADLINES

For admission to a degree program, applicants should allow a reasonable amount of time for necessary documents to arrive on campus and to be processed by the appropriate degree program and the Graduate College. International applicants should allow more time for the application process. Graduate non-degree status applicants may be admitted within a relatively short time frame. Prospective students should check with the appropriate program for specific deadlines, especially those interested in assistantships.

Applicants are admitted to the Graduate College for a specific term only. If an applicant wishes to begin graduate work earlier than the term for which he or she is accepted, the applicant must inform the degree program in writing prior to registering for classes. If an applicant wishes to defer admission, he or she may request a deferment for up to 12 months. The deferment request, after approval by the degree program, should be submitted to the Graduate College. An applicant who has received a deferment must update or verify his or her application prior to initial registration.

An enrolled graduate student is defined as one who:
1. Is admitted to the Graduate College;
2. Is registered and attending classes; and
3. Has either paid the appropriate fees or had the fees paid by the University or a third party.

GRADUATE CONCURRENT ADMISSIONS

Please see the Enrollment and Registration section, under Academic Information, of this catalog for more information.

ADMISSION CATEGORIES

There are three graduate admission categories: regular admission, conditional admission, and graduate non-degree.

Regular Admission
An applicant achieving high scholarship in previous academic work, especially in the field of study in which he or she wishes to study, is eligible for regular admission to the Graduate College contingent upon completion of the application procedures and approval of the degree program and the Graduate College.

Conditional Admission
Conditional admission status may be assigned to an applicant admitted to a degree program with deficiencies in the quality of course work or other admission criteria submitted, contingent upon the recommendation of the degree program and the approval of the Graduate College. To subsequently qualify for regular status, a minimum cumulative grade point average of 3.0 (B), with no grade lower than a B, must be earned during the semester in which the first nine graded graduate hours (e.g., no S/U or audit) of approved graduate enrollment are completed. (Degree programs may specify additional requirements of students granted conditional admission status.) If regular status is not achieved during the semester in which the nine hours are completed, the student shall be dismissed from the degree program and the Graduate College. A student with conditional admission status is not eligible for an assistantship until regular status is achieved, but may qualify for assistance through the Office of Student Financial Aid. For further information, see www.bgsu.edu/offices/sfa/.

Graduate Non-degree Status
Graduate Non-degree status represents a non-degree classification within the Office of Continuing and Extended Education. This classification allows students to pursue personal or professional goals by taking graduate courses without enrolling in a degree program. Admission to graduate non-degree status and successful completion of non-degree course work neither indicates nor assures subsequent admission to a degree program, nor does it qualify a student for financial aid.

A graduate non-degree student who wishes to be considered for admission to a degree program should follow the procedures outlined in the next section, “Degree Program Admission...”
Requirements.” Upon acceptance to a degree program, a student’s admission classification is changed to regular or conditional admission status.

Some courses completed while on graduate non-degree status may be applied toward a degree program, contingent upon the approval of the degree program and the Graduate College. It is recommended that no more than nine hours of graduate-level course work be taken while the student is a non-degree graduate student. In high demand academic areas, degree candidates will have priority over graduate non-degree students in registering for courses. Some specialized and clinical areas of study are not available for enrollment with graduate non-degree status.

ADMISSION REQUIREMENTS

Degree Program Admission Requirements
Applicants to graduate degree programs at the University must possess a bachelor’s degree from a regionally accredited college or university and present evidence of broad and thorough undergraduate preparation that indicates probable success in graduate study. Prospective students should keep in mind that graduate study is not merely a continuation of undergraduate study. It demands a higher level of scholarship, emphasizes research and creativity, and requires student initiative and responsibility. Since faculty, facilities, and other resources are limited, it is impossible to admit every interested applicant. Some areas are highly selective in admitting students because the demand for admission is greater in those areas than in others.

Prospective graduate students should consult with the graduate coordinator in the appropriate degree program at the time of application for admission concerning placement and employment prospects for graduates of that particular degree program. The University makes no guarantee concerning employment for graduates of any of its degree programs. However, the Career Center provides career planning and placement assistance including individual counseling, professional development seminars, an electronic resume referral service, and credential services.

As a general prerequisite to graduate study in a degree program, a student must have met the requirements of this University for an undergraduate major or minor in that field or its equivalent. Further requirements or exceptions applicable to specific fields may be determined by individual degree programs. An applicant to a degree program will be evaluated for admission when the following materials are submitted to the Graduate College:

1. The application for admission;
2. The $30 (non-refundable) application fee (applied with each application);
3. Either the Graduate Record Examinations (GRE), PRAXIS, or the Graduate Management Admission Test (GMAT) as specified below;
4. The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) for all whose first language is not English; and
5. Two official transcripts from each institution attended (except Bowling Green State University) which must be forwarded directly from the institution(s). Personal copies of transcripts are not acceptable. Transcripts “Issued to Student” (even if in a sealed envelope) are not acceptable. Applicants must include ALL institutions attended regardless of the number or type of credits taken, terms attended, or whether transfer credits are reflected on another transcript. When temporary transcripts are submitted, acceptance to the Graduate College is granted upon receipt of final official transcripts (showing the date and degree earned) from the institution attended.

International applicants must submit all materials directly to:
Center for International Programs
Suite 61 McDonald North
Bowling Green State University
Bowling Green, OH USA 43403

GRADUATE NON-DEGREE ADMISSION REQUIREMENTS
Applicants seeking admission as a non-degree graduate student must submit:

1. A completed non-degree application for admission form;
2. An unofficial transcript, showing highest degree earned. If no transcript is received with the application, verification of the highest degree earned will be undertaken by the Continuing and Extended Education Office. Applications may be submitted to the Continuing and Extended Education Office; the Office of Registration and Records; or the Graduate College.

Graduate non-degree status applicants are not required to pay the $30 application fee or the $15 admission fee. Test scores and letters of recommendation are not required.
REQUIRED TESTS

Graduate Record Examinations (GRE)
All applicants for admission to a graduate degree program (other than accounting, business administration, and organization development which require the GMAT and Master of Fine Arts in Art and certificate programs which do not require test scores) must submit valid scores (scores obtained within the last five years) from the GRE General Test to the Graduate College. Some degree programs require scores from a Subject Test. Please refer to the individual program descriptions in this Catalog to determine which programs require this information. The GRE is administered by the Educational Testing Service. The current GRE Information and Registration Bulletin is available on-line at www.gre.org or you can write to GRE-ETS, P.O. Box 6000, Princeton, NJ 08541-6000.

The Praxis Series
Applicants for the Master of Education degrees in (1) Curriculum and Teaching and (2) Special Education may submit either the GRE or the Praxis II (NTE) scores. The current Praxis information is available on-line at www.ets.org or you can write to ETS-The PRAXIS Series, P.O. Box 6051, Princeton, NJ 08541-6051.

Graduate Management Admission Test (GMAT)
Valid GMAT scores (scores obtained within the last five years) are required of applicants seeking admission to graduate programs leading to the degrees of Master of Accountancy, Master of Business Administration, and Master of Organization Development. The GMAT is administered by ETS. The current GMAT Bulletin of Information and Registration Form is available on-line at www.mba.com or you can write to Graduate Management Admission Test at Pearson Vue, 5601 Green Valley Drive, Bloomington, MN 55437-6043.

Test of English as a Foreign Language (TOEFL)
Valid TOEFL or IELTS scores (scores obtained within the last two years) are required of all applicants seeking admission whose first language is not English. The Center for International Programs provides TOEFL and IELTS information. The current Bulletin of Information for TOEFL is available on-line at www.ets.org or you can write to Educational Testing Service, Box 6151, Princeton, NJ 08541-6151, USA. Information about the IELTS is available on-line at www.ielts.org.

Students Whose First Language is not English
All students whose first language is not English are required to take on-campus English proficiency tests before planning the first-semester academic program with the graduate coordinator and before registration; this also includes permanent residents. On-campus testing is required of all international students whose first language is not English. Students from countries whose population speaks English as their first language are exempt from the TOEFL examination. These countries include but are not limited to: Australia, Canada (except Quebec), Ireland, New Zealand, and the United Kingdom. Students may be exempt from the TOEFL examination if they come from countries whose first language is traditionally not English, yet English is mandated as the medium of instruction for secondary education, and the student has received at least a B average or its equivalent in the English language during their secondary level of education. Examples of countries within this category include: Fiji, Ghana, Guyana, India, Kenya, Lesotho, Liberia, Nigeria, Sierra Leone, South Africa, Swaziland, Uganda, Zambia, and Zimbabwe. This list may vary from year to year as nations modify their existing language of instruction policies.

The on-campus English tests are coordinated by the English as a Second Language (ESL) Program. Based on the results of these tests, students may be required to enroll in courses as designated by the ESL Program. Satisfactory completion of ESL courses is mandatory for continued University funding and graduation when students are required to enroll in such courses. ESL courses cannot be used to meet degree requirements.

TRANSFERRING/APPLYING TO ANOTHER DEGREE PROGRAM
Students who are currently admitted to a degree program or are completing a graduate degree and wish to be considered for admission to another degree program must complete the admission process for that particular degree program.

The following conditions must be met before a file can be forwarded for program evaluation:

1. A new application for admission must be submitted to the Graduate College. Payment of the $15 admission fee is required upon transfer from graduate non-degree to degree status. Payment of the $30 application fee is required by all;
2. Required test scores must be submitted to the Graduate College;
3. Two official transcripts from each college and/or university attended, unless previously submitted and
currently maintained on file (translations are required if in a language other than English), must be forwarded directly to the Graduate College (copies or official transcripts issued to students are not acceptable). Bowling Green State University transcripts do not need to be submitted;
4. Any specific degree program requirements must be met;
5. If a transfer from one degree program to another is requested, the graduate coordinator of the degree program from which the transfer is being made must be notified by the student in writing.

When acceptance to a degree program is granted, the change in admission status will become effective during the admission semester.

READMISION
If a Plan I (thesis option) master’s student has had no registration activity for four or more terms (including summer) and has never registered for thesis research (699), the student must reapply to the Graduate College. Once students are registered for 699, they are considered active.

If a Plan II (non-thesis option) master’s student has had no registration activity for four or more terms (including summer), the student must contact the Graduate College about submitting an application for graduation or reapply to the Graduate College before continuing the degree program.

If a doctoral student has had no registration activity for four or more terms (including summer) and has never registered for dissertation research (799), the student must reapply to the Graduate College before continuing the degree program. Once doctoral students are registered for 799, they are considered active.

To apply for readmission, a student must submit a completed application to the Graduate College and a letter to the degree program describing the circumstances surrounding his or her absence from the University and requesting readmission. If course work has been taken at another university during the absence, an official transcript must be forwarded directly from the institution to the Graduate College. A degree program may request additional documents for readmission, such as letters of recommendation.

After reviewing the request for readmission, the degree program will forward a recommendation to the Graduate College.
FINANCIAL INFORMATION AND ASSISTANCE

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  Mandatory Fees
  Other Possible Charges
  Payment of Fees
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  Teaching, Research, and Administrative Assistantships
  Dissertation Fellowships
  House and Hall Director Positions
  Off-Campus Housing
  Supplemental Employment
  Loans and Employment
FEES AND EXPENSES

Basic Fees and Charges
The Bursar's Office web site contains the most current University fees and charges: www.bgsu.edu/offices/bursar.

Mandatory Fees
A nonrefundable application fee of $30 is charged to all students seeking admission to a degree program in the Graduate College. This fee is charged every time a student submits an application.

A nonrefundable admission fee of $15 is charged and payable at the time of initial registration for degree seeking students. A registration fee of $8 is assessed to all students each semester. At the time a student applies for graduation, a graduation fee of $35 will be assessed.

Other Possible Charges
A late payment fee is charged for paying fees after the last day designated for this purpose at the opening of a semester (including summer). The fee is $5 for each late day including Saturdays and Sundays to a maximum of $25.

An excess credit fee of $50 is charged for each hour of enrollment in excess of 18 hours.

A returned check service charge is assessed, in addition to the bank charge, for each check returned by the bank as uncollectible. See www.bgsu.edu/offices/bursar/page25771.html for more information on these and other costs.

An automobile registration fee of $80 is required of each student when registering an automobile with the Parking Service Office. Each automobile on campus must be registered and its decal displayed in accordance with instructions.

A credit-by-examination charge of $80 is made for each special examination taken for credit.

A course revalidation charge of $25 is made for each course revalidation.

An applied music fee of $45 per semester hour or $90 for 2 or more hours is charged for one-half hour of individual instruction per week. A student enrolled for applied music has access to practice rooms and equipment without charge, in accordance with

schedules and regulations determined by the College of Musical Arts.

☐ There is a surcharge for students enrolled in the Executive MOD program and Executive MBA program due to the external nature of the programs.

Creative Writing master's students completing a thesis are charged $20 for binding and microfilming of their manuscript. Students will receive information about making this payment through their BG1 card account during the semester they graduate. The final, approved copy is bound and deposited in the Jerome Library, as is the microfilmed copy.

Doctoral students completing a dissertation are charged $65 for microfilming by ProQuest Information and Learning (PQIL), formerly University Microfilms International, Ann Arbor, Michigan. Students will receive information about making this payment through their BG1 card account during the semester they graduate.

All graduate students are required to meet the health regulations in effect at the University. All graduate students enrolled for eight or more credit hours at Bowling Green State University and all international students are required to have adequate medical insurance coverage. Students are automatically enrolled in the university-sponsored medical insurance program for the entire year once registration takes place. Further information is available at the following website: www.bgsu.edu/offices/sa/studentinsurance.

Payment of Fees
Fees are payable through the Office of the Bursar. For more information visit www.bgsu.edu/offices/bursar/page25675.html

All payments or payment arrangements must be made prior to the first official day of classes each semester. A student's financial account must be paid in full, including fees and current charges, before a registration request will be honored for any term or session. Students should note that payments are applied chronologically to University debts. Therefore, if traffic or library fines or other fees have been placed on a student's account before the general fee was assessed, they will be paid off first, and the general fee will still be outstanding.
Exemptions
Graduate assistants receive a fee scholarship covering the instructional fee, the nonresident fee, the general fee, and the automobile registration fee for the period stated in the contract. Graduate assistants in the College of Musical Arts are also entitled to a credit for applied music fees during the academic year (does not include the summer term). The Graduate College makes arrangements with the Office of the Bursar to credit appropriate fees for students under contract.

Refund of Fees
For specific information regarding the process of refunding of fees please visit www.bgsu.edu/offices/bursar/page25775.html

Delinquent Accounts
Students experiencing financial difficulties should contact the Office of the Bursar promptly to arrange for the payment of their outstanding balance to avoid the following collection actions.

When University charges (room, meals, fees, and others) are not paid on a timely basis, the Office of the Bursar will seek to collect the past due monies. As part of this process, service charges will be assessed. It is possible that a student's grades and/or transcript and other services may be withheld and room, meals, and/or registration may be cancelled. To view the detailed collection processes of the Bursar's Office, please see www.bgsu.edu/offices/bursar/page25684.html.

ASSISTANTSHIPS, FELLOWSHIPS, AND OTHER AID

Graduate Assistantships
Graduate students with service assistantships (i.e., teaching, research, administrative, and housing) work a maximum of 20 hours per week when classes are in session. Students with dissertation fellowships (see below) may not engage in any employment during the period of their appointment.

Teaching, Research and Administrative Assistantships
Graduate assistantships are available through the programs offering graduate degrees. These positions give students financial aid as well as the opportunity to acquire valuable experience. As of fall semester 2008, doctoral students are eligible for stipends from $6,059 to $15,006 for the academic year. Positions at the master's level pay between $4,328 and $11,619. Both require a registration for 12 hours of graduate credit each semester. All Graduate Assistants also receive a Tuition Scholarship Grant for the period of the award which includes full payment of the student's instructional, non-resident & general fee (The Graduate College does not cover the general fee for Study Abroad students nor does it pay for an excess credit fee). Renewals of assistantship awards are possible.

Funding as a graduate student is available for a maximum of two academic years at the pre-doctoral level and a maximum of four years, depending on the program, at the doctoral degree level. A maximum of six years of funding, depending on the program, is specified for a student who completes both a master's degree and a doctoral degree at this university.

To retain an appointment, graduate assistants must be appropriately enrolled, must make satisfactory progress toward a degree, and must perform duties satisfactorily according to the terms of the appointment. A student's funding is terminated if he or she is suspended for ethical or legal misconduct as specified in the Student Code.

The instructional, nonresident, general, and automobile registration fees are paid by the University during the period of the appointment for graduate assistants. Instructional, nonresident, and automobile fee payments may also be extended as a professional courtesy for the summer following an active graduate assistantship contract. Registered graduate students not receiving an assistantship during the summer must pay the general fee.

Application forms for assistantships and letters of recommendation should be submitted to the chair or academic program director in the winter preceding the academic year for which the appointment is desired (program literature should be consulted for specific deadlines). At the same time or prior to, an application for admission to the Graduate College should be filed. Students should contact the graduate department for applications for assistantships.

A bachelor's degree is a prerequisite for funding of graduate assistantships. Official certification from the degree-granting institution is required to document completion of all requirements for the baccalaureate degree.

For more financial aid information visit: www.bgsu.edu/colleges/gradcol/page24961.html

Dissertation Fellowships
The University awards dissertation fellowships to outstanding doctoral students in the final stage of dissertation research. These awards provide an annual stipend and payment of the instructional, nonresident, general, and automobile registration fees for the term of the fellowship. A dissertation fellowship awardee must be registered for 16 hours each semester, engaged in graduate study, and not otherwise employed. The student is expected to live and work within daily commuting distance of the University campus, with full access to the resources of the University. If the special needs of dissertation research or cooperative study require that the student should live elsewhere, then this must be stated at the time of application for the fellowship. Acceptance of other employment, or a decision to move to another region after the dissertation fellowship has been granted, may require the student to resign the fellowship.

For more detailed information regarding graduate assistantships and fellowships, please refer to the Graduate Coordinator and Faculty Guide of this catalog.

House and Hall Director Positions
A limited number of positions are available to full-time graduate students enrolled in master's or doctoral degree programs.

Greek House Directors (masters and doctoral): Greek House Directors reside in a fraternity or sorority house with 5-40 residents, and work with the chapter officers to promote a positive living/learning environment, provide advisory support on issues such as recruitment and scholarship, be visible to students and parents, counsel students and respond to crises that may occur, work with chapter officers to maintain an attractive, clean house serve as a liaison to Greek Affairs for facilities and operations issues, and enforce all University, Residence Life, and Greek Affairs policies.

Graduate Hall Director: Graduate Hall Directors (GHD’s) work with full-time Hall Directors in the residence halls to supervise Resident Advisors (RA’s), advise hall government, implement academic initiatives, coordinate developmental programs, hear student discipline cases, serve on duty rotation schedule, and respond to student issues and emergencies. The GHD will be responsible for a residence hall of approximately 350 residents and reports to either a full-time Hall Director or a Senior Coordinator of Residence Life. Previous residence hall experience is preferred, but not required. By nature of live-in responsibilities, GHDs are required to reside on-campus in a residence hall.

As part of their compensation GHDs receive a stipend, meal-plan, and a furnished apartment. A tuition grant that covers the instructional, non-resident, and general fees is provided. One summer of instructional and non-resident fees are also paid.

Applications including a letter of application, resume, and list of three references may be submitted to: Office of Residence Life, Graduate Hall Director Search, 222 Saddlemire Student Services at Conklin, Bowling Green, OH, 43403; FAX 419-372-0477; and reslife@bgsu.edu.

Deadline: Applications will be accepted beginning mid-January preceding the academic year for which appointment is desired. Review of applications will begin late-February to mid-March.

Notification: The Office of Residence Life makes notification of applicant's status. Questions concerning available positions can be referred to the above address.

Off-Campus Housing
For information regarding housing visit www.bgsu.edu/offices/sa/offcampus/index.html

Supplemental Employment
Because academic success is the primary goal of graduate study, graduate assistants are discouraged from working more than 20 hours per week, including the assistantship assignment, when classes are in session. Graduate assistants should confer with their graduate coordinators before accepting additional employment, whether on or off campus. Dissertation fellow appointees may not engage in any employment during the period of their appointments. Federal regulations strictly prohibit international students from working more than 20 hours per week.

Before a graduate assistant contracts with an on-campus unit for additional employment, a Graduate Assistant Supplemental Payment form must be submitted to the Graduate College. The signature on this form indicates that the graduate coordinator, chair, or director has been informed of the student’s intent to take on supplemental work. Each degree program is encouraged to establish guidelines for deciding the appropriate extent of supplemental employment.

The Graduate Assistant Supplemental Payment form separates the approval of supplemental employment for graduate assistants from that for faculty and staff; it clearly states the limitations on supplemental employment by graduate assistants. It calls for the graduate coordinator or chair/director (and the assistantship
supervisor in the event that this individual is outside the program in which the student is enrolled) to certify that the supplemental work will not interfere with the student’s academic program and assistantship responsibilities. The signature of the Graduate Dean will be routine unless the magnitude of the supplemental employment raises concerns.

**Loans and Employment**

Regularly admitted domestic graduate students (excluding those with graduate non-degree status) are eligible to apply for federal student aid programs including Stafford Loans, Perkins Loans, Graduate PLUS loans, and the Federal Work-Study program.

For further details regarding the financial aid process please visit www.bgsu.edu/colleges/gradcol/page24961.html
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GENERAL INFORMATION

Tentative Degree Program (TDP)/Degree Audit Report System (DARS)
The Tentative Degree Program (TDP) is a listing of courses a student plans to take to meet the requirements for his or her graduate degree program. The TDP serves two main purposes. First, by defining the student’s course of study it gives focus and direction to his or her individualized graduate degree program. Second, it constitutes an agreement that successful completion of the proposed course of study, and the general degree requirements set down in the Graduate Catalog, will result in the awarding of the degree. The Graduate College checks the student’s records against the approved TDP to verify eligibility for graduation.

The TDP is to be submitted to the Graduate College during the semester in which the student enrolls for the 15th hour of credit toward his or her degree program. It is the responsibility of the student to make an appointment with his or her graduate advisor or with the departmental graduate coordinator, whichever is appropriate, in order to complete the TDP form. The student’s advisor and the graduate coordinator must approve the TDP before it is submitted to the Graduate College.

Courses approved on this form serve as a guide but may be altered upon approval of the graduate coordinator and graduate dean designate. However, degree requirements may not be modified or set aside without the approval of the dean designate or the Graduate Council. The TDP should show work that may be required by the department to make up any deficiencies; this includes students who are required to take ESL courses (although ESL course hours do not count toward graduation). All TDPs must be submitted to the Graduate College for approval.

Certain degree programs are now using Degree Audit Report System (DARS) in lieu of the TDP process. Those students in degree programs using DARS do not need to submit a TDP; see graduate coordinator for more information regarding changes. The Graduate College is currently piloting an electronic-TDP (e-TDP). Those students in degree programs using the e-TDP should submit an electronic TDP, not a paper TDP.

Requirement Changes
In regard to their curricula and courses, students are governed by their approved Tentative Degree Program (TDP), or in some programs by their approved Degree Audit Report (DARS). In regard to the rules and policies, students are governed by the current catalog.

The University seeks to offer degree programs with integrity and stability. Accordingly, students may expect the programs to be implemented basically as described. However, because higher education is a dynamic enterprise, the University has the authority to make changes in policies, degree programs, requirements, course offerings, class schedules, assignment of instructors, fees, and other aspects of its educational programs at any time, sometimes without prior notice. Such alterations and changes in policy supersede specific information appearing in the Graduate Catalog and other official publications of the University.

General requirements in degree programs cannot be waived. In addition to the minimum requirements specified by the Graduate Council, academic departments/schools also have the authority to prescribe their own degree requirements and policies. Students already studying in graduate degree programs may be required to comply with alterations in the curriculum when major revisions occur. Prospective students should consult with the departmental graduate coordinator concerning the degree program of interest, current offerings, and precise requirements. Lack of awareness of degree requirements and regulations is not a justification for an exemption or waiver. It is the responsibility of graduate students to familiarize themselves with the rules and regulations of their academic department as well as the policies presented in the Graduate Catalog and Student Affairs Handbook. Additionally, students must maintain familiarity with such policies throughout their graduate studies at Bowling Green State University. Only students who satisfactorily complete all the requirements in a program will be recommended for the appropriate graduate degree.

Transcripts
An official transcript of a student’s record is used for transferring credits to other colleges and universities and for transmitting information to certifying agencies and employers. An official transcript is issued only at the written request of the student. An official transcript is not released for a student who is delinquent on any financial obligation to the University or who is not fully admitted. Details regarding the transcript request process, including a link to a printable transcript order form can be found at www.bgsu.edu/offices/registrar/page5601.html.

Transcripts from other institutions that have been presented for admission or evaluation become part of the student’s permanent
ENROLLMENT AND REGISTRATION

Academic Year and Scheduling
The academic year is divided into two semesters (fall and spring) of approximately 16 weeks each and a summer term. The summer term is conducted as a regular part of the academic program. While some courses are offered for the full term, most are offered in one of two consecutive sessions, each complete within itself so that the student may enroll for one session or for both sessions.

Prior to continuing student registration, a listing of course offerings is available on-line at http://webapps.bgsu.edu/courses/search.php.

The Summer School Schedule is available on-line at the Continuing and Extended Education web site at http://summer.bgsu.edu/.

Registration Deadlines
Students must make a formal application for admission to the Graduate College prior to registering for classes in order to receive graduate credit. The Graduate College is located at 120 McFall Center.

The University requests that ALL graduate students register for classes at the designated time listed on the Registrar’s Office web site. This process will allow early evaluation of low enrollment courses and the possible cancellation of sections. Please register early to ensure that the graduate courses you are planning to take are offered.

Registration may be completed at academic departments, on the web through MyBGSU (with a BGNET account), or at the Office of Registration and Records, 110 Administration Building. Students who register during continuing student registration will be billed by the bursar. In-person registrations after fees are due must be paid by the last business day prior to the start of the term. Funded students will automatically be prepaid.

Graduate students who use University services must be regularly registered for credit.

Credit Hour Load
A full-time graduate student is defined as a student registered for eight semester hours.

A graduate assistant is required to register for a minimum of 12 hours of graduate credit per semester for the period of the assistantship unless otherwise exempted by the departmental graduate coordinator and the graduate dean designate. Graduate students who receive an assistantship stipend during the summer term must enroll in a minimum of nine graduate credit hours during that term. Audits do not count toward minimum registration loads; GRAD 600 may count. Graduate assistants completing a master’s thesis or a doctoral dissertation should consult their advisers for appropriate registration requirements.

Excess credit hour loads (beyond 18 hours in an academic semester or beyond the 12-hour limit for summer) require approval from the dean designate of the Graduate College. An excess credit fee of $50 per hour is charged for each hour over the limits stated above.

Graduate Concurrent Registration/Enrollment
Bowling Green State University and The University of Toledo offer graduate students enrolled in a degree program, the unique opportunity to enhance their academic experience by taking advantage of resources provided by the participating institutions through the Graduate Concurrent Enrollment Program. After receiving the approval of their graduate coordinator (BGSU)/advisor (UT) and participating graduate dean designates, students in the Concurrent Enrollment Program may take coursework at the host institution and receive credit on their home institution’s official transcript.

BGSU students who enroll in the concurrent graduate program at UT are required to complete a minimum of 51 percent of the courses in their graduate degree program on the BGSU main campus. Part-time graduate students who participate in the program pay the instructional and, if applicable, the nonresident fees at the host institution on a per-hour basis. Instructional and nonresident fees will be waived by UT for a BGSU student who pays full-time instructional and nonresident fees as a graduate student, who has been awarded a fee waiver as a graduate assistant, or has been awarded a tuition scholarship grant.

A full-time graduate student is defined as one being registered for 11 or more graduate credits per term at BGSU. UT full-time
students must be registered for 12 or more graduate credits. If the student does not complete the full-time registration requirement at the home institution (i.e., withdraws from courses during the term), then the student will be billed retroactively by the host institution and their grades at the host institution may be withheld.

Graduate students who have been awarded an assistantship at BGSU may enroll for a maximum of six credits per term at the host institution with a tuition grant for instructional, nonresident, and general fees. Graduate students who have been awarded an assistantship at UT may enroll for a maximum of six credits per term at the host institution with a tuition grant for instructional fees. However, for both institutions, a tuition grant is provided only when registration at the home institution represents at least two-thirds of the total (home + host) registration for the academic term.

Graduate students from BGSU or UT who seek to enroll under the concurrent registration agreement must submit a completed concurrent enrollment application form (see www.bgsu.edu/colleges/gradcol/documents/index.html) through the home institution. Not completing this form may result in holds on grades, registration, and transcript records. The graduate application fee, admission fee, transcripts, test scores, and letters of recommendation are not required.

The concurrent enrollment application must be approved by both the home and host institutions; the concurrent enrollment application does not register the student for the approved course(s) to be taken at the host institution. It is the student’s responsibility to register at the host institution prior to the beginning of the term specified on the application. For information on registration procedures at the host institution, consult the host institution’s website or contact the host Registrar’s office. Regardless of any registration at the host institution, a student must register for a minimum of one credit hour at the home institution to remain in good academic standing.

See concurrent enrollment application for complete instructions.

**Auditing a Class**
Students who wish to attend a class without receiving credit for it may register to audit that course. A per-hour instructional fee is charged as if the student had registered for the course for credit. Audits do not count toward minimum registration loads, nor do they satisfy degree requirements. Please see Changes in Registration below.

**Changes in Registration**
The Graduate College will not approve an add of a regularly scheduled class nor the change to or from an Audit after the first 14 calendar days of fall and spring semester or the first 3 calendar days of each summer session. After these dates exceptions may be granted only by the dean designate of the Graduate College.

**Withdrawing from a course after the drop date**
Instructors assign a grade of "W" (withdrawn) or "WF" (withdrawn failing) if a student withdraws from a course after the last day to drop (see www.bgsu.edu/catalog/Acad_policies/Acad_policies41.html) but before (1) the 10th week of a course in the fall and spring semesters, (2) the twenty-fifth calendar day of the eight-week summer session, or (3) the nineteenth day of a six-week summer session. For flexibly scheduled courses, the instructor assigns a "W" or "WF" if a student withdraws after completing at least 13% but not more than 60% of the course. During the specified time intervals, "W" is assigned if the student is passing at the time of withdrawal or if the instructor determines there is insufficient evidence to judge the student’s progress at the time of withdrawal. "WF" may be assigned if the instructor determines the student is failing at the time of withdrawal.

A grade of "WF" also is assigned if the student withdraws after the intervals described above, stops attending without processing a withdrawal, or has never attended and fails to process a withdrawal.

A student who officially withdraws from the University receives a "W" in all courses for the semester, unless the student has previously withdrawn from a course with a "WF."

These provisions apply to all grading options, including "S/U." The grade of "WF" is used with zero quality points in computing the grade point average; "W" is not used in computing the grade point average.

**Dismissal/Withdrawal from a Course**
The University reserves the right to withdraw any graduate student from any course when the student’s continuance is not in the interest of the student, the class, or the University. The dismissal of a graduate student from a course and the grade and/or notation in the official record are determined by the dean designate of the Graduate College and the vice president for academic affairs, after consultation with the instructor of the course. Students have the right of appeal as prescribed in the Student Affairs Handbook.
Cancellation of Registration
The student's class schedule may be cancelled if the fees and charges are not paid prior to the beginning of each semester.

Withdrawal from the University
Students who wish to withdraw from the University in good standing must obtain the permission of the dean designate of the Graduate College. After classes begin, a student who drops all classes (even if enrolled for only one class) must withdraw from the University at the Graduate College. If a student leaves the University without proper notice and permission, he or she receives a grade of WF in all courses and is not entitled to any refund of fees.

ACADEMIC REGULATIONS

Academic Honesty
Academic honesty is the central value of an academic community. It is expected that graduate students will neither engage in nor facilitate cheating (using or attempting to use unauthorized materials, information, or study aids), fabrication (falsification or invention of any information or citation), or plagiarism (representing the words or ideas of others as one’s own) in their academic work. The Academic Honesty Policy can be found at the following web address: www.bgsu.edu/offices/sa/studentdiscipline/index.html

The Academic Honesty Policy contains strict sanctions, including expulsion, for all forms of academic dishonesty. Students found guilty of violating other University regulations, such as engaging in moral and ethical misconduct, or in actions that are injurious to others or threaten the orderliness and well-being of the campus, are subject to equally strict sanctions in accordance with the provisions set forth in those regulations.

Courses for Graduate Credit
All courses numbered 500 through 700 carry graduate credit. As a matter of policy, no courses numbered lower than 500 carry graduate credit. Courses not approved for graduate credit cannot be taken and then added to a student’s degree program for graduate credit. A graduate student who is enrolled in a graduate class open to undergraduates (400/500 courses) is required to do additional work of an individual nature to earn graduate credit for the course. The instructor is responsible for designating the type and amount of such work, but the graduate student must take the initiative in arranging for it within the first week of the term.

Graduate Courses for Undergraduates
Under certain circumstances, it is permissible for undergraduate students to register for graduate course work prior to having received the baccalaureate degree. An undergraduate student who wishes to take graduate courses for graduate credit must apply to the Graduate College for admission as an advanced undergraduate; the process begins by the student contacting the Graduate College. This type of registration is extended only to currently matriculated students of the University who have completed 90 semester hours of undergraduate work with at least a 3.0 grade point average. The student must have the instructor's and the graduate coordinator's permission.

The classification of advanced undergraduate is not equivalent to admission to any particular graduate degree program. Courses taken for graduate credit by an undergraduate student cannot be used to satisfy a requirement for the undergraduate degree. The student who is approved for the classification of advanced undergraduate may not register for more than six semester hours of graduate course work in any one semester. An advanced undergraduate is eligible for a maximum of nine semester hours of graduate course work during his or her tenure at the University.

If an undergraduate student wants to take a graduate course for undergraduate credit as part of the baccalaureate program, the student must petition the dean designate of the Graduate College. The graduate course may be used as an elective only. It cannot be used as a substitute for any undergraduate course to satisfy a specific course requirement or a subject area distribution requirement of the undergraduate degree program.

Credit by Examination
Students who feel qualified to receive credit by examination may submit a formal petition to the Graduate College setting forth evidence of previous study and/or specific experience which they believe should permit them to take such an examination (see www.bgsu.edu/colleges/gradcol/documents). Students who successfully pass an examination for credit receive a grade of S. Students who fail an examination for credit have a notation to that effect entered in the appropriate place on the record. A maximum of six graduate credit hours may be taken by examination. Both degree seeking and non-degree students may earn credit by examination.
Grading Policies

Unit of Credit
The unit of credit is the semester hour, which is ordinarily earned by one hour of recitation or lecture a week per semester.

Depending upon the amount of outside preparation required, two or three hours of laboratory work carry the same credit as one hour of recitation or lecture.

Grading System
The following system of marks is used in reporting and recording a graduate student's proficiency in courses:

- A: excellent 4.0 points
- B: acceptable 3.0 points
- C: below standard 2.0 points
- D: failure 1.0 points
- F: failure 0.0 points
- WF: withdraw failing 0.0 points

A course taken for graduate credit in which the grade of D or F is received may not be used to meet degree requirements or to meet the minimum credit hour requirements for a graduate degree. Some academic departments prohibit the use of courses with C grades for degree requirements; students should consult the student handbook in their program area.

Some courses are graded on an S/U (satisfactory/unsatisfactory) basis and are so indicated in the individual course descriptions. A grade of S is equivalent to a letter grade of B or higher. If a graduate course has been approved for S/U grading, a graduate student is not eligible to receive a letter grade in that course.

Grades for courses numbered 691, 699, and 799 are reported as IP (in progress) until the completed final capstone experience or experiences (e.g., research paper, portfolio, or academic equivalent), thesis, or dissertation is approved when the final grade of S (satisfactory) is substituted.

Grading Options – Graduate Courses
Students and instructors do not have an option concerning the grading system for a graduate course. Each graduate course is approved for either letter or S/U grading. Unlike undergraduate grading, it is the University's decision, not the student's option, that determines the grading system to be used in graduate-level courses.

Grading Options – Undergraduate Courses
Graduate students who take undergraduate courses are graded according to the undergraduate grading system. Such students receive a letter grade unless they register to be graded on an S/U basis. Regardless of the grading option, undergraduate courses taken by graduate students are not calculated in the graduate GPA.

Academic Progress
In order to remain in good standing and to graduate, a student must make satisfactory progress toward a degree. Academic good standing is defined as:

1. The maintenance of a 3.0 grade point average at the master's and specialist's levels and a 3.2 at the doctoral level;
2. The accumulation of not more than two incomplete grades prior to fall 2007, and no incomplete grades in graduate coursework starting fall 2007 and forward;
3. The completion of departmental requirements other than course work, such as comprehensive examinations, thesis research, or foreign language requirement, by established deadlines; and
4. The absence of any suspensions, probations, or other disciplinary sanctions for violations of the Student Affairs Handbook.

Satisfactory academic progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program; failure to maintain these standards may result in the academic dismissal.

A course taken for graduate credit in which a D, F, or WF was received may not be used to meet degree requirements nor to meet the minimum credit hour requirements for a graduate degree; however, the hours and grade are used to compute the cumulative grade point average. If a graduate student repeats a course, each grade received is counted in computing the cumulative grade point average. To compute GPA, the total number of points (on the 4.0 scale) are divided by the total number of hours undertaken for graduate credit, excluding courses in which the marks INC, IP, S, U, or W are recorded.

Incomplete Grades
An INC (incomplete) may be given only when, for some justifiable reason, a student fails to take the final examination or to fulfill a specified requirement in a course.

An INC may be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Graduate College. The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:

- Fall semester: June 1
- Spring semester: September 1
- Summer semester: January 1

However, an individual instructor may come to an agreement with his or her student for an earlier deadline for removal of an incomplete grade.

The student must petition the graduate dean designate for such consideration in writing and prior to the expiration of the deadline. The instructor's support is required for approval of the request. The graduate dean designate has the authority to extend the deadline for an incomplete. See www.bgsu.edu/colleges/gradcol/documents/index.html for “Incomplete Extension Request.”

For courses taken S/U, any mark of INC not removed by these deadlines will change to U. For courses taken for a letter grade, any mark of INC not removed by these deadlines will change to F. A student cannot graduate with a grade of INC in a graduate level course.

Grade Appeals

The procedure for grade appeals at the graduate level involves following a sequence of consultations. An appeal may be settled during an early stage, but the complete process includes five steps:

1. Student meets with course instructor;
2. Student meets with departmental faculty member who serves as grade appeal agent (see University Charter B-II. G.9);
3. Student meets with the departmental chair or program director;
4. Graduate College grade appeal committee reviews the student's grade appeal;
5. Graduate dean designate reviews the due process procedures.

All levels of the appeal process are advisory to the instructor. Only the course instructor can change a student's grade.

It is the student's responsibility to follow the steps in the procedure according to the sequence outlined above. Grade and absence grievances may not be appealed beyond the Graduate College level.

The grade appeals procedure must be initiated by the end of the fifth week of the spring semester for grades received during fall semester, and by the end of the fifth week of fall semester for grades received during the spring or summer semester. All actions for grade changes must be completed during the semester in which the grade is appealed.

Time Limits for Degree and Revalidation

The time limit to complete all degree requirements for master's students is six years from the end of the earliest course used to fulfill degree requirements on the TDP or DARS and eight years for doctoral students.

If a doctoral student has not completed all degree requirements eight years after completing the first course required for the degree, he or she is no longer eligible to continue in the program until successfully taking a new, second preliminary examination. Upon passing this second preliminary examination, the student has four years to complete all degree requirements. Barring a verifiable personal emergency justifying an extension as determined by the dean designate of the Graduate College, a doctoral student shall not be permitted to take more than four additional years to complete the degree.

If a doctoral student has not taken and passed a preliminary examination within eight years after completing the first course required for the degree, she or he shall be dismissed from the program.

Master's students may apply for an extension of up to one calendar year if the request for an extension is made before the time limit has elapsed. If the extension is approved by the graduate coordinator and the graduate dean designate, revalidation of outdated courses for the master's and specialist's degrees (over six but not more than seven years old) may be necessary. When necessary, revalidation is accomplished by retaking the
course or by special examination determined by the degree program on each outdated course. A charge of $25 is assessed for revalidating a course by examination. Students may not revalidate courses with a grade of C or lower, courses that are internships or other forms of practicum, or courses taken at other institutions.

If the revalidation examination is satisfactory (i.e., passed by a B grade or better), then the original course grade will be retained and the student’s transcript will reflect revalidation. If the examination is failed, then no change will be made to the student’s record. More than one attempt to revalidate a course by examination is permitted if supported by a recommendation from the graduate coordinator of the degree program and approved by the dean designate of the Graduate College. Application forms to be used in revalidating courses by examination are available on the Graduate College website: www.bgsu.edu/colleges/gradcol/documents.

Courses older than seven years (at the master’s level) and ten years (at the doctoral level) may not be revalidated. Revalidation forms are available on the Graduate College website (see www.bgsu.edu/colleges/gradcol/documents). Only courses taken on this campus in which the grades of A, B, S, or P were earned may be revalidated.

Transfer of Credit
Students who have been fully admitted into a graduate degree program at the University may petition to transfer graduate credit from another regionally accredited graduate school once they have satisfactorily completed eight hours of graduate work at BGSU. The petition takes the form of inclusion on the Tentative Degree Program (TDP). For transfer of credit for DARS, please see the degree program graduate coordinator. An official transcript must be received by the Graduate College before credit can be approved for transfer. Credit may be transferred only for courses in which the student received the grades of A or B. Credit for an S grade may be transferred only if the grade is regarded by the grading school as B or better. Courses taken for “professional development” cannot be transferred for graduate credit.

The transfer of credit received for such external courses to satisfy requirements of a degree program at BGSU depends upon the following:

1. The course is sponsored or given by a regionally accredited graduate college or university. This of itself, however, does not assure acceptance of the course.

2. A formal, written petition by the student is required for the transfer of credit. The petition is submitted to the student’s academic program for its consideration and recommendation. The recommendation of the department is forwarded to the dean designate of the Graduate College for a decision via a Tentative Degree Program (TDP), a TDP addendum, or an exception to the degree audit report system (DARS).

3. Documentation is required on courses that are "external" or "nonresident" offerings of another university if acceptance of them for degree credit is requested from BGSU. Minimally, the graduate school offering college or university credit must be regionally accredited. The course must be listed and described in the catalog offerings or other official publications of the institution. The content of the course must satisfy a requirement in a graduate degree program at the offering institution and be able to satisfy a degree requirement at BGSU. An official transcript is required at BGSU.

4. Petitions for acceptance of “summer tour” or “travel” type courses must be fully documented so that their academic integrity can be judged. Promotional literature from a tour or travel agency or institutional sponsor is not considered documentation of the academic character of the course. Minimal documentation submitted by the student should include the following:
   a. A photocopy of the course description from the graduate catalog or other official literature of the sponsoring institution;
   b. A statement in the institution’s graduate catalog or signed by the dean designate of the graduate school that specifies the graduate degree programs in which the course satisfies degree requirements in the institution offering the course. A viable alternative is a copy of an evaluative statement concerning the course from the department(s) in which it is used to satisfy degree credit;
   c. An official transcript from the sponsoring institution following completion of the course.

5. Bowling Green State University, as a fully accredited university, has a long standing custom of approving the transfer of credit from other fully accredited institutions. It is necessary for a student to petition, in writing, through the academic department for such transfer after the course has been completed. Prior guarantees of any type that a course will be transferable cannot be
given. Any prior assurances given by faculty members or staff of Bowling Green State University must be regarded as estimates or opinions. They do not commit the University to a course of action.

The minimal documentation on “tour courses” is necessary to evaluate the quality of the course and to determine its applicability to a student's degree program. Many accredited graduate schools offer courses for personal and professional development that carry graduate credit but are not applicable to their degree programs. Official assurance is required.

Transfer of credit is not appropriate for graduate, non-degree students; by definition, they have no graduate degree program toward which credit is to be transferred. The transfer of credit for any graduate student for purposes of consolidating transcripts is not allowed. If a graduate non-degree student later becomes admitted to a graduate degree program, transfer of credit can be requested in consultation with the graduate coordinator of the program. Conditionally admitted students must achieve regular status before petitioning for transfer of credit. Final approval for transferred credit is granted only by the graduate dean designate.

The time limits for completion of a master's degree and a specialist degree (six years) and for a doctoral degree (eight years) apply also to transfer credit. That is, all credits within a master's and specialist program must fall within the six-year period dating from the end of the earliest course used to fulfill degree requirements on the Tentative Degree Program or Degree Audit; similarly, all credits within a doctoral program must fall within the eight-year period.

Once the request for transfer of credit has been approved by the academic program and the Graduate College, and official transcripts are received, the credit hours—not grades—for the courses are transferred into the student’s degree program. Because the grades are not officially recognized, they cannot be counted into a student’s cumulative grade point average. Transfer credit is assessed at the time of graduation to ensure the course work falls within the time to degree limits.

Courses equivalent to those at the University cannot be transferred for credit and also taken for credit here (course duplication is not allowed). Only graduate level courses qualify for transfer to graduate degree programs. Courses that have already been applied in whole or in part in any way toward any other degree or certificate may not be transferred. A maximum of 9 semester hours of post-baccalaureate credit may be transferred into a master's program subject to approval of the program and the Graduate College.

A maximum of 9 semester hours of post-master's credit may be transferred into a doctoral program subject to approval of the program and the Graduate College. This is in addition to the 30 hours that transfer from a master's program.

Leave of Absence
Students may request an approved leave of absence from the University by sending a request, endorsed by the graduate coordinator, to the Graduate College. A leave of absence must be for a designated period of time. Typically, a leave is for six to 12 months. If a student is on an approved leave of absence, the time of the leave does not count against the six- or eight-year time limit for degree completion; the student cannot use University services during a leave of absence. Students may not take a leave of absence for the purpose of taking undergraduate courses.

Academic Dismissal
It is possible for a student to lose funding at the end of a term and be placed on probation (without funding) for the subsequent term.

Graduate students are required to demonstrate “satisfactory progress toward the degree” in order to maintain a teaching or research assistantship. Failure to make “satisfactory progress toward the degree” normally results in probation and can lead to dismissal. Satisfactory progress means that master’s students must maintain an overall average of 3.0 and doctoral students must maintain a 3.2 grade average.

The Graduate College monitors all graduate student records at the end of each term once grades have been posted. Students whose grades fall under 3.0 (for master’s students) or 3.2 (for doctoral students) are either placed on probation or dismissed.

The following should be considered in cases of unsatisfactory progress. The accumulation of two or more Cs, a D, or an F should cause the student and the graduate coordinator serious concern. These grades are clear warnings to the student in question that he or she is not making acceptable progress toward the degree. Students should be notified in person about their lack of satisfactory progress and the graduate coordinator or other members of the graduate faculty should articulate clearly what the student must do to be successful.

If the Graduate College determines that a student is not in good
standing at the end of a term, the student will be placed on probation, continued on probation, or dismissed; students will be notified in writing by the Graduate College. Decisions about probationary cases that are not clear-cut and dismissals will be made collaboratively between the graduate coordinator and the dean designate. When a student is continued on probation, the graduate coordinator will prepare a written student success plan for the student that clearly states the outcome required for the student to remedy the academic deficiencies.

Students are rarely dismissed after only one semester of low grades unless they were conditionally admitted. However, students should not normally remain on probation for more than two semesters unless they are very close to a 3.0 or 3.2 and can demonstrate the ability to earn A’s. If it is determined that a student already on probation is not likely to earn A’s, dismissal should be considered in a timely fashion, rather than allowing the student to continue with little or no chance of successful completion. Final approval of dismissal rests with the graduate dean designate. If the decision is made to dismiss the student from his or her program of study, the Graduate College will notify the student in writing and the Registrar will make the proper notation on the student’s record.
RESOURCES AND ADDITIONAL INFORMATION FOR GRADUATE STUDENTS

Advising System
Continuing and Extended Education
Degree Requirements
Distance Education
Educator Licensure/Professional Certification
Graduate Student Senate
Graduation – Application
Graduation – Minimum Registration Requirements
Information Technology Policy for BGSU
Health Insurance
Non-Resident Regulations
Numbering System for Courses
Professional Development Opportunities
Registration and Records Policies
Student Research
Research Support
Transcript Notations
Workshops and Non-Traditional Courses
For Other Information
ADVISING SYSTEM
Careful planning of a degree program is important for all graduate students, and especially vital for those who spread graduate work over more than one year. For this reason, incoming graduate students need to know their responsibilities as well as those of the program and the Graduate College.

Student Responsibilities
Each student is responsible for meeting the specific degree requirements outlined in this catalog and the deadlines published under "Academic Regulations," also in this catalog.

Graduate Advisor
Students have a graduate advisor (also called a major professor) who is the primary academic, intellectual contact for the student. This advisor and the graduate student work together in their creative activity/research. The graduate student receives guidance from this advisor as well as from the examining and thesis or dissertation committee when appropriate.

Graduate Coordinator
In addition, each program has a graduate coordinator whose duties include informing graduate students about the policies, practices, and deadlines of the Graduate College. This person is responsible for monitoring the academic progress of each student throughout his or her degree program. The graduate coordinator also provides various kinds of written certification of a student's degree progress which are subsequently posted in the official records of the Graduate College and Office of Registration and Records. Specific requirements about the various steps in matriculation toward the degree are available from the program's graduate coordinator and the Graduate College.

For more detailed information regarding graduate coordinator roles and responsibilities, please refer to the Graduate Coordinator and Faculty Guide of this catalog.

Graduate College
The Graduate College serves primarily as a monitor of the student's progress toward a degree and is the coordinator of activities that are beyond the scope of the program.

The Center for International Programs
The Center for International Programs evaluates all international credentials submitted with graduate admissions applications. The Center also provides immigration advising and personal support for international graduate students. In addition, the Center promotes and coordinates international exchanges and education abroad opportunities for graduate students.

CONTINUING & EXTENDED EDUCATION
Continuing & Extended Education, located at 14 College Park, extends the educational resources of the University through creative on-campus and off-campus programs that link organizations and individuals of all ages with the University's academic programs and personal and professional development offerings. Several of Continuing & Extended Education areas may be of particular interest to graduate degree-seeking students, including the Off-Campus Programs, Summer Session, and Adult Learner Services.

The Off-Campus Programs support the delivery of complete Master in Education degree programs to cohorts of P-12 teachers in their school communities. In addition, the program offers graduate-credit courses and professional development opportunities throughout northwest Ohio in areas of interest to teachers and school administrators.

The Summer Session promotes and coordinates the University's summer course offerings, thereby helping support graduate student success toward completing their degrees or fulfilling professional development requirements.

Adult Learner Services (ALS) provides comprehensive assistance to adults who may be returning to college after some time off. ALS provides advising, career and academic counseling, and assistance in returning to an academic environment.

DEGREE REQUIREMENTS
General degree requirements that apply to each program are outlined in the "Degree Programs" section of this catalog. Variations and additional requirements for specific programs are included in the program descriptions.

DISTANCE EDUCATION
The Center for Online and Blended Learning coordinates BGSU's distance education efforts, offering expertise in new learning technologies for faculty and students. COBL works with line colleges to expand the university's roster of online and blended (some on-campus participation required) certificate and degree programs.
Graduate Online and Blended Programs

- Master of Education - Specialization in Assistive Technology
- Executive Master of Organization Development (Blended Program)
- Executive Master of Business Administration (Blended Program)
- Master of Arts in English, Plan II (non-thesis)
- Ph.D. in Technology Management

Graduate Certificates and Endorsements

- International Scientific & Technical Communication Certificate
- Food and Nutrition Certificate
- Quality Systems Certificate
- Ohio Reading Endorsement Program

A list of online and blended programs can also be found at http://ideal.bgsu.edu/ONLINE/degrees.php.

EDUCATOR LICENSURE/PROFESSIONAL CERTIFICATION

Achieving educator (i.e., teacher, administrator, or pupil services) licensure or a professional certification (e.g., in industry-recognized clinical areas) is commonly associated with successful completion of a specified course of study and additional criteria (e.g., passage of State-mandated examinations or verification of associated professional work experience), which may be separate from the completion of a graduate degree. Students who earn a graduate degree, therefore, may not have met the requirements to be eligible for licensure/certification. Consequently, it is the student's responsibility to consult with the appropriated licensing/certifying agency and/or the associated BGSU office or program director concerning the requirements for the desired license or certificate. The Graduate College bears no responsibility for an individual's completion of licensure or certification requirements.

GRADUATE STUDENT SENATE

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 Bowling Green State University. GSS serves an important role as liaison between University administration, including the Graduate College, and graduate students. Each graduate program is afforded representation in the Graduate Student Senate. GSS maintains representation on the various standing committees of the University. In addition to its involvement in academic and financial issues, GSS coordinates a variety of cultural, educational, and recreational events throughout the year. GSS General Assembly holds a minimum of six (6) meetings, which are open to the public, in both the fall and spring semester; the meeting schedule can be found on the GSS website. The Senate's office is located in 402 Bowen-Thompson Student Union, (419) 372-2426.

GRADUATION – APPLICATION

To become a candidate for a graduate degree—master's, specialist, or doctoral—the student must file an application for graduation by the published deadlines below.

- Fall semester: September 18
- Spring semester: January 26
- Summer semester: June 5

Students applying for graduation must do so on-line through MyBGSU – Registration Services. Please consult the Graduation Checklist to ensure completion of degree requirements before submitting the application.

Please read the instructions and complete the application carefully. Once you submit your application on-line, you will get a confirmation screen. You are strongly advised to print the confirmation screen for your records.

GRADUATION – MINIMUM REGISTRATION REQUIREMENTS

Graduate College policy requires that all graduate students be registered for at least one semester hour during the term in which they graduate.

NOTE: the student does not need to be registered at BGSU if they are completing revalidation or if they are attending another institution where they are taking a course listed on their TDP/DARS that will be transferred back to BGSU.

As an exception, immediately following a semester of enrollment, students who have completed all degree requirements prior to 5:00 p.m. on the first day of classes in the term they officially graduate, do not have to register for one hour of credit if they can satisfy all of the following conditions:

1. Have enrolled in all required course work; and
2. Have submitted an error-free copy of their dissertation or thesis to the Graduate College, via OhioLINK (hard copy for MFA-Creative Writing students), for doctoral or Plan I (thesis) master's students, or have completed comprehensive exam, presentation, final project, recital, portfolio, etc. if Plan II (non-thesis) master's students; and
3. Will have removed all incompletes prior to the first day of classes in the term they graduate.

INFORMATION TECHNOLOGY POLICY FOR BGSU
In order to ensure the University’s commitment to a quality educational and work environment, every faculty member, employee and student is expected to abide by the BGSU Acceptable Use Policy regarding the appropriate use of information technology. The full policy may be found at www.bgsu.edu/offices/cio/page32228.html.

Student Email Policy
(Use of email for official correspondence with students)
Official University email accounts are required for all BGSU students. The addresses are all of the form: username@bgsu.edu. At the time of admission or initial registration, all students are given a BGSU account. Students may anticipate that official university correspondence will come to them through this email account and should access BGSU email on a regular and timely basis. Additionally, all students should recognize that their BGSU username and password are currently part of the authentication process used for accessing the MyBGSU portal. MyBGSU is an essential University tool used for administrative and academic correspondence. It is expected that students will be required to use this tool to access one or more administrative or academic services at the University, such as grade reports, class registration and class assignments/announcements.

University Use of Email
Email is a mechanism for official communication within Bowling Green State University. The University expects that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. As stewards of the process, Information Technology Services is responsible for directing the use of official student email.

Assignment of Student Email
A BGSU Account Registration Web site is available to allow students to set up their BGSU account online. This page is located at http://intranet.bgsu.edu/accounts/registration. Admitted students will receive an information packet that includes information necessary to create their BGSU account. Students on the main campus can use the Web service or can register for an email account by bringing their official BGSU ID to the Technology Support Center in 110 Hayes Hall. Firelands students can register for an account online or by visiting the Main Lab in 231 North and bringing their official BGSU ID. Accounts must be created before the University can correspond with its students using the official email accounts. Official email addresses will be included in directory information unless a student requests otherwise.

Expectations about student use of email
Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. “I didn’t check my email,” error in forwarding mail, or email returned to the University with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official University communications via email. Additionally, no student should share his or her BGSU account password with any other individual. Such sharing could facilitate violations of federal, state, and/or local laws and therefore is prohibited.

Redirecting of Email
Students who wish to have email redirected from their official BGSU address to another email address (e.g., @aol.com, @hotmail.com), may do so, but at their own risk. The University will not be responsible for the handling of email by outside vendors. Having email redirected does not absolve students from the responsibilities associated with the official communication sent to their BGSU account. In order to forward email, please contact the Technology Support Center in 110 Hayes Hall, by telephone at 419-372-0999, by email at tsc@bgsu.edu or they may reference the ITS web site for documentation – www.bgsu.edu/its/tsc/self-help/page46342.html.

Authentication for confidential information
It is a violation of University policies, including the Code of Student Conduct to impersonate a University officer, faculty/staff member or student. To minimize this risk of fraud, some confidential information may be made available only through MyBGSU, which is password protected. In these cases, students will receive email correspondence directing them to MyBGSU, where they can access the confidential information only by authenticating. The confidential information will not be available in the email message. Again, because password protection is a key component of MyBGSU security, students should never share their passwords or other identifying information, except as requested by the University.
Privacy
Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” command during email correspondence.

Educational Uses of Email
Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This “Official Student Email Policy” will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students’ official BGSU accounts are being accessed and faculty can use email for their classes accordingly.

Please reference the Acceptable Use Policy and the ITS Network and Computer Policy at [www.bgsu.edu/offices/cio/page32228.html](http://www.bgsu.edu/offices/cio/page32228.html).

HEALTH INSURANCE
All graduate students are required to meet the health regulations in effect at the University. All graduate students enrolled for eight or more credit hours at Bowling Green State University and all international students are required to have adequate medical insurance coverage. Students are automatically enrolled in the university-sponsored medical insurance program for the entire year once registration takes place. Domestic and international graduate students who already have coverage and wish to be exempt from purchasing the university-sponsored medical insurance or wish to be enrolled for less than one year must contact the Student Insurance Office. International Students who wish to be exempt from purchasing the university-sponsored medical insurance or wish to enroll for less than one year must contact International Programs. Alternative medical insurance coverage must meet University minimum requirements in order to be acceptable. Students also have the option of purchasing coverage for their spouses and/or dependent children through the University plan. Further information is available at [www.bgsu.edu/offices/sa/studentinsurance/index.html](http://www.bgsu.edu/offices/sa/studentinsurance/index.html) or visit the Student Insurance Office in the Health Center Building.

Please refer to the following web site for updated information regarding International Student Health Insurance: [www.bgsu.edu/offices/sa/health/info/page11936.html](http://www.bgsu.edu/offices/sa/health/info/page11936.html)

NON-RESIDENT REGULATIONS
For information regarding nonresident/resident regulations visit [www.bgsu.edu/offices/registrar/page5622.html](http://www.bgsu.edu/offices/registrar/page5622.html)

NUMBERING SYSTEM FOR COURSES
Courses numbered 500-799 are for graduate students only. Courses at the 700-level are intended primarily for doctoral students. Courses at the 600-level are intended primarily for master's degree students. Courses at the 500-level may be cross-listed with 400-level undergraduate courses.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES
The Graduate Student Enhancement Program (GradSTEP) is designed to help the careers of graduate students, before, during, and after earning their degrees. The highlight of GradSTEP’s year-round events is a one-week seminar which is generally acknowledged to be one of the top professional development programs for higher education in the nation and is held just prior to fall semester. Because a primary goal of GradSTEP is to improve the performance of teaching assistants and research assistants, the one-week seminar is required as a contractual condition for new graduate assistants. All graduate students, as well as faculty, are encouraged to attend these sessions. GradSTEP also offers ongoing programs and provides awards to recognize excellence among graduate teaching assistants.

The Cooperative Education Program provides an opportunity to serve in a series of professionally relevant cooperative work assignments in business, industry, government, and nonprofit organizations. Academic credit may be awarded for the off-campus work experience, subject to approval from the academic area and the Graduate College.

REGISTRATION AND RECORDS POLICIES
The Family Educational Rights and Privacy Act of 1974 provides for student access to educational records that include personally identifiable information, and limits the release of such information without the student’s explicit consent.

The University has developed a policy governing the inspection, review, and release of such information obtained in a student’s educational record. This policy is based upon regulations issued by the federal government. The Student Records Policy can be found in the Student Affairs Handbook which is distributed by the Office of the Vice President for Student Affairs, 107 Saddlemire Student Services at Conklin, BGSU main campus.
Change of Address
To assure prompt receipt of grades and schedules, students should report any change in their address to one of the following offices: Admissions, Bursar, Financial Aid, Student Employment, Graduate College, Student Housing and Residence Programs, or Registration and Records.

Change of Personal Information
Changes to student personal information should be reported to the Office of Registration and Records. For name changes, two documents are required, one with the new name and one with the former name. One of these must contain a photograph of the student. Acceptable documents include a court order, a marriage license, or a driver’s license.

Veterans Affairs Office
The Veterans Affairs Office is located in the Office of Registration and Records. The Office certifies all students eligible for Veterans Affairs educational benefits under Chapters 31 (Title 38, Code of Federal Regulations), 30, 32, and 35 (Title 38, United States Code), and 1606 (Title 10, United States Code). Students applying for veteran’s benefits may need to provide a copy of Member 4 of the DD 214 Form, “Report of Separation from the Armed Forces.” Questions should be directed to the Office of Registration and Records, 110 Administration Building.

Certifications
Certifications for loan deferments, good student car insurance discounts, health insurance, and degree, scholarship, and enrollment verifications are processed in the Office of Registration and Records, when requested by the student.

Motor Vehicles
Students who operate a motor vehicle while enrolled in the University must comply with state and University motor vehicle regulations. A brochure containing these regulations is available at the Parking and Traffic Division, 104 Commons.

STUDENT RESEARCH
Thesis and dissertation research projects involving laboratory animals must be reviewed by the Institutional Animal Care and Use Committee (IACUC) prior to the initiation of the study. Student research projects that involve collecting information from or about living persons must be reviewed by the Human Subjects Review Board (HSRB). For projects involving collection of any kind of information from or about people by survey, interview, testing, observation, examination, specimen collection, or review of records, graduate students should consult WITH A MEMBER of the Human Subjects Review Board. This consultation should take place during the design stage of the research project. The identity of a department’s representative may be obtained from the departmental graduate coordinator or by calling the Office of Compliance (www.bgsu.edu/offices/orc/).

Graduate students collecting data or carrying on correspondence in connection with a thesis or dissertation may not use the name of the University without special written permission of the dean designate of the Graduate College. Any questionnaires or other materials distributed outside the University must receive the prior approval of the instructor or advisor in charge of the study before a student seeks approval by the dean designate.

Additional information concerning the policies applicable to student research projects can be obtained from the Office of Sponsored Programs and Research (SPAR).

RESEARCH SUPPORT
Professional Travel Support
Travel funds available through the departments are used to encourage and support graduate student attendance, participation, and paper presentations at regional and national conferences and professional meetings. To be eligible for a travel award, graduate students must (1) be fully admitted (i.e., without conditions) to a BGSU graduate degree program, (2) be in good academic standing, and (3) be enrolled at the time of the conference (preference is given to graduate students registered for at least 12 hours).

Thesis/Dissertation Support
Support funds available through the departments are intended to assist graduate students in meeting expenses of their research or creative activities. Awards may be made to (1) doctoral candidates engaged in dissertation research, (2) master’s students involved in thesis research under Plan I, and (3) M.B.A. students completing research projects for GBA 691. Only one award per degree may be granted. In order to be eligible, applicants must (1) be in good academic standing, (2) be enrolled at BGSU (preference is given to graduate students enrolled for at least 12 hours), and (3) have an approved topic. Applicants whose research involves collection of any kind of information from or about people by survey, interview, testing, observation, examination, specimen collection, or review of records must obtain prior approval from the Human Subjects Review Board. Applicants whose research involves
laboratory animals must obtain prior approval from the Animal Care and Use Committee.

Applications for professional travel and/or thesis/dissertation support should be made directly to the graduate coordinator of each unit receiving funds. Applicants are encouraged to apply early to prevent delays in their research.

Distinguished Thesis and Dissertation Awards
The Graduate College grants a Distinguished Thesis and a Distinguished Dissertation Award annually to honor outstanding research at the master’s and doctoral levels. These awards consist of a student honorarium, a certificate of citation, and an award of recognition for the thesis/dissertation advisor. In addition, award winners automatically become the Graduate College nominee for various other regional and national awards. For more information about the awards and nomination procedures, contact the Graduate College.

Katzner/University Bookstore Funds for Graduate Student Research and Professional Development
The Katzner and University Bookstore Funds for Graduate Student Research and Professional Development are designed to supplement costs for graduate student research (project, thesis, or dissertation) and professional development activities. Proposals will be evaluated based on their ability to promote high quality, independent research. Up to 20 (10 in Spring and 10 in Fall) awards of no more than $1000 may be awarded each year.

Any fully admitted graduate student who is currently enrolled and in good academic standing is eligible to apply. Graduate Departments/Programs may submit up to one application per semester. Students may not apply for this award during the semester in which they graduate.

One application from each program (one from a masters degree program and one from a doctoral degree program) will be accepted for consideration. The graduate coordinator for each program should select the applicant from each program that will enter the competition.

A faculty committee will evaluate the quality of research, contribution to professional development of the student, and appropriateness of budget request.

Shanklin Award
The Graduate Student Senate supports the annual Shanklin Award competition, which recognizes outstanding original research by graduate students in three areas: arts and humanities; social and behavioral sciences; and sciences and mathematics. Finalists give public presentations on their research and are eligible to receive cash awards for first and second places. Review committees for the competition, which takes place during the spring semester, are comprised of BGSU faculty members. Please visit the Graduate Student Senate website at www.bgsu.edu/offices/sa/studentgovernment/gss/page22818.html for more information about this award process.

Graduate Student Senate Funding for Professional Development (FPD)
The Graduate Student Senate offers supplemental financial support to BGSU graduate students who participate in professional development activities (i.e. conferences, workshops, recitals, etc.). The application process for the Funding for Professional Development (FPD) takes place in the fall, spring, and summer semesters. Please visit the Graduate Student Senate website for more information: www.bgsu.edu/offices/sa/studentgovernment/gss/page22817.html.

TRANSCRIPT NOTATIONS
Transcript designations for specializations can be made on a graduate student’s record only when the specialization has been formally approved by the Graduate Council and specifically identified on the TDP/DARS.

WORKSHOPS AND NON-TRADITIONAL COURSES
The total number of graduate credit hours earned in conferences, institutes, lecture series, workshops, and other nontraditional modes that may be counted toward a graduate degree at the University shall not exceed nine credit hours. This credit-hour limitation is designed to provide an appropriate balance among the various types of learning experiences within a student’s graduate degree program.

FOR OTHER INFORMATION
For the benefit of students and others in the University community, and in compliance with state and federal requirements, the University regularly makes informational reports available. These include information required by the Campus Security Act and the Equity in Athletics Disclosure Act, as well as information regarding drug and alcohol abuse prevention. Contact the Office of the Provost and Vice President for Academic Affairs.
GRADUATE DEGREES OFFERED

- Doctor of Philosophy, Doctor of Education, and Doctor of Musical Arts
- Consortium Ph.D. in Technology Management
- Interdisciplinary Doctoral Degree
- General Requirements for the Master’s Degree
- Plan Options for Master’s Degrees
- Interdisciplinary Master’s Degree
- Second Master’s Degree
- Dual Master’s Degree
- Master of Accountancy
- Master of Arts
- Master of Arts in Teaching
- Master of Business Administration
- Master of Education
- Master of Family and Consumer Sciences
- Master of Fine Arts
- Master of Industrial Technology
- Master of Music
- Master of Organization Development
- Master of Public Administration
- Master of Public Health
- Master of Rehabilitation Counseling
- Master of Science
- Master of Science in Criminal Justice
- Specialist in Education
- Graduate Certificate Programs
DOCTOR OF PHILOSOPHY, DOCTOR OF EDUCATION, and DOCTOR OF MUSICAL ARTS

The doctoral degrees (Ph.D., Ed.D., and D.M.A.) are conferred in recognition of outstanding ability and scholarship in a recognized field of learning after an extended period of study and investigation. Much of the student's work is in a selected field of learning in which the student has gained mastery of the method of advanced study as demonstrated finally in a doctoral dissertation. While a well-prepared student of outstanding ability may secure the degree upon the completion of three years of study beyond the bachelor's degree, time is secondary to maturity and achievement of the student as a scholar.

Specific doctoral degree requirements are outlined in the "Graduate Programs" section of this catalog.

Admission

A student is admitted as a doctoral applicant upon approval by the departmental doctoral committee and the dean designate of the Graduate College. Admission as a doctoral applicant does not imply admission to candidacy.

Residence Requirements

A student is considered to be in residence when registered on campus as a graduate student. The minimum residence requirement beyond the master's degree or equivalent may be met by satisfactorily completing 15 hours of course work (not 799 research) on the main campus in no more nor fewer than two consecutive terms with at least three hours of registration in either of the two terms. The residence requirements of individual departments may exceed this minimum requirement.

Credit Hour Requirements

Students must complete at least 60 semester hours of graduate credit beyond the master's degree or 90 semester hours beyond the bachelor's degree. These hours must include at least 16 hours of dissertation research (no more than 30 are applicable to the degree). The rest of the student's course of study is designed, with the advice of the student's doctoral committee, to meet the student's needs and interests.

Students must complete a preliminary written and oral examination usually by the end of the second year of study. Students successfully completing this examination are considered to be candidates for the doctoral degree.

Unless a degree program has been specifically approved by the Ohio Board of Regents as an off-campus graduate degree program, a student must complete at least 51 percent of the graduate course work on the main campus of the University, as distinguished from Firelands branch campus or an extension center.

The policy concerning transfer of credit from other institutions into graduate degree programs at the University is described in this catalog under "Academic Regulations."

500-level Courses

For doctoral-level students, the number of 500-level credits that may be counted toward the minimum required hours (60 post-master's) for the doctoral degree shall not exceed ten hours or three courses in post-master's studies.

Language Requirement

Some doctoral programs require a basic level of foreign language proficiency; others do not. Descriptions of the various ways that students can fulfill the foreign language requirement, when it is mandatory, are located in the descriptions of individual doctoral programs.

Doctoral Committee

Each doctoral student is responsible for forming a preliminary exam and dissertation committee. The doctoral committees consist of a minimum of three professors from the student's program and a graduate faculty representative; all members must have graduate faculty status. A faculty member cannot be required to serve on a doctoral committee. Students are also responsible for fulfilling any additional departmental requirements regarding committee membership.

The doctoral committee prepares and administers the preliminary examination. For dissertation work, students may retain original committee members or change committee members after passing the preliminary examination. Any changes in committee membership must be approved by the graduate coordinator and filed with the Graduate College. Students must also adhere to specific departmental guidelines for the dissertation committee. It should be noted that results of examinations conducted without the participation of the representatives are not acceptable.

Graduate Faculty Representative

The Graduate College appoints one graduate faculty representative to each doctoral student's committee from the list of
qualified members of the regular graduate faculty. All members of the regular graduate faculty are eligible for appointment regardless of whether their program area offers a graduate degree. Thus, prior experience as a dissertation advisor is not a prerequisite for serving as a graduate faculty representative on doctoral committees.

The graduate dean designate, attempts to rotate these assignments to ensure broad participation among the members of the regular graduate faculty.

Although the graduate faculty representative is not assigned as a subject matter expert, the representative may have general familiarity with the disciplinary area of the student. In cases where an individual graduate student (or the student's doctoral committee) feels the need for an interdisciplinary contribution from a faculty member outside the student's program area, such an individual may be included on the student's doctoral committee in addition to the graduate faculty representative appointed by the dean designate.

In general, the graduate faculty representative to a doctoral committee has two primary responsibilities:

1. To assure that all minimum standards of the Graduate College, both written and implied, have been met in all aspects of the preliminary examination process and in the writing of the dissertation; and
2. To ensure that the student is treated fairly and equitably in all aspects of the exam and dissertation processes.

The appointment of the graduate faculty representative should be made before the preliminary examination is taken; the representative may assist in the preparation of the examination.

The graduate faculty representative is responsible for monitoring both the content and form of the material under review. This monitoring includes an assessment of the academic quality of the written examination, the oral examination, and the dissertation manuscript.

The procedures associated with the administration of the examination and the dissertation defense are also the province of the graduate faculty representative. Under this procedural category are included such considerations as appropriate scheduling and notification of committee meetings, distribution of material in advance of committee meetings, and the protection of the student's rights.

Examinations

All doctoral students must take a preliminary examination, administered by their preliminary examination committee. Some departments also require students to take qualifying examinations at an earlier stage in the doctoral process. Students must contact their department or departmental graduate coordinator for specific details.

Preliminary Examination

This examination is both written and oral. The student may request permission to take this examination after having:

1. Removed any conditions upon admission;
2. Completed or approached completion of at least 90 hours in the approved course of study beyond the bachelor's degree; and
3. Achieved a cumulative grade point average of at least 3.2 on all graduate work, including work at the master's level. The request to take the examination, approved by the graduate coordinator, must be filed in the office of the Graduate College at least four weeks prior to the date of the examination. The Graduate College will appoint a graduate faculty representative to participate in the examination and dissertation once the examination request has been filed.

For a student to pass the comprehensive, preliminary, or final examination, the committee must either cast a unanimous vote or a vote with one dissenter. If the committee decides to pass the
candidate with conditions, the conditions must be met before the exam is recorded as satisfactory. These conditions must be conveyed in writing to the Graduate College.

Re-examination
If the student fails the preliminary examination, he or she may (after a lapse of six months or more) take a second examination upon the recommendation of the departmental doctoral committee. Dismissal from the doctoral program will result if the second examination is failed.

Candidacy
After completing the foreign language requirement, where required, and passing the preliminary examination, a student may achieve candidacy by securing approval for the dissertation topic from the graduate coordinator, the departmental doctoral committee, and the Graduate College.

Depending upon program guidelines, the composition of this committee may be similar to or different from the preliminary examination committee. However, in all instances, the graduate faculty representative appointed to the preliminary examination committee also serves on the dissertation committee.

The dissertation is a mature piece of writing embodying the results of significant research by the student in a specialized area. Students should begin registering for dissertation research (799) at the time when they begin planning their dissertation. Students who register for dissertation research are required to maintain continuous registration in dissertation research from one semester to another, regardless of whether they are in residence, until the research is completed and the dissertation is accepted by the Graduate College. Students are not required to register for dissertation research during summer sessions unless they use university services. However, they must enroll in dissertation research for the summer term in which they graduate. The minimum continuous registration for a dissertation student is one hour per semester. A student who has completed the hours designated for dissertation research in the TDP/DARS but has not completed the dissertation is required to register for at least one hour each semester until the degree is granted.

Students who do not maintain continuous registration will be required to “back register” for all terms they have missed. Tuition will be assessed at the current rates when the “back registration” is processed.

A doctoral student must register for a minimum of 16 credits of dissertation research (799) as a degree requirement.

Final Examination (Dissertation Defense)
Each candidate must pass a final oral examination, also called a dissertation defense, which is administered by the dissertation committee. The examination covers the dissertation and may also cover directly related fields of study. A written examination may be required at the discretion of the committee.

Because the dissertation defense is traditionally a public defense of research, the student is required to publicize the date by notifying the Monitor, the in-house weekly newsletter for faculty and staff, three weeks before the final oral examination is to be held.

Retaking the Final Exam
If a student does not pass the dissertation defense, he or she may take a second examination, upon the recommendation of the dissertation committee, four months or more after the date of the first examination. No student is permitted to take the final examination more than twice.

Deadlines
Students must be aware of deadlines established by the Graduate College and published on the Graduate College web site. Specifically, the following procedures should be followed:

1. Formal application for graduation with the doctoral degree must be filed by the published deadline prior to the commencement at which the student expects to receive the degree.
2. Copies of the final draft of the dissertation should be submitted to the dissertation 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. The graduate coordinator or program handbook should be consulted for this deadline.
3. A student must pass the final examination by the published deadline prior to the commencement at which the degree is to be conferred. A student should be registered at the time he or she takes the oral examination.
4. The final, error-free dissertation must be electronically submitted via OhioLINK by the published deadline.
5. A signed ETD Approval/Submission form must be on file in the Graduate College by the published deadline.
6. A copy of the title page and abstract must be on file in the Graduate College.

Publication of Dissertation
Upon accepting the dissertation and the abstract, the dissertation committee certifies approval for publication via OhioLINK and by University Microfilms International. The student is charged $65 for microfilming and binding via their BG1 Card. After the degree has been granted, the dissertation is microfilmed by UMI. The master microfilm negative remains on deposit with UMI at Ann Arbor, Michigan. Copies of the microfilmed or paper dissertation are available from UMI at nominal costs.

Students may make other arrangements for publication, provided such publication does not interfere with publication by UMI. If students wish to copyright their dissertations, they may do so through the Copyright Office of the Library of Congress. Copyrighting is not required by the Graduate College.

CONSORTIUM Ph.D. IN TECHNOLOGY MANAGEMENT
The College of Technology is a member of a consortium that offers the Ph.D. in Technology Management through Indiana State University. Other member institutions are University of Central Missouri, East Carolina University, and North Carolina A&T State University. The degree consists of a research core and dissertation (27-33 hours), a general technology core (15 hours), a specialization (24-30 hours), and an internship (six hours). Cognates are typically formed from master's course work (12-18 hours). The areas of specialization are: construction management, digital communication systems, human resource development and industrial training, manufacturing systems, and quality systems. Most of the graduate course work is accomplished via distance technology; however, a short residency requirement must be satisfied. For additional information contact the Director of Graduate Studies, College of Technology, at (419) 372-8275, or check the website for current information, www.indstate.edu/consortphd/.

INTERDISCIPLINARY DOCTORAL DEGREE
The Interdisciplinary Studies degree option is a response to increasing interest by students and faculty in an interdisciplinary approach to graduate study and scholarship. It is available to students who have been admitted to a doctoral degree program, but who have unique educational needs that cannot be met within a single degree program. It is limited to those areas in which sufficient faculty and adequate material resources exist to support the proposed course of study.

Any student who has been admitted to a doctoral degree program and who is interested in pursuing the Interdisciplinary Studies degree option may develop a proposal under the direction of a faculty advisory committee representing each program or major area of scholarship identified in the proposed interdisciplinary course of study. The course of study must be one that is not available through an existing program, must be at the level (i.e., master’s, specialist, or doctoral) of the program to which the student has been admitted, and must combine at least two different graduate degree areas which offer the graduate degree at the doctoral level. The faculty advisory committee must include a minimum of four members of the graduate faculty for a doctoral student.

Students submit their proposals to the Graduate College in accordance with the “Petition for Interdisciplinary Degree Options Guidelines,” available at the Graduate College.

The transcript of doctoral students pursuing the interdisciplinary degree option will designate the doctoral degree in the field of Interdisciplinary Studies with a specialization noted in two or more areas.
GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE

Types of Programs
The specific descriptions of the respective master’s degrees are given under the subheadings of Master of Accountancy, Master of Arts, Master of Arts in Teaching, Master of Business Administration, Master of Education, Master of Family and Consumer Sciences, Master of Fine Arts, Master of Industrial Technology, Master of Music, Master of Organization Development, Master of Public Administration, Master of Rehabilitation Counseling, and Master of Science. Degree requirements are outlined under the degree headings listed above and in the program descriptions in the “Graduate Programs” section of this catalog. In several of the programs, students may pursue the degree under either a thesis option (Plan I) or a non-thesis option (Plan II). Students present their intention to pursue either a Plan I or a Plan II master’s degree program at the time of submission of the TDP/DARS form to the Graduate College. All master’s degree programs have a culminating option (e.g., thesis, project, comprehensive exam, presentation, final project, recital, portfolio, etc.).

Credit Hours
All master’s degree programs of the University require at least 30 semester hours of graduate course work. Specific credit hour requirements are listed under the degree and program descriptions. Students must be enrolled for at least one hour of credit in the semester in which they graduate. A student who completes all degree requirements by the end of the first day of the semester in which he or she is graduating is not required to register during the graduation semester.

Level of Work
At least 18 hours of credit in the student’s master’s degree program must be on the 600-level or higher. Many 500-level courses are cross-listed with 400-level undergraduate courses. A graduate student must register for the 500-level section of the course.

Residence Requirements
A minimum of 24 hours toward the master’s degree must be earned at Bowling Green State University. Credits earned at the Firelands extension branch may apply toward the requirements for the master’s degree only when the extension course is specifically given for graduate credit. Transfer credit must be in addition to the minimum of 24 hours earned in residence. Unless a degree program has been specifically approved by the Ohio Board of Regents as an off-campus graduate degree program, the individual student must complete at least 51 percent of graduate course work on the main campus of the University, as distinguished from the Firelands branch campus or another off campus extension center.

Time Limits for Degree and Revalidation
Candidates must complete all requirements for a master’s degree within six years from the end of the earliest course used to fulfill degree requirements on the TDP/DARS. Course credits older than six years will not apply unless submitted for revalidation. Courses older than seven years may not be revalidated.

Suggested Timeline for One-year Master’s Students

<table>
<thead>
<tr>
<th>August</th>
<th>Start Classes</th>
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<tbody>
<tr>
<td>January</td>
<td>Major professor assigned</td>
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<tr>
<td>TDP/DARS completed</td>
<td></td>
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<tr>
<td>Human subjects approved (if necessary)</td>
<td></td>
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<tr>
<td>Thesis topic approved</td>
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<tr>
<td>May</td>
<td>Apply for graduation</td>
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<tr>
<td>Give final thesis draft to committee</td>
<td></td>
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<tr>
<td>Plan I: take oral thesis exam</td>
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<tr>
<td>Plan II: take comprehensive exam</td>
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<tr>
<td>August</td>
<td>Graduate</td>
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</table>

PLAN OPTIONS FOR MASTER’S DEGREES
The two plans under which one may pursue a master’s degree are designed to meet the individual needs of students who aspire to varying types of professional careers. In a sense, Plan I (thesis) and Plan II (non-thesis) represent different experiences. Consequently, the academic departments and the Graduate College discourage switching from one plan to another.

If a student wishes to change from one plan to another after the TDP/DARS has been filed, the student’s request to switch must be submitted as a TDP/DARS addendum to the graduate coordinator. If approved, the graduate coordinator submits the approved TDP/DARS with written rationale from the advisor to the dean designate of the Graduate College. If a switch from Plan I to Plan II is recommended and approved, the grade of IP (in progress) will remain for all thesis hours listed on the transcript.

A graduate student may not switch from Plan I to Plan II if he or she fails the final thesis examination. A graduate student may not switch from Plan II to Plan I if he or she fails the non-thesis
evaluation (e.g., comprehensive exam, presentation, final project, recital, portfolio, etc.).

Selecting Plan I or Plan II

Plan I: Master's Thesis
The steps involved in completing a thesis generally include: proposal submission; proposal approval; research and analysis of findings; preliminary draft submission to committee; changes, additions, and corrections; final draft submission and committee approval; final examination or thesis defense; and submission of original, error-free copy (MFA – Creative Writing submit abstract only) to the Graduate College via OhioLINK.

Students must be aware of the policies related to the thesis submission process established by the Graduate College and published on the Graduate College web site. Specifically, the following procedures should be followed:

1. The final, error-free thesis must be electronically submitted via OhioLINK* by the published deadline.
2. A signed ETD Approval/Submission form on file in the Graduate College by the published deadline.
3. A copy of the title page and abstract on file in the Graduate College.

*For MFA-Creative Writing students a hard copy of the manuscript must be on file in the Graduate College.

Thesis Committee
Each student is responsible for forming a thesis committee at the same time approval of the thesis topic is requested. The committee is composed of the thesis advisor (also called the major professor) and a minimum of one other member from the graduate faculty of the student's program. A faculty member cannot be required to be on a thesis committee. Not all professors are members of the graduate faculty; students should consult their graduate coordinator to determine who is eligible to be on or chair a committee. Any changes in committee membership must be approved by the graduate coordinator and filed with the Graduate College.

Approval of Thesis Topic
A thesis is required under Plan I for the degrees of Master of Arts, Master of Education, Master of Family and Consumer Sciences, Master of Fine Arts, Master of Industrial Technology, Master of Public Administration, Master of Science, and Master of Science in Criminal Justice. A thesis may be required for the degree of Master of Music, depending on the field.

The thesis topic should arise out of the student's personal exploration in the field of study. The formal petition for approval of the thesis topic must clearly set forth the problem, the intended organization, and the methods of development of the thesis. After approval by the student's committee and graduate coordinator, the thesis topic must be filed with the student's department and the petition of topic approval submitted to the Graduate College. A student must have a minimum grade point average of 3.0 in all graduate work at the time of application for thesis topic approval. For more details, consult the Thesis and Dissertation Handbook.

Depending upon the field and the type of degree sought, the thesis may represent a specifically limited piece of research, the solving of a complex problem of design, a critical understanding of a sector of knowledge of considerable dimensions, or a thorough critical analysis or completed creative production of a substantial piece of literature or art.

Thesis Drafts and Abstract
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. The graduate coordinator and departmental handbook should be consulted for this deadline. The committee’s approval of the thesis and the abstract are certified by the Graduate College at the time of the final examination.

The original, error-free copy of the approved thesis (MFA-Creative Writing submit abstract only) must be electronically submitted to the Graduate College via OhioLINK* by the published deadline. Students failing to meet this deadline will not be eligible for graduation that semester. The manuscript must conform to the specifications outlined in the Thesis and Dissertation Handbook.

*For MFA-Creative Writing students a hard copy of the manuscript must be on file in the Graduate College.

Final Examination
A candidate for a thesis degree has a final written and/or oral
examination conducted by the committee by the published deadline. This examination does not in any way release the student from the regular examinations in courses for which the student has registered.

Minimum/Continuous Registration
A Plan I master’s degree student must register for a minimum of three credits of thesis research (699) as a degree requirement. A maximum of six hours of thesis research may be credited toward a master’s degree, but a student is expected to register for as many additional hours as are necessary to complete the work. The minimum continuous registration for a thesis student is one hour of 699 per semester. When it is determined that a student does not have sufficient thesis hours, the Graduate College, in conjunction with the student’s academic department, will process a registration for the student for deficient hours. The student will be billed by the bursar for all fees related to the registration (i.e., instructional, nonresident fee, general fee, registration, and late fee as appropriate).

Students should begin registering for thesis research (699) at the time when they begin planning their thesis project. Students who register for thesis research are required to maintain continuous registration in thesis research from one semester to another, unless they are graduating in the summer term, regardless of whether they are in residence at the University until the research is completed and the thesis is accepted by the Graduate College. Graduate College policy requires that all graduate students be registered for a minimum of one semester hour during the term in which they graduate (fall, spring, or summer). A student who completes all degree requirements by the end of the first day of the semester in which he or she is graduating is not required to register during the graduation semester.

PLAN II: Non-Thesis Option
Plan II master’s students are often required to take more courses than Plan I students. In many departments and programs, students must take and pass a comprehensive examination or satisfactorily complete a project not later than two weeks before commencement. The examination usually consists of written essays and takes several hours to complete. In some departments and programs, a special project may be required instead of a comprehensive examination. Any student who fails the comprehensive examination may, upon recommendation of the program’s graduate coordinator and approval of the dean designate of the Graduate College, be granted permission to take a second examination. Upon failing a second examination, the student is dropped from the Graduate College.

INTERDISCIPLINARY MASTER’S DEGREE
The interdisciplinary studies degree option is a response to an increasing interest by students and faculty in an interdisciplinary approach to graduate study and scholarship. It is available to students who have been admitted to a master’s degree program, but who have unique educational needs that cannot be met within a single degree program. It is limited to those areas in which sufficient faculty and adequate material resources exist to support the proposed course of study.

Any student who has been admitted to a master’s degree program and who is interested in pursuing the interdisciplinary studies degree option may develop a proposal under the direction of a faculty advisory committee representing each program or major area of scholarship identified in the proposed interdisciplinary course of study. The course of study must be one that is not available through an existing program, must be at the level (i.e., master’s or specialist) of the program to which the student has been admitted, and must combine at least two different graduate degree areas which offer the graduate degree at the master’s or specialist level.

The faculty advisory committee must include a minimum of three members of the graduate faculty. Students submit petitions to the Graduate College in accordance with the “Petition for Interdisciplinary Degree Option Guidelines,” which are available in the Graduate College. Petitions are reviewed by the graduate dean designate.

The transcript of the master’s student pursuing the interdisciplinary degree option will designate the master’s degree in the field of Interdisciplinary Studies, with a specialization noted in two or more areas.

An interdisciplinary program can be developed under either a Plan I (thesis supervised by interdepartmental committee) or Plan II (non-thesis) basis.

Plan I:
The program must include a minimum of 28 hours of course credit, plus a thesis (six hours).

Plan II:
The program must include a minimum of 32 hours of course credit, plus a comprehensive exam, presentation, final project, recital,
SECOND MASTER'S DEGREE
A student may pursue two graduate degrees in different disciplines at Bowling Green State University with the approval of the graduate coordinator in his or her initial degree program. A student may be permitted to count up to six credit hours toward the second degree, provided that the courses are completed within the prescribed time-to-degree period.

At the time the student is admitted to the second program, the program offering the curriculum leading to the second degree shall review and recommend the courses and credits that may appropriately be included in the second degree program by the submission of a TDP or DARS to the Graduate College. Dissertation credit, thesis credit, culminating options, or independent study in the initial degree program may not be used as part of the six hours of credit for the second degree. Subject to the requirements of the particular programs involved, the two degrees may be completed under a combination of thesis and non-thesis plans. This policy applies only to situations in which both graduate degrees are being earned from BGSU.

DUAL MASTER'S DEGREE
A student may design a program of study incorporating two related fields leading to the simultaneous award of two master's degrees. The purpose of the student's program must be directed to developing competencies in two collateral fields of inquiry or to building an interdisciplinary specialization that integrates the knowledge and analytical skills of the two disciplines.

To demonstrate a capacity for an effective integration of the two fields, the student must complete the basic core requirements for each curriculum with a minimum 3.0 GPA and successfully defend a thesis on a topic that is related to the two areas of major concentration or successfully complete a comprehensive examination drawn from the two fields. The thesis will be supervised by a faculty committee of four members drawn equally from the two departmental programs in which the degree will be awarded.

Typically, the dual degree program with a thesis will consist of approximately 22 semester hours in each discipline and a thesis of six semester hours. The non-thesis option will generally consist of approximately 24 to 27 semester hours in each discipline. In no case will the dual degree be awarded if the student has not completed the core requirements of each curriculum and a program of study of at least 50 hours, including a maximum of six hours for the thesis and no more than eight hours of independent study/readings/special programs registrations.

The rationale and program of study must be approved in advance by the respective departmental programs and the Graduate College by the submission of a graduate application for admission and a combined TDP or DARS for the dual degree before the student has accumulated 24 semester hours. The dual degree option is not available to students who already have a master's degree or who do not present an acceptable program of study prior to the completion of 24 credit hours. These students, however, may pursue a course of study leading to the awarding of a second master's degree as specified in the prior section.

MASTER OF ACCOUNTANCY
The Department of Accounting and Management Information Systems offers a program of study leading to the Master of Accountancy degree. The mission of the Master of Accountancy (M.Acc.) program is to build upon the base of knowledge obtained at the baccalaureate level, and to further nurture the personal and professional development of those interested in areas relevant to the practice of public or corporate accounting.

Students complete a minimum of 30 semester hours including 15 hours in the professional core, a minimum of nine hours in a track specialization, and three to six hours of electives. The core requires course work in international business, communications, ethics and professional responsibilities for accountants, advanced financial reporting, global business issues (unless previously studied), and professional practice issues. Students elect to specialize in one of three areas. The information systems auditing and control track includes courses in data communications, information systems auditing and control, IT security, and systems analysis and design. The accounting and auditing track includes study in financial accounting, business assurance services, and advanced information systems for accountants. The taxation track courses include federal taxation and management decisions, estate planning, and taxation of partnerships/flow-through entities. Students select one or two elective courses to complement their track specializations.

A detailed description of the Master of Accountancy program and tracks is found under the heading of Master of Accountancy in the “Graduate Programs” section of this catalog.

MASTER OF ARTS
The Master of Arts (M.A.) degree offers students an opportunity for deeper experience in subject matter fields of the arts and sciences. Students may major in the following fields: American Culture Studies, Art Education, Art History, College Student Personnel, Communication Studies, Economics, English, French, German, Mental Health Counseling, History, Mathematics, Philosophy, Political Science (dual degree with German only), Popular Culture, Psychology, Sociology, Spanish, Teaching English as a Second Language, and Theatre. Specific admission procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions in the “Graduate Programs” section, consult the Graduate Catalog index.

Degree Requirements
Two plans are offered for the Master of Arts degree:

Plan I

Candidates under Plan I must complete an approved program of not less than 16 semester hours in the major field of study and a formal thesis in a minimum 30-hour degree program. Any exception to the major requirement must be approved by the graduate coordinator and the dean designate of the Graduate College. A department must require a written and/or oral final examination, not necessarily on the thesis, for students in Plan I.

The following departments have a foreign language requirement as part of the Plan I M.A. program: Art (in the art history specialization only), French, History, Political Science, and Spanish. Philosophy has the requirement in both M.A. plans.

Plan II

Candidates under Plan II must complete a minimum of 30 semester hours of approved credit. Of the 30 hours, 21 must be in the student's major field and must include at least the equivalent of two semester hours of research or methods course work. A nine semester-hour minor or cognate field outside of the major field or department may be included under Plan II. Candidates must pass a final written comprehensive examination covering studies included in the field of study no later than two weeks before commencement. The examination may be taken when the student has achieved a minimum cumulative grade point average of 3.0 and has approached completion of all course work in the major. Any student who fails the comprehensive examination may, upon recommendation of the graduate committee and approval of the dean designate of the Graduate College, be granted permission to take a second examination. A student may not change from Plan II to Plan I after having failed the comprehensive examination. Upon failing a second examination, the student is dropped from the Graduate College.

MASTER OF ARTS IN TEACHING
The Master of Arts in Teaching (M.A.T.) degree is for individuals planning to continue a teaching career. The program is available only to individuals who hold a valid teaching certificate.

M.A.T. degree candidates may major in the following fields: Biological Sciences, French, German, History, Mathematics, Physics, and Spanish. Specific admission procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions in the “Graduate Programs” section, consult the Graduate Catalog index.

The M.A.T. is designed to meet the needs of classroom teachers who:

1. may not require the type of academic preparation
currently provided in programs leading to the Master of Arts or Master of Science degrees in their teaching area;
2. desire to pursue course work in a discipline in order to improve teaching proficiency;
3. can profit from additional professional course work in pedagogy, curriculum development, and educational foundations;
4. want to update their knowledge and proficiency in the use of research as it relates to their teaching areas.

Applicants to the M.A.T. degree program must have had at least one year’s teaching experience and must hold a valid teaching certificate from the state in which they are teaching.

Degree Requirements
The M.A.T. degree requires candidates to:
1. complete 21 to 27 semester hours in a major field. In certain cases these hours may be an interdisciplinary major. At least one of the courses in the major must be a seminar at the 600 level or above;
2. complete eight to 13 semester hours in professional education, including one course in pedagogy. Candidates who wish a strong supporting area in reading may elect appropriate courses at the 600 level in education;
3. complete 35 semester hours of acceptable graduate course work with a cumulative grade point average of 3.0 or better;
4. accumulate not more than seven semester hours for course work with grades less than "B";
5. pass final capstone experience or experiences (e.g., written comprehensive examination, research paper, portfolio, academic equivalent). See your program handbook for specific requirements.

See discipline specific handbooks for details of degree program requirements.

MASTER OF BUSINESS ADMINISTRATION
The Master of Business Administration (M.B.A) degree features a broad, integrated curricula designed to prepare individuals for roles as creative leaders in an increasingly dynamic and global business environment by broadening their knowledge, vision, and perspective and enhancing their managerial skills. The degree stresses an understanding of the major facets of business operations and emphasizes various aspects of business decision making, including the social, political, and economic implications of those decisions.

The M.B.A. degree is offered in the College of Business Administration in Fulltime, Professional, and Executive formats. The Full-time program serves primarily students with limited work experience and admits students only once per year, is offered in a cohort format, and features a series of skill seminars. The program currently features specializations in accounting and finance. The Graduate Certificate in Organization Change can also be completed concurrently in lieu of a specialization. The Professional M.B.A. program serves students who are working full-time. The Professional program offers classes Monday through Thursday evenings, and moves students through the courses in a prescribed sequence as a cohort. The Executive M.B.A. (EMBA) program serves students with more extensive professional experience and an ongoing career. The EMBA program permits students to begin in September, is “lock-step”, meets one weekend per month (Friday, Saturday, and Sunday), requires 11 courses, and includes a one-week international field trip.

All three of the programs are designed to serve students with or without an undergraduate degree in business and attract participants from business, engineering, the applied sciences, liberal arts, medicine, and other fields. The faculty for the M.B.A. degree consists of graduate faculty members from all of the College of Business Administration departments: Accounting and Management Information Systems, Applied Statistics and Operations Research, Economics, Finance, Legal Studies, Management, and Marketing.

More detailed descriptions of the three M.B.A. programs are found under the heading of Business Administration in the “Graduate Programs” section of this catalog.

MASTER OF EDUCATION
The primary purpose of the Master of Education (M.Ed.) program is to enable students to achieve a high level of competence in fulfilling various professional roles in education and allied fields. Students may major in the following fields: Educational Administration and Supervision; Business Education; Career and Technology Education; Classroom Technology; Curriculum and Teaching; School Counseling; Human Movement, Sport, and Leisure Studies; Reading; School Psychology; and Special Education. Specific admission procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions in the “Graduate Programs” section, consult the Graduate Catalog index.
Degree Requirements
Two plans are offered for the Master of Education degree:

Plan I
Candidates under Plan I must complete a minimum of 30 semester hours of credit, which may include three courses in related disciplines. These 30 hours must include an approved major of 15 to 21 semester hours and a formal thesis experience. Students must pass a final written and/or oral examination on the thesis.

Plan II
Candidates under Plan II must complete a minimum of 33 semester hours of credit, which may include three courses in related disciplines. Students must present an approved major of 15 to 21 semester hours. An approved course in research methodology is also required.

Candidates must pass a final written comprehensive examination covering studies included in the major no later than two weeks before the awarding of the degree, or, in some programs, a research paper or project. The examination may be taken when students have achieved a minimum cumulative grade point average of 3.0 and have nearly completed all course work in the major.

Students who fail the comprehensive examination may, upon recommendation of the graduate committee and the approval of the dean designate of the Graduate College, be granted permission to take a second examination. Upon failing a second examination, the student is dropped from the Graduate College. Human Movement, Sport, and Leisure Studies degree candidates must complete a minimum of 33 semester hours of credit, including a major project.

MASTER OF FINE ARTS
The Master of Fine Arts (M.F.A.) degree is offered in two fields of concentration. The Master of Fine Arts in art is available through the School of Art. The Master of Fine Arts in creative writing is offered by the Department of English. Specific admission procedures and degree requirements are outlined under the headings of Art and English in the “Graduate Programs” section of this catalog.

Master of Fine Arts in Art
The Master of Fine Arts in art program is designed to produce professionally competent artists who are aware of the great traditions in art and related cultural fields. The intent of the program is to produce graduates who are more than mere technicians in art. Students receive training in the fundamentals and achieve a level of competence which will enable them to contribute to the field of art. The M.F.A. program prepares students to become either professional artists or teachers of art after receiving the degree. Approved studio areas of specialization are: ceramics, digital arts, drawing, fibers/fabrics, glassworking, jewelry/metals, painting, printmaking, and sculpture.

Master of Fine Arts in Creative Writing
The Master of Fine Arts in creative writing program is designed to provide developing fiction writers or poets with training in the techniques of their genre, continuous practice in writing, and detailed criticisms of their work. Candidates in the M.F.A. in Creative Writing program are expected to develop their own writing style as fully as possible under the direction of competent and experienced instructors. Before completing degree work, students must produce a book-length thesis comparable in quality to the published work of serious contemporary professional poets and fiction writers.

MASTER OF INDUSTRIAL TECHNOLOGY
The Master of Industrial Technology (M.I.T.) degree is offered in the College of Technology. The degree program is designed for individuals interested in manufacturing technology or construction management and technology.

The manufacturing technology specialization includes study of advanced level automation and production systems, instrumentation and control, engineering design with emphasis on computer-aided design, computer integrated manufacturing,
quality sciences, and related advanced course work. A concentration and graduate certificate program in quality systems is also available.

The construction management and technology specialization prepares construction professionals for upper level management. It includes the study of advanced-level construction project and program management; cost estimating, bidding, and control; dispute reduction and resolution; LEED and lean construction, and related advanced course work.

The objectives of the program are (1) to prepare students with advanced technical knowledge and skills, (2) to develop the ability to conduct applied industrial research, and (3) to acquire leadership skills for managing projects according to the student’s area of specialization. The objectives are met through advanced technology course work in one of the two specialization areas, and a core consisting of study in engineering economics and business strategy, problem solving, communication, and industrial research methods. This program is further augmented by selected advanced course work in business operations to enhance the competencies needed of today’s technical manager. A synthesis component involving systematic, applied research & development further enhance this program. A special feature of the degree program is the flexibility of course selection in meeting needs, interests, and career goals of students while addressing the needs of industry. Therefore, the program is responsive to the changing industry need for advanced technical managers. Most of the degree courses are offered in a mix of online and face to face delivery taking advantage of the strengths of each delivery method.

A description of the Master of Industrial Technology program and specializations is found under the heading of Technology in the “Graduate Programs” section of this catalog.

MASTER OF ORGANIZATION DEVELOPMENT
The Executive Master of Organization Development (EMOD) is an 18-month program that accommodates to the lives and careers of nontraditional graduate students. Instruction is delivered online and in three on-campus weekends per semester.

With a focus on change leadership to achieve individual, team, and organizational effectiveness, the program attracts experienced students from a variety of backgrounds (e.g., managers, small-business owners, human resource and development professionals, and consultants). Students interested in full-time study in organization development should consider the Master of Business Administration program combined with the Graduate Certificate in Organizational Change.

A detailed description of the Master of Organization Development program is found under the heading of Organization Development in the “Graduate Programs” section of this catalog.

MASTER OF PUBLIC ADMINISTRATION
The Master of Public Administration (M.P.A.) degree is offered in the Department of Political Science. The master’s program in Public Administration and International Affairs is designed to meet the increasing demand for skilled public administrators by providing professional education to individuals who wish to prepare themselves for administrative careers and leadership positions in government. While the majority of graduates may take positions in municipal, state, and federal government, the degree program can also lead to service in other organizations associated with government affairs such as private foundations, nonprofit service agencies, political organizations, and other community institutions. Graduates also take positions in the private sector. A detailed description of the masters program in Public Administration and International Affairs is found under the heading of Political Science in the “Graduate Programs” section of this catalog.

MASTER OF PUBLIC HEALTH
The Northwest Ohio Consortium Master of Public Health (MPH) degree program is offered jointly by Bowling Green State University (BGSU) and the University of Toledo (UT). The program is designed for working professionals in a variety of health-related fields as well as individuals just completing their undergraduate degrees.

All students complete a core sequence of six courses. Specialized training is provided in five different areas of concentration or
majors. Each major consists of four prescribed courses that are supplemented by three electives. Students then complete a capstone experience comprised of a professional internship or scholarly project and an integrative seminar.

The Public Health Administration major prepares students to assume applicable administrative roles in government and community agencies, health care facilities, and private industry.

The Environmental and Occupational Health major prepares students to address environmental and occupational health issues from scientific, regulatory, and administrative perspectives for private industries, regulatory agencies, consulting firms, and other organizations.

The Health Promotion and Evaluation major prepares students to assist communities, organizations, and individuals in working toward a healthier society by using appropriate educational, behavioral, and social change strategies.

The Public Health Nutrition major is designed to train people who can provide advice related to food, diets, eating disorders and other aspects of food. Students are prepared to assume advisory roles in hospitals, agencies, private industry and the government. With appropriate preparatory course work, students may also seek admission to a separate program that leads to certification as a registered dietitian (RD).

The Public Health Epidemiology major focuses on identifying sources of data; gathering information; preparing it for analysis; analyzing data; evaluating results; preparing charts, maps and other display formats; and presenting data to groups of people. Epidemiologists are employed by organizations in private industry, health departments, academic and other training institutions, the government and groups that conduct and interpret research.

A more complete description of the Master of Public Health program is found under the heading of Public Health Administration in the “Graduate Programs and Courses” section of this catalog.

MASTER OF REHABILITATION COUNSELING
The Master of Rehabilitation Counseling (M.R.C.) degree is designed to enable students to achieve a high degree of competence in counseling theory and skills, rehabilitation practices, and the coordination of services. These skills can be applied in a variety of programs which serve individuals with behavioral, mental, emotional, and physical disabilities, as well as substance abuse problems. Classroom and practicum experiences are combined with supervised clinical experience in agencies. Students choose internship sites from a variety of agencies, locally or nationally. A detailed description of the Master of Rehabilitation Counseling program is found under the heading of Rehabilitation Counseling in the “Graduate Programs” section of this catalog.

MASTER OF SCIENCE
The Master of Science (M.S.) degree offers students an opportunity for professional experience in certain subject matter fields in the sciences. Fields of major concentration for the Master of Science degree are: Applied Statistics, Biological Sciences, Chemistry, Communication Disorders, Computer Science, Geology (Plan I only), and Physics. Specific admission procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions in the “Graduate Programs and Courses” section, consult the Graduate Catalog index.

Degree Requirements
Two plans are offered for this degree.

Plan I
Candidates under Plan I must present an approved major of not less than 16 semester hours of credit and a formal thesis in a 30-hour minimum degree program. Any exception to the major requirement must be approved by the graduate coordinator and the dean designate of the Graduate College. A department must require a written and/or oral final examination, not necessarily on the thesis, for a student in Plan I of the master's degree program.

Plan II
Candidates under Plan II must complete a minimum of 30 semester hours of credit, including two hours in a graduate research seminar, and 20 additional hours in the major field. An eight-hour minor or cognate field outside the department may also be included. An interdepartmental major may be composed of graduate courses in two or more departments.

Candidates must pass a final written comprehensive examination covering studies included in the major not later than four weeks before the awarding of the degree. The examination may be taken when students have achieved a minimum cumulative grade point average of 3.0 and have approached completion of all course work in the major. Any student who fails the comprehensive
examination may, upon recommendation of the graduate committee and approval of the dean designate of the Graduate College, be granted permission to take a second examination. A student may not change from Plan II to Plan I after having attempted the comprehensive examination. Upon failing a second examination, the student is dismissed by the Graduate College.

MASTER OF SCIENCE IN CRIMINAL JUSTICE
The Masters in Criminal Justice (MSCJ) degree program emphasizes the development of individuals for leadership roles in criminal justice agencies, while providing students a solid base upon which to pursue doctoral level study. The MSCJ program provides students with a solid base of understanding law enforcement, corrections, courts, and juvenile justice, while permitting students to focus and specialize their studies in one of these core areas. The program provides students with a solid background in both theory and research in criminal justice, which prepares graduates to better understand the challenges facing them as participants in the criminal justice field.

A full-time student can finish the program (with proper planning) within 12 months. All MSCJ students are required to undertake a thesis or sit for comprehensive exams at the end of their course work.

A detailed description of the Master of Science in Criminal Justice is found under the heading of Criminal Justice in the Graduate Programs section of this catalog.

SPECIALIST IN EDUCATION
The Specialist in Education program is post-master's work designed primarily to provide advanced preparation in the major fields of Administration and Supervision, Reading, and School Psychology. Admission procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions, consult the Graduate Catalog index.

Admission Procedure
Applicants for admission to the Specialist in Education program must comply with all requirements outlined in the “Graduate Admission” section of this catalog. In addition, applicants must present evidence of satisfactory experience as teachers or of experience appropriate to the field of specialization.

Degree Requirements
Students are required to complete a minimum of 30 semester hours of graduate course work beyond the master's degree including all specific requirements for the degree and for certification where relevant.

Practicum or Field Service Experience: This phase of the program must be appropriate to the area of specialization.

Cognate Field: Any specific requirements are stated under the field or specialization description.

Students should have a Tentative Degree Program on file early in the Ed.S. program. Students must achieve a minimum cumulative grade point average of 3.0 in all graduate work to be eligible for the degree.

Comprehensive Examination
In addition to the regular course examinations, students are required to pass a comprehensive examination during the final period of registration for course work.

Completion of Work
Candidates must complete all requirements for the Ed.S. degree within six years of the date of initial enrollment. Time served in the armed forces or on approved leave of absence is exempt from this limitation.

Transfer Credit
A minimum of 63 post-baccalaureate semester credits are required for the specialist degree. Typically, 33 of these credits are acquired while completing a master's degree in a related field; hence, a minimum of 30 post-master's semester credits are usually needed for completion of the specialist degree. Up to six semester hours of graduate work may be transferred into the post-master's component of the specialist degree with the approval of the program area and Graduate College. Under no circumstances, however, may graduate credits be transferred into the 30-hour post-master's component of the specialist degree if they are also applied toward another degree.
GRADUATE CERTIFICATE PROGRAMS
In addition to graduate degrees, Bowling Green State University offers graduate certificates. Students may enroll in only a certificate program, or may complete a certificate in conjunction with a graduate degree at BGSU. Certificate program applicants should hold an undergraduate degree prior to application to a certificate program.

Autism Spectrum Disorders
This certificate program is interdisciplinary; it will provide skills and knowledge for understanding, identifying, and programming for individuals with Autism Spectrum Disorders. The purpose of this graduate certificate is to offer professional development opportunities for special and general educators, school psychologists, SLP, OT, PT, rehabilitation counselors, medical personnel, educational consultants, etc. who want to support the growth, development, and learning of students with ASD.

Bioinformatics, Proteomics/Genomics
Bioinformatics, proteomics, and genomics (BPG) have transformed biological research. The health of our research and educational programs as well as progress in biology, chemistry, mathematics, computer science, and related fields, depends on incorporating these tools.

To address the need for training in these new disciplines, an interdisciplinary team of professors from BGSU and the University of Toledo now offer a comprehensive set of four BPG courses. These courses are designed for graduate students from a variety of backgrounds. Courses may be taken individually and a Certificate will be awarded on completion of all four courses (12 semester hours). Students participate in classes through internet-based videoconferencing and computer lab sessions at one of the institutions.

The four courses are:
- Fundamentals of Bioinformatics and Proteomics/Genomics
- Statistical Methods in Bioinformatics
- Introduction to Bioinformatic Computation
- Applications of Bioinformatics and Proteomics/Genomics

Ethnic Studies
The graduate certificate in Ethnic Studies is offered within an interdisciplinary/multidisciplinary framework. The curriculum contributes to societal needs as it addresses issues of racial and ethnic diversity in the workplace, community, nation, and world during a period of profound demographic change. It is designed to provide professional study in an area of increasing importance to practitioners in social, health, and immigration service agencies; law; and K-12 and community college education, among other occupations. The certificate also offers a graduate credential to students pursuing advanced degrees and seeking to broaden their teaching and research competencies in order to enhance their career options and employment prospects.

Food and Nutrition
The 15-semester hour graduate certificate in Food and Nutrition allows students to pursue concentrated study of food and nutrition through graduate coursework. The Certificate curriculum includes studies in nutrient metabolism, nutritional principles related to health and disease, community nutrition, and food science. The Certificate Program provides knowledge of food and nutrition that is applicable to health care, business, professional, and personal situations involving nutrition. The Food and Nutrition Graduate Certificate may be desired by students currently pursuing other graduate degree programs (e.g. public health; human movement, sport, and leisure studies; biological sciences), allied health professions, or students in the Dietetic Internship who have an interest in advanced study of food and nutrition but do not wish to complete a graduate degree.

Geospatial Technology
The Geospatial Technology certificate program is designed to provide students with a theoretical base in geospatial technology, a basis for research design in geospatial technology, and also provide students with an opportunity to apply geospatial technology theory and research design to their field of study. Because this is a joint endeavor of Environmental Programs, Geography, and Geology, students may opt for a sequence of courses that will be somewhat focused on either the natural or the social sciences, depending on their disciplinary orientation. The focus of the program will be GIS, remote sensing, and GPS and their applications to research design and problem-solving in the natural and social sciences.

International Scientific and Technical Communication
An online graduate certificate in international technical communication would meet the needs of working professionals by providing them with a distance education opportunity to learn advanced theoretical and practical approaches to composing documents and other information products for local and global translation; writing collaboratively online in increasingly more diverse virtual workspaces; developing best practices for new
online writing workspaces that are informed by current technical communication research.

An online graduate certificate program reaches out to workplaces across the state of Ohio whose growing reliance on technology to enhance their productivity requires the expertise of technical communicators.

By affording continuing education opportunities to these working professionals, our certificate program will directly enhance the productivity of the industries in which they work.

**Organizational Change**

Dramatic shifts in the social and economic landscapes demand that organizations become significantly more agile, flexible, and responsive to their environments in order to survive. To prepare individuals to meet the leadership challenges of this demanding, ever-changing environment, Bowling Green State University offers the Graduate Certificate in Organizational Change program that provides formal preparation in the field of organization development and change. The certificate focuses on the strategic application of organization development and offers opportunities for customization through elective courses.

**Public History**

The graduate certificate in Public History offers advanced graduate training for professionals in the public history profession. The program is practical and career-focused in its design, featuring courses in historical museum management, museology, local history, archival administration, and preservation studies taught by academic specialists in these topics and by expert practitioners in the field of public history/historical museum management. The program of study is capped by an internship experience to give students actual hands-on experience in the field.

**Quality Systems**

Created at BGSU in response to demands from quality professionals, the quality systems graduate certificate (QSGC) reflects the American Society for Quality (ASQ) continuous improvement mission based on disciplined analysis of systems in technical environments. Process analysis for reduction in variation of product and providing high quality consistently with no defects, is the goal. This includes preparation for management and facilitation of lean, six sigma, ISO/QS 9000 standards registration and maintenance functions and new product launch changes for advanced product quality planning (APQP). The QSGC serves various learners, particularly non-traditional, full-time working professionals from various locations. All work done in quality systems courses is team-based in a project context similar to how quality improvement is pursued in actual professional functions. The curriculum is also designed to facilitate project-based course work via an applied research emphasis. All courses utilize distance technology.

**Women’s Studies**

The graduate certificate in Women’s Studies brings together scholars and graduate students across the University actively engaged in interdisciplinary feminist scholarship. This graduate certificate is an official acknowledgement of training and expertise in the field of women’s and gender studies. The certificate program provides students with knowledge of a unified approach to the study of fundamental issues in sex and gender studies. Students examine how sex and gender have been reflected in culture across time; how they shape institutions as well as personal experience; how they interact with issues such as race, ethnicity, and socioeconomic class; and how new ways of thinking about gender challenge the processes by which knowledge about human beings and our behavior is acquired, interpreted, and transmitted.

The graduate certificate is intended to supplement professional training, whatever it may be. As a stand-alone credential, the certificate is designed for individuals working in fields related to women’s health care and well being, as well as professionals in positions of advocacy for women, elementary, high school, and community college teachers, and returning, nontraditional students.

The certificate acknowledges formal training and expertise in issues of cultural diversity, gender equity, feminist theory, feminist methodology, and the infusion of gender into all psychological, social, and mediated relationship.
GRADUATE PROGRAMS

Accounting and Management Information Systems
American Culture Studies
Applied Statistics and Operations Research
Art
Biological Sciences
(Graduate and Executive Programs in) Business
Career and Technology Education
Chemistry
College Student Personnel
Communication Disorders
Communication Studies
Computer Science
Criminal Justice
Economics
Educational Administration and Supervision and Leadership Studies (EDAS/EDLS)
Educational Foundations and Inquiry (EDFI)
Education Teaching and Learning (EDTL)
English
Environmental Health
Ethnic Studies
Family and Consumer Sciences
Geography
Geology
German, Russian, and East Asian Languages (GREAL)
Higher Education Administration
History
Human Movement, Sport, and Leisure Studies (HMSLS)
Intervention Services (includes Rehabilitation Counseling)
Mathematics and Statistics
Music
Organization Development
Philosophy
Photochemical Sciences
Physics and Astronomy
Political Science/Public Administration
Popular Culture
Psychology
Public Health
Romance and Classical Studies
Sociology
Technology (Industrial)
Theatre
Women’s Studies
ACCOUNTING AND MANAGEMENT INFORMATION SYSTEMS

Kenneth Snead, Chair
David Stott, Graduate Coordinator
332 Business Administration Building
Phone: 419-372-2767
E-mail: macc@bgsu.edu

Degree Offered
Master of Accountancy (M.Acc.)

Graduate Faculty
Professors
Alan T. Lord, Ph.D.; Andreas Nicolaou, D.B.A.

Associate Professors
Earl McKinney, Ph.D.; Sachi Sakthivel, Ph.D.; Paul Schauer, Ph.D.;
Kenneth Snead, Ph.D.; David Stott, Ph.D.

Assistant Professors
Pascal Bizarro, Ph.D.; Andy Garcia, Ph.D.; Larry Kowalski, J.D.;

The Department of Accounting and Management Information Systems offers a program of study leading to the Master of Accountancy (M.Acc.) degree. The mission of the M.Acc. program is to build upon the base of knowledge obtained at the baccalaureate level and to further nurture the personal and professional development of those interested in graduate education in areas relevant to the practice of public or corporate accounting. The department is committed to offering programs and a setting that attract students as they choose among competing programs and to offering an opportunity to specialize in accounting and auditing, information systems auditing and control, or taxation.

Prerequisites to Graduate Work
Graduates from any accredited baccalaureate program may be admitted to the M.Acc. program. However, the program is designed primarily for students with a business degree and an undergraduate accounting specialization from an accredited school. All M.Acc. students must obtain an appropriate background prior to undertaking graduate accounting courses including: (1) satisfactory competencies in written communications and personal computer skills; (2) an appropriate general business background; (3) the equivalent of an upper-level undergraduate education in financial accounting, managerial accounting, auditing, taxation, and accounting information systems.

Admission Procedure
Applicants for the M.Acc. program should follow the instructions outlined in the “Graduate Admission” section of this catalog. Application materials and admission information are available at www.business.bgsu.edu/macc. Each student is independently evaluated for admission to the M.Acc. program taking into account such things as undergraduate GPA, accounting course GPA, professional certifications, GMAT scores, prior work experience, and recommendations.

Degree Requirements
Requirements for the M.Acc. program are subject to continuous improvement and can differ from those listed below. New students will be given official requirements prior to the start of their first semester of graduate course work and specifics can be reviewed at www.business.bgsu.edu/macc. Ultimate degree requirements are customized to accommodate the varying educational backgrounds of students entering the program, and therefore students graduating from the program will not have completed an identical set of graduate courses. The information in this catalog represents the requirements for most students. Students with all of the prerequisite background requirements completed prior to program entry can expect to complete the M.Acc. within 12 months after beginning the program in August. The typical M.Acc. program year requires students take classes in the fall and spring semesters and in either or both of the summer sessions. Exact timing of the course offerings, as well as the specific course offerings in a program year, varies by year and can not be identified in advance of a particular program year. In most cases, M.Acc. program courses are offered only once per academic year.

The M.Acc. program requires students to complete a minimum of 30 semester hours which must include at least 18 semester hours in courses reserved exclusively for graduate students. Of these graduate-student-only courses, at least 12 semester hours must be in accounting-related courses. Students complete 12 to 15 hours in a set of professional core courses and at least nine hours in a track specialization with the balance of the 30 hours being elective courses.

The M.Acc. program professional core requires course work in communications, ethics and professional responsibilities for accountants, advanced financial reporting, and an exposure to global business issues (unless previously studied). In addition, a capstone course in the professional practice of accounting must be taken during the last 10 hours of the student's program. This
course is designed to provide a synthesis of accounting practice and serve as a culminating experience for M.Acc. students.

Each student is required to complete one of three specialization tracks within the M.Acc., and the options are: accounting and auditing, information systems auditing and control, or taxation.

The accounting and auditing track includes study in financial accounting, business assurance services, and advanced information systems for accountants. Students who elect the accounting and auditing track must have an adequate background in accounting information systems prior to the program or obtain that background as part of their M.Acc. study through elective-course options.

The information systems auditing and control track includes courses in data communications, systems analysis and design, information system security, and information systems auditing and control techniques and procedures. Students who elect the information systems auditing and control track must have an adequate background in database management prior to program entry or obtain that background as part of their M.Acc. study through elective-course options.

The taxation track courses include federal taxation and management decisions, estate planning, and taxation of partnerships/flow-through entities. Students who elect the tax track must have an adequate background in U.S. individual and corporate taxation prior to program entry or obtain that background as part of their M.Acc. study.

Students choose among several available elective courses to complement their professional core and track specializations. Elective courses must be approved by the student’s graduate advisor and should fit the student’s objectives and career plans.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the Department of Accounting and Management Information Systems use the prefix: ACCT. Students often also take courses that use the prefix: MBA or GBA.
The interdisciplinary Master of Arts in American Culture Studies is designed around the concept of culture, which unifies study of many discrete aspects of American historical, social, intellectual, and artistic heritage. The program invites students to explore particular themes, issues, and periods from an interdisciplinary perspective.

The M.A. curriculum offers a foundation in the study of American culture for students with a variety of interests or goals. Primarily, we seek to communicate a sense of the complexity and diversity of the American national culture through systematic analysis of its elements. This approach is relevant equally to students who might pursue a career in education in some aspect of American culture; those who might engage in such professions as journalism, public relations, advertising, government, marketing, etc., where a knowledge of American culture is important; or those seeking enrichment of their understanding of American culture. While the American studies component of the curriculum assures a common experience in culture study, the remainder of the courses allows an individualized educational experience.

The interdisciplinary Doctor of Philosophy in American Culture Studies offers students the opportunity to critically explore the cultural and intellectual traditions that have historically shaped and defined American identity. The Program challenges students to think of culture as a dynamic and contested domain, whose definition and deployment are negotiated in the context of complex power dynamics and struggles. It invites students to explore the ways in which American identity has been historically gendered and racialized in myths of nation-making, nationalism, and national identity. In addition, we encourage students to consider these negotiations and struggles over identity in their larger transnational and diasporic contexts.

The American Culture Studies Program is comparative and interdisciplinary in nature. It emphasizes the development of critical analytical and scholarly skills, and offers practical training to prepare students for academic and professional careers.

For more information about the American Culture Studies PhD and M.A programs, as well as a listing of the over ACS joint appointment and affiliated faculty, please consult the ACS program website at: www.bgsu.edu/departments/acs/

Prerequisites to Graduate Work

Applicants to the M.A. program in American Culture Studies are expected to have earned an undergraduate degree in one of the humanities/social science disciplines represented in the program. Other qualifications will be evaluated on an individual basis. Applicants are encouraged to visit the campus for an interview whenever possible.

Applicants to the Ph.D. program are expected to have earned an M.A. degree in an appropriate subject area and to have a superior academic record at both the undergraduate and master's degree levels. Applicants presenting other credentials will be evaluated on an individual basis and may be required to remove any deficiencies in their background by taking specific graduate courses recommended by the ACS Ph.D. Executive Committee. Applicants are encouraged to visit the campus for an interview with the director whenever possible.

Admission Procedure

Applicants seeking admission to either the M.A. or the Ph.D. program should follow the instructions outlined in the "Graduate Admission" section of this catalog. The following materials must be submitted to the BGSU Graduate College: (a) the completed Graduate College Application for Admission form, (b) two official transcripts from each college or university you have attended, (c) scores for the General Test of the Graduate Record Examination. Foreign students are required to pass the TOEFL examination or its equivalent.
The following materials must be submitted to the American Culture Studies program office in support of each application: (a) three letters of recommendation from current or former instructors or other persons qualified to evaluate probable success in the ACS graduate program; (b) evidence of ability to conduct academic research in an interdisciplinary setting, such as copies of recent research papers or thesis chapters; (c) a two to four page statement of purpose delineating the applicant’s rationale for pursuing graduate study in the ACS program as well as an outline of career goals; (d) a current one to two page resume or curriculum vita; (e) an American Culture Studies M.A. or Ph.D. Applicant Information Form – available online at: www.bgsu.edu/departments/acs/apply.htm. Applications and supporting materials should be received by February 1 to receive fullest consideration.

All non-American (International) applications must be processed through the BGSU Center for International Programs, which may be reached at the following web address: http://international.bgsu.edu.

Degree Requirements

Master of Arts

Individual programs are designed in consultation with the graduate coordinator and based upon a combination of courses in American culture studies and related fields according to the interests, needs, and background of the student, his or her future plans and goals, and the interdisciplinary philosophy of the program. Thirty-three semester hours of graduate credit are required for the degree. ACS 630, Methods and Theories, is required. The remaining thirty hours are selected from appropriate courses in American Culture Studies, art history, communication studies, English, theatre/film, history, philosophy, political science, popular culture, sociology, women’s studies, and other related fields. No more than fifteen hours may be taken in a single department or program.

Students may pursue the M.A. degree under one of two plans:

Plan I: Candidates must write an interdisciplinary thesis in keeping with the philosophy of the program. Under Plan I, students complete 30 hours of course work and receive three hours of credit for the accepted thesis for a total of 33 semester hours. For most students, completion of the Plan I option requires two years of full-time study in the ACS M.A. program.

Plan II: Candidates complete 33 hours of course work and take a comprehensive examination. After the completion of one year of full-time coursework, the student electing Plan II will sit for a four-hour written examination, covering periods in American cultural history, the student's course work, the relationship of American culture studies to the traditional disciplines, American culture studies methodology, and important themes in American culture. The examination will be based upon each student's individual course of study. The exam is normally taken in July of each year. The Plan II normally requires one year of full time study.

Doctor of Philosophy

General Requirements: Requirements for the doctorate in American Culture Studies include: (1) the completion of at least 70 semester hours beyond the master's degree; (2) including a maximum of 16 hours of credit for research on the dissertation. The American Culture Studies Ph.D. program draws on faculty from the following academic departments and graduate programs: communication studies, English, ethnic studies, history, philosophy, popular culture, sociology, theatre/film, and women’s studies. The ACS Ph.D. is normally a four-year program of study, with two years of course work and two years of dissertation work.

Course Requirements: The Ph.D. program in American Culture Studies contains the following components:

1. Common Core Requirements (13 hours): theories of American culture studies, genealogy of American culture, publication and professional development, key debates in cultural studies.
2. Interdisciplinary Major Concentration (21 hours): Either (a) critical studies in film, media, and culture, or (b) ethnicity, gender, and social identities.
3. Minor Concentration (12 hours): Either a disciplinary minor, such as communication studies, English, history, etc., or an interdisciplinary minor, such as film studies, museum/archival studies, etc., or graduate certificate, such as those in ethnic studies, women’s studies, performance studies, etc.
4. Electives (8 hours): Chosen by the student from a variety of courses, including pedagogical seminars, lecture series, and other topics of individual interest.

Professional Activity: During their course of study in the Ph.D. program, students are encouraged and expected to participate in a range of professional activities aimed at preparing them to
successfully compete on the academic job market. These include such activities as presenting papers at professional conferences and professional publication in scholarly journals and edited volumes. The ACS Program assists students in the pursuit of these scholarly activities through offering financial aid to offset the cost of travel to conferences and registration.

Examinations: Successful completion of a general preliminary examination is required for formal advancement to candidacy. The preliminary examination is an interdisciplinary examination over the literature in the student's major area of concentration.

Dissertation: The dissertation should be consistent with the candidate's planned profession and course of study in the doctoral program. It marks the culmination of the candidate's course of study. Dissertation committees must consist of a minimum of three faculty members from cooperating departments/programs/schools who are officially affiliated with the American Culture Studies Program, plus a graduate faculty representative appointed by the Graduate College. Other appropriate faculty may be included with the approval of the Executive Committee.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the American Culture Studies program use the prefix: ACS.
APPLIED STATISTICS AND OPERATIONS RESEARCH

Arthur B. Yeh, Chair
Nancy Boudreau and Richard “Herb” McGrath, Graduate
Coordinators - Applied Statistics
Danny Myers, Graduate Coordinator - Operations Research
344 Business Administration Building
Phone: 419-372-2363

Degree Offered
Master of Science

Graduate Faculty

Professors
Danny C. Myers, Ph.D.; B. Madhu Rao, Ph.D.; Arthur Yeh,
Ph.D.

Associate Professors
Nancy Boudreau, Ph.D.; Jane Chang, Ph.D.; Richard “Herb”
McGrath, Ph.D.

Assistant Professors
Christopher Rump, Ph.D.; Kenneth Ryan, Ph.D.

Statistics Program Committee
Nancy Boudreau, Hanfeng Chen, John Chen, Herb McGrath,
Truc Nguyen, Arthur Yeh

The Master of Science in Applied Statistics is offered jointly by the
Department of Mathematics and Statistics and the Department of
Applied Statistics and Operations Research. The program is
designed to prepare students for direct entry into careers as
statisticians in business, industry, or government, or for further
study toward a Ph.D. degree in statistics.

The department also offers an Operations Research specialization
in the Master of Science program in Computer Science. For a
detailed description of this specialization, see the Master of
Science section in the Computer Science program.

Prerequisites to Graduate Work in Applied Statistics

This program is designed for students with a background in
mathematics or statistics. Students without this background should
expect to take longer to complete the degree requirements.

Applicants must have satisfactorily completed courses in
differential and integral calculus, including multivariable calculus; a
course in advanced calculus; and a course in linear algebra. At the
Bowling Green State University, these requirements are equivalent
to the completion of MATH 233, MATH 432, and MATH 434. These
prerequisites may be waived for admission to the program but
must be fulfilled early in the program.

Although no background in statistics is required for admission into
the program, it is beneficial for applicants to have completed an
introductory two-course sequence in probability and statistics,
equivalent to MATH 441 and MATH 442 at Bowling Green State
University.

Admission Procedure
Applicants seeking admission to the M.S. program should follow
the instructions outlined in the "Graduate Admission" section of
this catalog.

Degree Requirements

Master of Science in Applied Statistics
Candidates must complete at least 33 semester hours of approved
graduate credit, including at least 18 hours in mathematics and/or
statistics courses numbered 600 or above, excluding MATH 585,
590, 591, 592, 685, 694, and 695. In addition, students must
satisfy all the requirements described below. Students may pursue
the M.S. degree under either Plan I or Plan II. Requirements under
either plan are: MATH 641 and 642, STAT 502, 506, and 508; at
least one course from MATH 650, STAT 675; at least six hours of
graduate course work in an approved cognate area; and three
elective courses (nine credit hours) in statistics (at least two at the
600 level). Of these elective courses, at least three must be
from the Department of Mathematics and Statistics and at least
three must be from the Department of Applied Statistics and
Operations Research. The remaining three hours must be from the
Department of Mathematics and Statistics. Any of these courses may be waived at the graduate
level for students who can document equivalent undergraduate or
graduate training; however, the credit hour requirement will not be
reduced in this case. The student will be expected to substitute
appropriate electives. Cognate courses are selected by the
student, subject to the approval of the graduate coordinator, to
conform to the individual needs of the student. Cognate courses
may not include courses whose primary content is statistics.

Plan I: Candidates must complete a minimum of 33 semester
hours of graduate course work and three hours of thesis credit.
Candidates must submit a thesis on a topic approved by the
Statistics Program Committee and must pass an oral examination
over the thesis and MATH 641 and 642, and STAT 502, 506, and
508.
Plan II: Candidates must complete a minimum of 33 hours of graduate course work including STAT 675. Students must pass a written and oral comprehensive examination over MATH 641 and 642, and STAT 502, 506, and 508. However, the oral examination will be waived for students with sufficient written examination scores.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Applied Statistics and Operations Research use the prefix: STAT and OR.
ART

Katerina Rüedi Ray, Director, School of Art
Mille Guldebeck, Graduate Coordinator
116B Fine Arts Center
Phone: 419-372-9319
Fax: 419-372-2544

Degree Offered
Master of Arts; Master of Fine Arts

Graduate Faculty
Professors:
Associate Professors:
Assistant Professors:
Amy Bingaman, Ph.D.; Dominic Catalano, Ph.D.; Allie Terry, Ph.D.

Graduate Programs and Standards Committee:
Three members of the graduate faculty and the graduate coordinator (a rotating faculty committee)

The School of Art offers programs leading to the degrees of Master of Arts and Master of Fine Arts. Students pursue course work in M.F.A. two-dimensional studies (drawing, painting, and printmaking), M.F.A. three- dimensional studies (ceramics, fibers/fabrics, glass, jewelry/metals, sculpture), M.F.A. digital arts (animation, imaging, and interactive media), M.A. art education and M.A. art history.

Within these programs students find a broad range of studio and academic disciplines, united by a deep commitment to technical development sustained by rigorous examination of accompanying contextual and conceptual issues. The School of Art's M.A. and M.F.A. programs seek to foster a productive and diverse community of artists and scholars whose shared goal is preparation for careers in the visual arts.

The School of Art also offers an M.F.A. degree in partnership with Studio Art Centers International (SACI), located in Florence, Italy. Students spend their first year of study in Florence working with SACI's faculty. Upon successful completion of the first year, students spend their final year at BGSU.

Admission to the joint BGSU/SACI program is determined by Bowling Green State University. Candidates must submit the same materials required of students applying for the conventional M.F.A. program.

Prerequisites to Graduate Work
Admission to the M.F.A. program in studio art requires the equivalent of a Bachelor of Fine Arts degree or 60 hours in art and 12 hours in art history.

For admission to the M.A. art education and art history programs, an undergraduate background in fine arts, art history, or humanities is highly recommended. Deficiencies in art history may have to be addressed prior to formal acceptance into the M.A. art history program.

Admission Procedure
Applicants seeking admission to the M.A. and M.F.A. programs should follow the instructions outlined in the "Graduate Admission" section of this catalog.

Applicants to the M.F.A. program in studio art are required to submit a portfolio consisting of a cover letter describing goals, objectives, educational background, and personal history; resume; three original letters of recommendation; 20 slides of work, demo reel, CD ROM or DVD (from the proposed area of specialization accompanied by a typed corresponding list); and a stamped self-addressed envelope (for return materials) to Graduate Admissions at the School of Art. The online application, application fee, TOEFL scores (required if English is not the applicant's first language), two official transcripts from each institution attended will need to be submitted to the Graduate College. The deadline for this is February 1 for enrollment the following fall semester. Applicants should keep in mind that there is no summer review of portfolios.

Applicants to the M.A. art education program are required to submit a portfolio consisting of a cover letter describing goals, objectives, educational background, and personal history; resume; three original letters of recommendation; 20 slides of work, CD ROM or DVD (from the proposed area of specialization...
accompanied by a typed corresponding list) (the art work should consist of 10 applicant pieces and 10 student pieces); and a stamped self-addressed envelope (for return of materials) to Graduate Admissions at the School of Art. The online application; application fee; TOEFL scores (required if English is not the applicant’s first language); two official transcripts from each institution attended; GRE scores; and Praxis II scores will need to be submitted to the Graduate College. The deadline for this is February 1 for enrollment the following summer semester.

Applicants to the M.A. art history program are required to submit an application consisting of a cover letter describing goals, objectives, educational background, and personal history, resume, three original letters of recommendation, a sample paper from a recent art history course, and a stamped self-addressed envelope (for return of materials) to Graduate Admissions at the School of Art. The online application, application fee, TOEFL scores (required if English is not the applicant’s first language), two official transcripts from each institution attended, and GRE scores will need to be submitted to the Graduate College. The deadline for this is February 1 for enrollment the following fall semester. Applicants should keep in mind that there is no summer review of portfolios.

**Degree Requirements**

**Students majoring in a studio area in the M.F.A. program will work with the graduate coordinator to choose the student’s major professor. The major professor will work with the graduate coordinator to oversee the student’s matriculation process and will serve as the chair of the student's Graduate Review Committee.**

The Graduate Review Committee is composed of three graduate faculty members, including the major professor, from the School of Art and the College of Arts and Sciences. All studio majors are subject to periodic reviews by the Review Committee.

**Master of Arts**

**Art Education:** Candidates must complete a minimum of 33 semester hours of graduate credit distributed as follows: 12 hours in studio course work; three hours of graduate studio critique; nine hours of art education course work, three hours of art history; three hours of academic elective; and three hours in one of the following: exhibition research with an exhibit at the end of the program, classroom-based curriculum project, or a written thesis.

**Art History:** Candidates must complete a minimum of 30 semester hours of graduate credit distributed as follows: 21 semester hours of art history, of which six must be in graduate seminars in two different areas or periods of art history and at least twelve of which must be in regular lecture courses; three hours of studio or related courses or related courses outside the School of Art; three hours of Contemporary Art Theory and Criticism; and three hours of written thesis credit. In addition, as a prerequisite to admission to M.A. degree candidacy and thesis work, students must satisfactorily complete a comprehensive examination in art history after successful completion of 18 semester hours of art history courses.

Candidates in art history are also required to demonstrate a reading proficiency in one of the approved languages of scholarship other than English. The appropriate language will be determined in consultation with the student's advisor (who will be one of the full-time faculty in art history). Proficiency is usually certified by a B-level examination or equivalent, as described under Option A in the “Language Requirements” section of this catalog.

**Master of Fine Arts**

Students entering the M.F.A. degree program have probationary status during the first 15 semester hours of work. In the semester immediately following the completion of this 15-hour requirement (summer excepted), the student must pass the initial review for permission to continue in the program.

Candidates must complete a minimum of 60 semester hours of graduate credit, with a grade of “C” or better, distributed as follows: 21 hours studio within specialization; nine hours studio critique (ART 605); 12 studio elective; six hours art history seminar; three hours academic elective; three hours general elective; three hours pedagogy; and three hours exhibition research.

Awarding of the degree is contingent upon recommendation for graduation by the Graduate Review Committee after a final review of work submitted by each candidate.

Total hour requirements may be reduced for students who can apply credit from previous graduate work (up to nine hours). Students are required to complete a minimum of two full-time semesters in residence.
The M.F.A. exhibition required of each student is the culmination of the candidate's work in his or her studio discipline. The exhibition is a major show including an in-lieu-of-thesis statement and documentation of the work, which must be accompanied by an exhibition brochure. M.F.A. exhibitions are usually held spring semester in the Dorothy Uber Bryan Gallery in the Fine Arts Center, though exceptions can be made. The M.F.A. exhibition must be approved by the Graduate Review Committee.

Students wishing to enroll in courses outside of their area of specialization must display a proficiency in the chosen area. The instructor may require remedial undergraduate study before approval to take the graduate course is given.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the School of Art use the prefix: ART, ARTC, ARTD, ARTE, ARTH, and ARTS.
BIOLOGICAL SCIENCES

Scott Rogers, Chair
Karen Root, Graduate Coordinator
217 Life Sciences Building
Phone: 419-372-2332

Degrees Offered
Graduate Certificate in Bioinformatics, Proteomics/Genomics;
Master of Arts in Teaching; Master of Science; Doctor of
Philosophy

Graduate Faculty
Professors
Verner Bingman, Ph.D. (Psychology); George Bullerjahn, Ph.D.;
Sheryl Coombs, Ph.D.; Carmen Fioravanti, Ph.D.; Carol Heckman,
Ph.D.; Robert Huber, Ph.D.; Roudabeh Jamasbi, Ph.D. (Public and
Allied Health); Rex Lowe, Ph.D.; R. Michael McKay, Ph.D.; Lee
Meserve, Ph.D.; Paul Moore, Ph.D.; C. Lee Rockett, Ph.D.; Scott
Rogers, Ph.D.; Stan Smith, Ph.D.; Ron Woodruff, Ph.D.; Jill
Zeilstra-Ryalls, Ph.D.
Associate Professors
Juan Bouzat, Ph.D.; Michael Geusz, Ph.D.; Raymond Larsen,
Ph.D.; Helen Michaels, Ph.D.; Jeffrey Miner, Ph.D.; Paul Morris,
Ph.D.; Karen Root, Ph.D.; Moira van Staaden, Ph.D.; Daniel
Wiegmann, Ph.D.
Assistant Professors
Gabriela Bidart-Bouzat, Ph.D.; Vipa Phuntumart, Ph.D.; Karen
Sirum, Ph.D.; Tami Steveson, Ph.D.; Zhaohui Xu, Ph.D.; Weidong
Yan, Ph.D.
Lecturer
Daniel Pavuk, Ph.D.

The Department of Biological Sciences offers graduate training for
professional careers in both applied and fundamental areas of
biology. Programs are available leading to the degrees of Master of
Arts in Teaching, Master of Science, and Doctor of Philosophy.
Major areas of concentration include molecular biology,
microbiology, cell biology, ecology and conservation biology,
genetics, physiology, neuroscience and behavior, aquatic ecology,
plant science, and entomology/parasitology. Interdisciplinary
research programs in the fields of chemistry, geology, and
psychology are also available.

Prerequisites to Graduate Work
Prerequisites for the M.S. program include completion of a
baccalaureate degree, normally in one of the biological sciences,
and completion of course work in organic chemistry and calculus.
Applicants who are deficient must complete these prerequisites
before the final examination.

Applicants to the Ph.D. program who have a grade point average
of at least 3.3, scored above the 60th percentile on the GRE, and
present evidence of research ability may enter directly into the
Ph.D. program following completion of the baccalaureate degree.
A separate application to the Ph.D. program must be made by
students completing a master's degree, even if the degree is from
Bowling Green State University. Within three semesters
of entering the Department of Biological Sciences master’s
program at the University, a student may apply to enter the Ph.D.
program.

Admission Procedure
Applicants seeking admission to the graduate programs in
biological sciences should follow the instructions outlined in the
"Graduate Admission" section of this catalog.

Applicants to the M.S. and Ph.D. programs should indicate their
intended area of specialization and identify potential advisors to
facilitate the application process.

Degree Requirements
Master of Arts in Teaching
Degree requirements are listed under the heading of Master of
Arts in Teaching in the "Degree Programs" section of this catalog.

Master of Science
Students may pursue the M.S. degree under one of two plans.

Plan I: Plan I is a thesis option recommended for students who
intend to continue on to a Ph.D. program as well as students who
want to pursue careers involving biological research. Students
must complete at least 30 semester hours of graduate credit,
including one hour of BIOL 601, one hour of BIOL 781, and three
to six hours of BIOL 699. The remainder of the student's course of
study is designed, with the advice of the student's committee, to
meet the student's particular needs and interests.

Candidates must complete an original research program and a
thesis. Research is carried out with the help and supervision of a
graduate faculty adviser designated by the student. The final oral
examination covers both the contents of the thesis and general
biological knowledge.
Plan II: Plan II is a non-thesis plan designed to meet the needs of students whose career goals do not require a research-oriented course of study. Candidates are required to complete 34 semester hours of graduate credit including one hour of BIOL 601 and one hour of BIOL 602. The rest of the program is designed, with the advice of the student's committee, to meet the student's needs and interests.

In lieu of a thesis, students must complete both a paper based on either original research or a literature search and a comprehensive written examination. The final oral examination covers the student's written work as well as general biological knowledge.

Doctor of Philosophy
Students must complete at least 60 semester hours of graduate credit beyond the master's degree or 90 semester hours beyond the bachelor's degree. These hours must include at least 16 hours of BIOL 799, Dissertation Research (no more than 30 are applicable to the degree). The rest of the student's course of study is designed, with the advice of the student's doctoral committee, to meet the student's needs and interests.

Students must complete a preliminary written and oral examination covering general biological knowledge, usually by the end of the second year of study. Students successfully completing this examination are considered to be candidates for the Ph.D. degree.

Candidates must complete an independent research project acceptable to their doctoral committee. This research project is to be described and evaluated in the dissertation. The final oral examination consists of a defense of the dissertation and may cover related fields of study.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Biological Sciences use the prefix: BIOL.
Toby Swick, Director/Graduate Coordinator
369 Business Administration
Phone: 419-372-2488 or 800-247-8622
Fax: 419-372-2875
Email: mba-info@bgsu.edu

Degree Offered
Master of Business Administration

Graduate Faculty
Accounting
Professors:
Alan T. Lord, Ph.D.; Rodney Rogers, Ph.D.
Associate Professors:
Earl McKinney, Ph.D.; Andreas Nicolaou, D.B.A.; Sachi Sathivel;
Paul Schauer, Ph.D.; Kenneth Snead, Ph.D.; David Stott, Ph.D.
Assistant Professors:
Luis Garcia, Ph.D.; Lawrence Kowalski, Ph.D.

Applied Statistics & Operations Research:
Professors:
Danny C. Myers, Ph.D.; B. Madhu Rao, Ph.D.; Arthur Yeh, Ph.D.
Associate Professors:
Nancy Boudreau, Ph.D.; Jane Chang, Ph.D.; Richard McGrath
Ph.D.
Assistant Professors:
Christopher Rump, Ph.D.; Ken Ryan, Ph.D.

Economics:
Professors:
Mary Ellen Benedict, Ph.D.; Timothy Fuerst, Ph.D.; John Hoag,
Ph.D.; Kyoo Kim, Ph.D.; Peter VanderHart, Ph.D.
Associate Professors:
Kevin Quinn, Ph.D.; Michael Carroll, Ph.D.
Assistant Professors:
Dandan Liu, Ph.D.

Finance:
Professors:
Sung Bae, Ph.D.; Robert Edmister, Ph.D.
Associate Professor:
Daniel Klein, Ph.D.
Assistant Professors:
Lyudmila Chernykh, Ph.D.; Mingsheng Li, Ph.D.

Legal Studies:
Professors:
Nancy Kubasek, J.D.; Sue Mota, J.D.
Associate Professor:
Brent Nicholson, J.D.

Management
Professors:
James McFillen, D.B.A.; Janet Hartley, Ph.D.; Peter Pinto, Ph.D.;
Hokey Min, Ph.D.
Associate Professors:
Daniel Bragg, Ph.D.; Steven Cady, Ph.D.; Amelia Carr
Ph.D.; Senthikumar Muthusamy, Ph.D.; Linda Ueltschy, Ph.D.;
Jane Wheeler, Ph.D.
Assistant Professors:
Margaret Brooks, Ph.D.; Maureen Casile, Ph.D.; Ralph Hanke,
Ph.D.; Deborah O’Neil, Ph.D.; Man Zhang, Ph.D.

Marketing
Professor:
Dwayne Gremler, Ph.D.
Associate Professors:
Mark Bennion, Ph.D.; Philip Titus, Ph.D.

Bowling Green State University has offered the Master of Business Administration degree since 1966. The degree is accredited by AACSB International – The Association to Advance Collegiate Schools of Business. The mission of the College of Business Administration’s Master of Business Administration degree is to be the premier M.B.A. degree in the region and one of the best in the nation, with a commitment to excellence and continuous improvement in graduate business education.

The Master of Business Administration degree prepares tomorrow’s global leaders by involving students and faculty in the exploration of the significant challenges, opportunities, and problems facing organizations in both the private and public sectors. M.B.A. students at BGSU pursue integrative, continuously improving curricula that simultaneously challenge and stimulate. The integrative nature of the M.B.A. degree encourages students to observe the interdependent nature of organizational problems and to identify creative, comprehensive solutions. Apart from being highly relevant to the needs of organization in the global economy, the degree helps students improve their teamwork, leadership, and critical thinking skills in a learning environment that fosters cross-cultural sensitivity and adherence to the highest ethical standards.
Individuals may pursue the M.B.A. degree through the full-time, Professional, or Executive program. The M.B.A. curriculum covers the following areas: accounting, economics, ethics and law, finance, information technology, international business management, leadership and change, quantitative methods, marketing, operations management, strategy design and implementation and electives.

Admission Procedure
All three of the M.B.A. programs are designed for individuals with or without an undergraduate degree in business. The full-time program does not require professional experience as a condition of admission. However, the Professional and Executive M.B.A. programs require three or more years of full-time professional or managerial experience for admission. The Graduate Management Admission Test (GMAT) is required for admission into all programs leading to the M.B.A. degree. Applicants who earned a prior graduate degree from a regionally accredited university are eligible for an exemption from the GMAT requirement based upon their academic performance in their programs, whether their programs required a standardized admission test, and their professional qualifications. Similarly, Executive MBA applicants with ten or more years of professional work experience, at least five years of full-time experience in a significant management capacity, and an undergraduate grade point average of at least 2.8 on a 4.0 scale may be eligible for an exemption from the GMAT. Please contact Graduate and Executive Programs in Business for more information on the GMAT waiver.

Applicants seeking admission to one of the three M.B.A. programs should follow the instructions outlined in the "Graduate Admission" section of this catalog. Application forms and instructions are available from Graduate Studies in Business or can be obtained from the M.B.A. website at www.bgsumba.com. Applicants are reminded that the Full-time M.B.A. program begins in late June/early July. Students may begin the Professional or Executive M.B.A. programs only in fall of each year. Applicants should contact Graduate and Executive Programs in Business for application deadlines and plan their application process accordingly.

Degree Requirements
Full-time and Professional M.B.A. Programs
The Full-time program serves individuals who plan to enroll in 12 or more graduate credit hours per semester. The Full-time program requires 42 graduate credit hours of course work, and at least six graduate credit hours of professional development seminars. The 14 required courses and the professional seminars must be completed in a specific order. This format is designed to foster integration across the program and a strong learning community among the program's participants. Enrollment in the Full-time program is limited, and students may enter the program only in the summer (late June). Students can complete a general M.B.A. degree in 3 1/2 semesters or complete an M.B.A. degree with a specialization in 4 1/2 semesters of full-time study.

The Professional M.B.A. program serves individuals who must pursue their M.B.A. degrees as part-time students. Classes are offered Monday through Thursday evenings. The Professional program requires 30-36 graduate credit hours, depending upon a student's previous academic background. Professional students are encouraged to take two courses per semester so they can progress through the program lock-step with their cohort. At two courses per semester, the M.B.A. degree can be completed in as little as 22 months. Students may begin the Professional M.B.A. program in each fall semester only.

The full-time and Professional programs share 12 required courses. The four foundation courses include ECON 600, and MBA 600, 601, and 603. The seven core courses include STAT 601, MBA 602, 604, 605, 606, 607, and 608. The capstone course is MBA 609. Full-time students are required to enroll in at least one three credit hour graduate level elective and six credit hours of MBA 583, Topics in Management. Professional students are not required to complete electives. Both programs require that the foundation courses be completed before taking the core courses, with the exception of STAT 601, which must be taken prior to MBA 601. All core courses must be completed before taking the capstone course.

The Full-time M.B.A. program offers formal specializations in accounting and finance. The accounting specialization requires ACCT 321, 522, 551, 560, and 641. Students are also required to complete one additional 500-level accounting courses. A 600-level accounting course may be used to fulfill the elective requirement of the specialization with the consent of the Director of Graduate Studies in Accounting. The finance specialization requires MBA 551 and 552, and two additional courses selected from MBA 553, 554, 555, and 558. Full-time M.B.A. students may select electives from other graduate offerings on campus or may combine their M.B.A. degrees with a second graduate degree. A popular dual degree option is the MBA/Graduate Certificate in Organization Change, which can be completed within 18 months. Interested
Executive M.B.A. Program
Bowling Green State University began offering an Executive M.B.A. program in 1977 making it the oldest in Ohio and among the 10 oldest in the United States. The EMBA program serves motivated and experienced managers who desire an opportunity to interact with other highly motivated and experienced professionals in an intensive learning environment. The Executive M.B.A. is a rigorous, accelerated program that requires eleven graduate courses: ECON 600x, MBA 605x, 606x, 607x, 620, 651, 652, 654, 658, 659, and 662. Students with prior academic preparation in information technology, economics, and statistics may be allowed to waive all or part of MBA 652. The courses are offered in a “lockstep” format. Students attend class one weekend per month, except during the week-long international field trip. Classes meet on Friday, Saturday and Sunday from 8 a.m. - noon and 1 p.m.-5 p.m.

The format promotes the development of a supportive learning community among the participants. Interested students should contact Graduate and Executive Programs in Business for further information.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses required by Graduate Business Administration use the prefixes: ACCT, ECON, GBA, MBA, and STAT.
CAREER AND TECHNOLOGY EDUCATION

C. Wayne Unsell, Dean, College of Technology
Wilfred Roudebush, Director Graduate Studies, College of Technology
Terry Herman, Graduate Coordinator, College of Technology
223 Technology Building
Phone: 419-372-7265

Degree Offered
Graduate Certificate in Quality Systems; Master of Education

Graduate Faculty
Professors
Salim Elwazani, Ph.D.; Larry Hatch, Ph.D.; Sri Kolla, Ph.D.;
John Sinn, Ed.D., C. Wayne Unsell, Ph.D.
Associate Professors
Alan Atalah, D.E., P.E.; David Border, Ph.D.; Paul Cesarini, Ph.D.;
Stan Guidera, Ph.D.; Kathryn Hoff, Ph.D.; Sudershyan Jetley, Ph.D.;
Andrewes Luescher, Ph.D.; Royce Ann Martin, Ph.D.; Wilfred Roudebush, Ph.D.;
Charles Spontelli, M.S.; Donna Trautman, Ph.D.; Todd Waggoner, Ph.D.
Assistant Professor
Terry Herman, Ed.D.

The Master of Education in Career and Technology Education (C&TE) program is designed for individuals interested in one of the following two areas.

Training and Development: The C&TE program is designed to prepare individuals who desire professional qualifications in the field of training and development. Course work is based on the American Society for Training and Development (ASTD) competencies for professional practice in human resource development. Each program of study is prepared based on individual background, interests, and needs. Course work in the College of Technology emphasizes skills in needs analysis, instructional design, instructional strategies, evaluation, cost benefit analysis, interactive media and adult learning and motivation. These can be blended with course selections from other University program offerings such as technical communication, industrial psychology, human resource management, education, and organization development. Many courses involve projects in a business or industry setting.

Technology/Technical Education: The C&TE program is designed to prepare individuals who desire to become leaders in the area of technology/technical education. Course work includes curriculum development, evaluation, instructional design, instructional media, interactive media, and research in technology/technical education. The program also allows for technical upgrading related to the subject being taught. An emphasis can also be developed in the area of administration, supervision, or evaluation and research.

Training and development and technology/technical education may be pursued as cognate areas for graduate degrees in technical writing, educational administration and supervision with an emphasis in higher education administration, business education, and technology. Students pursuing a Ph.D., specialist, or master's degree in other disciplines can work with their major advisor and an advisor in C&TE to complete a cognate in training and development or technology/technical education.

Prerequisites to Graduate Work

A bachelor's degree in education or a related technical or professional area is required. If the graduate coordinator determines deficiencies in a student's background, additional undergraduate or graduate work will be prescribed.

Admission Procedure

Applicants seeking admission to the M.Ed. program should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants must present an undergraduate grade point average of no less than a 2.7 on a 4.0 scale.

Degree Requirements

Master of Education

Candidates may pursue the M.Ed. degree under one of two plans.

Plan I: Under this research-centered plan, students must take a minimum of 33 semester hours of graduate credit, write a thesis, and pass a final oral examination.

Plan II: Under this course-centered plan, students must take a minimum of 36 semester hours of graduate credit, write, and defend a major project or comprehensive examination.

In order to maximize graduate offerings in relation to career goals, the remainder of the degree program is designed by each student in consultation with the graduate coordinator. Persons who have undergraduate work in a component area of career and technology education may pursue a degree program to broaden their career opportunities. For example, for teaching or supervisory certification objectives, a degree program can be developed that
meets both state certification standards and program standards. Persons from business or industry may similarly individualize their degree programs. For example, for developing industrial training competencies, instructional technology, and technical writing specializations can be pursued.

Additional program materials may be obtained from the graduate coordinator.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the Career and Technology Education program use the prefixes: ARCH, C&TE, ECT, DESN, QS, TECH, and VCT.
CHEMISTRY

Michael Ogawa, Chair
Thomas H. Kinstle, Graduate Coordinator
Nora R. Cassidy, Graduate Program Coordinator
141 Overman Hall
Phone: 419-372-2033

Degrees Offered
Master of Science

Graduate Faculty
Professors

Associate Professors
Pavel Anzenbacher, Ph.D.; John Cable, Ph.D.

Assistant Professors
Ksenija Glusac, Ph.D.; Alexander Tarnovsky, Ph.D.

Programs leading to the Master of Science and the Master of Arts in Teaching degrees are offered by the Department of Chemistry. The Master of Science in chemistry program offers thesis research opportunities in the traditional areas of organic, inorganic, analytical, physical, and biochemistry. Through the Center for Photochemical Sciences, the department also offers opportunities to combine the traditional disciplines with other sciences to explore basic and applied research problems in the photochemical sciences. The Center offers a Ph.D. program in Photochemical Sciences. See the "Photochemical Sciences" section for further information.

Prerequisites to Graduate Work
Completion of an undergraduate major in chemistry, as defined by the American Chemical Society, is desirable. Three years of chemistry, one year of college physics, and mathematics through calculus are required. Applicants from other undergraduate degree majors are considered for admission if they plan to specialize in biochemistry. Such applications are considered on an individual basis and enrollment in some undergraduate courses is sometimes necessary to attain prerequisites for graduate work.

Applicants seeking admission to graduate programs in chemistry should follow the instructions outlined in the "Graduate Admission" section of this catalog.

Degree Requirements
Master of Science

All first-semester students must take an orientation examination in the fields of organic and physical chemistry just prior to the first registration. These are nationally standardized tests at a difficulty level similar to the final undergraduate examinations in each of these areas. The results are used to advise students in their initial course registration.

Students may pursue the M.S. degree under one of two plans.

Plan I: Candidates must complete a minimum of 30 semester hours of graduate credit and a thesis. The following courses (or their equivalents) are required: CHEM 506; at least one course from CHEM 542, 614, 618, and 621. CHEM 681 registration is required each semester of residence. Students must complete four of the following six area choices, or have previously had their equivalent: (1) CHEM 554 or 625 (Analytical); (2) CHEM 614 or 621 (Physical); (3) CHEM 542 or 618 (Organic); (4) CHEM 563 or 616 (Inorganic); (5) CHEM 545 or 547 or any two from 641-644 (Biochemistry); and (6) approved courses in biological sciences, mathematics, or physics.

Two of the four areas must be completed with 600-level courses. Students receive credit toward graduation for no more than six hours of CHEM 699; two hours of CHEM 681; two hours of CHEM 682; two hours of CHEM 690; and three hours of CHEM 631-636. Courses such as CHEM 681, 682, 690, and 694 include a wide range of topics and specialized training sessions in laboratory and instrumentation research techniques, thereby affording students opportunities to broaden their knowledge outside their chosen specialization area.

Candidates are required to pass a written examination in their major field of research specialization at least three months prior to submitting their thesis for approval. The written examination is waived for students whose grade point average is at least 3.3 in the courses from the area choices listed above completed at the time they first satisfy the four-area and two 600- level course requirements. Candidates must complete a research project acceptable to their committee. This research is to be described and evaluated in the thesis. Candidates must also pass an oral examination defending their
thesis research and covering closely allied areas.

*Plan II*: Candidates must complete 33 semester hours of graduate credit and a written comprehensive examination. The following courses (or their equivalents) are required: CHEM 506 and 690; three of CHEM 542, 545, 554, and 563. Students who have taken equivalent courses as an undergraduate may not receive credit for these courses. Candidates must complete four of six area choices listed under Plan I. CHEM 681 registration is required each semester of residence.

Students must complete a minimum of 20 hours of chemistry course work, of which no more than two hours may be in CHEM 681, no more than four hours in CHEM 682, and no more than four hours in CHEM 690. CHEM 699 and CHEM 631-636 cannot be applied as credit towards the Plan II degree. Students must present two CHEM 681 seminars.

Candidates must pass a written comprehensive examination covering the areas of chemistry included in their degree program not later than four weeks prior to the awarding of the degree.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the Department of Chemistry use the prefix: CHEM.
The Master of Arts in College Student Personnel, offered by the Department of Higher Education and Student Affairs, is designed to prepare individuals for employment within the general area of student affairs and student development services in postsecondary education. Candidates are prepared as generalists and are qualified for positions in such areas as admissions, orientation, residence life, student activities and organizations, career development, and alumni affairs. This program offers both rigorous academic preparation and extensive experiential learning opportunities. All students are required to successfully complete a two year internship, which they may complement with additional practicum experiences. Through elective course work, students may also complete a specialized emphasis focusing on the needs of returning adult learners.

Admission Procedure
Applicants seeking admission to the graduate program in college student personnel should follow the instructions outlined in the "Graduate Admission" section of this catalog and should contact the College Student Personnel program directly for additional supplemental application materials.

Degree Requirements
Master of Arts
The M.A. degree program allows some flexibility in planning based on the individual student’s needs and goals. College Student Personnel courses emphasize the social, psychological, and philosophical foundations of student affairs practice in postsecondary institutions. Although most of the course requirements are met by offerings in the College of Education and Human Development, candidates are encouraged to take advantage of appropriate courses in the College of Arts and Sciences, the College of Technology, and the College of Business Administration.

The required 45 semester hours of graduate credit include a series of college student personnel core courses, one course each in statistics and research methodology, and additional courses from multidisciplinary sources in consultation with a department adviser. Students may select courses that provide concentrations in such areas as counseling or administration, or that focus on the needs of special student populations, such as returning adult learners or students from diverse backgrounds.

Appointment to a required internship position is earned through a competitive interview process arranged by the College Student Personnel program. These internships include positions on the University campus and at nearby cooperating institutions. Students may pursue the M.A. degree in College Student Personnel under one of two plans.

Plan I: Candidates must complete a thesis compatible with their background and interests.

Plan II: Candidates must complete a written comprehensive examination prepared and scheduled by the department.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by College Student Personnel use the prefix: CSP.
COMMUNICATION DISORDERS

Lynne Hewitt, Interim Chair
Timothy Brackenbury, Graduate Coordinator
200 Student Health Services
Phone: 419-372-2515

Degrees Offered
Master of Science; Doctor of Philosophy

Graduate Faculty
Professors
John Folkins, Ph.D.; Linda Petrosino, Ph.D.; Ronald Scherer, Ph.D.
Associate Professors
Timothy Brackenbury, Ph.D.; Elizabeth I. Burroughs, Ph.D.; Roger Colcord, Ph.D.; Donald Cooper, Ph.D.; Rodney Gabel, Ph.D.; Alexander Goberman, Ph.D.; Lynne Hewitt, Ph.D.
Assistant Professors
Laura Dilley, Ph.D.; Lauren Katz, Ph.D.

The Department of Communication Disorders offers programs leading to the degrees of Master of Science and Doctor of Philosophy. Specialization in speech-language pathology is available under the M.S. program. The M.S. program is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association and meets the academic requirements of the Association’s Certificate of Clinical Competence as well as the requirements of licensure from the State of Ohio.

Prerequisites to Graduate Work
Admission to the M.S. program usually requires 45 quarter hours or 30 semester hours of undergraduate work in communication disorders. Applicants may be permitted to substitute certain undergraduate credits in biology, English, and psychology for communication disorders credits. Applicants with undergraduate majors in fields other than communication disorders will be considered for admission on an individual basis. The graduate coordinator will review the records of all applicants to determine whether prerequisites have been completed. Applications from students with substantial deficits in required prerequisites cannot be considered until the necessary courses have been completed or shown to be in progress.

Applicants seeking admission to the graduate programs in communication disorders should follow the instructions outlined in the “Graduate Admission” section of this catalog. Also be sure to consult the department’s web page for specific departmental requirements, at www.bgsu.edu/departments/cdis/page30775.html.

Degree Requirements
Master of Science
Students may pursue the M.S. degree under one of two plans:
Plan I: Candidates must complete a minimum of 52 semester hours of graduate course work, which must include a basic course in statistics and at least three hours of thesis research. Prior to pursuing a thesis topic, a CDIS student must attain a 3.0 GPA in communication disorders courses, as well as demonstrate adequate clinical performance.

Plan II: Candidates must complete a minimum of 51 semester hours of graduate course work.

In both Plan I and Plan II, details of expected course sequences in CDIS may be obtained from the CDIS graduate coordinator and are found in the department’s Master’s Degree Handbook.

The final examination for students under both plans is the national examination in Speech-Language Pathology (PRAXIS). This test is administered by the NTE and can only be taken after all required academic work is completed. Therefore, this examination is usually taken during a student’s last semester of study (during their externship). Students who present a thesis also undergo an oral final examination in addition to the national examination.

Doctor of Philosophy
The doctoral program requires a minimum of 60 semester hours beyond the master’s degree, including dissertation credit; successful completion of a written and oral preliminary examination related to the student’s program of study; and completion of the appropriate language option. Students must write a dissertation that is an appropriate culmination of their program of study and pass a final oral examination over the dissertation. Details of expected course sequences and dissertation directions may be obtained from the CDIS graduate coordinator.

Admission Procedure
Doctoral Bridge Program
For highly qualified applicants, the option exists to pursue a clinical master’s concurrently with the Ph.D. program. Contact the Graduate Coordinator for further information about this program.

**Graduate Courses**
Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the Department of Communication Disorders use the prefix: CDIS.
COMMUNICATION STUDIES

Oliver Boyd-Barrett, Director
Radhika Gajjala, Graduate Coordinator
302 West Hall
Phone: 419-372-8349

Degrees Offered
Master of Arts; Doctor of Philosophy

Graduate Faculty
Professors
Oliver Boyd-Barrett, Ph.D.; Lynda Dee Dixon, Ph.D.; Alberto González, Ph.D.; Louisa Ha, Ph.D.; Srinivas Melkote, Ph.D.
Associate Professors
Katherine Bradshaw, Ph.D.; Catherine Cassara-Jemai, Ph.D.; James Foust, Ph.D.; Radhika Gajjala, Ph.D.; Laura Martin Lengel, Ph.D.; Thomas Mascaro, Ph.D.; Terry Rentner, Ph.D.; Ewart Skinner, Ph.D.
Assistant Professors
Joshua Atkinson, Ph.D.; Michael Butterwork, Ph.D.; Stephen Croucher, Ph.D.; Victoria Ekstrand, Ph.D.; Sandra Faulkner, Ph.D.; Ellen Gorsevski, Ph.D.; Canchu Lin, Ph.D.; Smeeta Mishra, Ph.D.; Sung Yeon Park, Ph.D.; Clayton Rosati, Ph.D.; Gi Woong Yun, Ph.D.

The School of Communication Studies offers programs leading to the degrees of Master of Arts and Doctor of Philosophy. Students receive a general background in communication with a wide range of courses taught by faculty in the School's three departments: Journalism, Interpersonal Communication, and Telecommunications.

Prerequisites to Graduate Work
Applicants to the M.A. program must hold a bachelor's degree from an accredited institution with a satisfactory academic record. Usually, applicants should have an undergraduate major or minor in one of the related communication fields; others will be considered for admission on an individual basis. Applicants without sufficient course work background may be required to complete remedial or additional course work during the M.A. course of study. Admission to the doctoral program requires an appropriate master's degree from an accredited institution with an excellent academic record, evidence of research proficiency, and a record which otherwise indicates potential for successful advanced work.

Admission to graduate work is, in the final analysis, a composite decision, made by the admissions committee and by all of the graduate faculty members. Admission is based upon prior academic experience and achievement, GRE scores, letters of recommendation, and the applicant's stated goals.

Admission Procedure
Applicants seeking admission to the graduate programs in communication studies should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applications are accepted year around, but applications for admission with funding requests for the following fall should be in by January 1.

Degree Requirements

Master of Arts
Plan I: Candidates must complete a minimum of 33 semester hours of graduate credit and a thesis, with a maximum of four hours of thesis credit (COMS 699). Students who write a thesis must pass an oral final examination with a committee composed of two communication studies faculty members and a third member either from communication studies or another program.

Plan II: Candidates must complete a minimum of 33 semester hours of graduate credit and a written comprehensive examination. Plan II approval is not granted after the student has requested and received official approval of a thesis topic. Students in Plan II have the option of completing a project in consultation with the student's advisor and committee.

In the comprehensive examination for the master's degree, candidates are expected to show a knowledge of the discipline of communication, research methodologies, and two other courses. The four one and one-half hour questions are answered by the student during the first full week of October, March, or June, or as announced.

Candidates under both plans must complete 12 hours in the core: COMS 600, Introduction to Communication Studies; COMS 630, Social Scientific Research Methods (has a co/prerequisite of a graduate-level statistics course); and COMS 640, Humanistic Research Methods. Students should complete 9-12 additional credits in communication studies (three courses). Students who have assistantships also are required to take COMS 620, Communication Pedagogy: Preparing Future Faculty, in the first semester that it is offered after they are funded. No more than four hours of readings or internship count toward the 33 hours.
Doctor of Philosophy

The doctoral degree has two emphases: media studies and communication. The doctoral program requires the following: 74 hours of course work beyond the M.A., 16 hours of dissertation credit, 20 hours in five core classes, nine to 12 hours in three tool courses (see note below), 12 hours in an approved cognate area or within COMS, and 16 hours in other COMS courses to prepare students for their area of emphasis. A maximum of four hours of readings may be counted toward the degree. Internship hours do not count toward the degree. [Note: One of the core methods courses may count as one of the three tool courses. The co/prerequisite graduate-level statistics course may also count, if deemed appropriate by the advisor and student.]

The core courses are COMS 600, Introduction to Communication Studies; COMS 610, Philosophical Foundations of Communication Theory; COMS 620 Communication Pedagogy; COMS 630, Social Scientific Research Methods (has a co/prerequisite of a graduate-level statistics course); and COMS 640, Humanistic Research Methods. All full-time doctoral students are required to take COMS 703, Colloquium in Communication Studies (0 credit, graded S/U), which meets three times a semester.

The preliminary examination, administered at or near the completion of course work, consists of 18 to 22 hours of written examinations during a one-week time period. Although other topics may be included, the following categories must be addressed: (1) primary area of interest; (2) secondary area of interest/cognate; (3) theory; and (4) methods/tools. The advisor and the student work together to prepare the preliminary examination. The student's committee will consist of at least four members: an advisor from communication studies, two other communication studies faculty members, and an outside member appointed by the Graduate College.

Graduate Courses

Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the School of Communication Studies use the prefix: COMS.
COMPUTER SCIENCE

Guy Zimmerman, Chair
Ronald Lancaster, Graduate Coordinator
221 Hayes Hall
Phone: 419-372-2337

Degree Offered
Master of Science

Graduate Faculty

Professors
Larry Dunning, Ph.D.; Laura Leventhal, Ph.D.; Raymon Kresman, Ph.D.; Hassan Rajaee, Ph.D.

Associate Professors
Julie Barnes, Ph.D.; Joseph Chao, Ph.D.; David Chilson, Ph.D.; Mohammad Dadfar, Ph.D.; Ronald Lancaster, Ph.D.; Walter Maner, Ph.D.; Guy Zimmerman, Ph.D.

The Department of Computer Science offers the Master of Science degree. The M.S. program provides educational opportunities in a wide range of fields of computer science.

Students who wish may select a specialization in parallel and distributed computing, software engineering, or operations research. The parallel and distributed computing specialization is designed for students interested in the design, analysis and use of integrated, distributed information processing systems. It includes intensive studies on principles of computer networking, client-server computing, high performance computer architectures, centralized and decentralized operating systems, and creation/visualization of data objects over the network.

The software engineering specialization is designed for students who want a focused study of software engineering. The program provides intensive studies in the software lifecycle, software development methodologies, formal models of software engineering, human-computer interaction, and database management.

The operations research specialization is designed for those interested in applying mathematical techniques to model and analyzing decision problems. The program includes theory and applications for mathematical programming, network analysis, probability models and simulation.

Prerequisites to Graduate Work
Applicants should have a background in computer science equivalent to that provided by the core undergraduate curriculum. (This does not apply to students with a concentration in operations research, as indicated below.) Prerequisites may be satisfied by courses actually taken as an undergraduate, by remedial course work taken while a graduate student, or by substantial practical experience in the computer field. Also, applicants should have a minimum mathematical background of differential calculus, integral calculus, and discrete mathematics. Additional courses in mathematics and statistics are also desirable. Deficiencies in mathematics may be made up at the beginning of graduate study.

Applicants planning to specialize in operations research should have a full-year sequence in programming using a higher-level language and one course in computer organization and assembler. Additional prerequisites are a full year of calculus and one course each in linear algebra, statistics, and operations research. Deficiencies in background may be made up at the beginning of graduate study.

Admission Procedure
Applicants seeking admission to the M.S. program in computer science should follow the instructions outlined in the “Graduate Admission” section of this catalog. Those desiring an assistantship should provide a professional résumé as part of the application materials.

Degree Requirements

Master of Science

Candidates must complete a total of 33 hours of graduate course work, including 15 hours of regular computer science course work at the 600 level, three hours of either CS 691 or CS 699, and 15 additional hours of course work. These additional hours may include computer science course work at the 500 or 600 level. Students in Plan II, and students in Plan I with no more than three hours of credit for CS 699, may include up to three hours chosen from the following: CS 585, CS 589, or approved graduate courses in other departments. Candidates must maintain a 3.0 grade point average overall, as well as a 3.0 grade point average in computer science courses. Students may pursue the M.S. degree under one of two plans.

Plan I: Candidates must prepare a formal thesis while enrolled in CS 699 for at least three hours. No more than six hours of CS 699 may be included in the required total of 33 semester hours of graduate credit. The thesis must be defended at an open meeting.
Enrollment in CS 699 is restricted to students who have completed at least 18 hours of course work.

Plan II: Candidates must complete a project while enrolled in CS 691 for at least three hours. No more than three hours of CS 691 may be included in the required total of 33 hours. Enrollment in CS 691 is restricted to students who have completed at least 18 hours of course work. The project must be presented at an open meeting.

All students completing a specialization must satisfy the course requirements shown below. Other students are required to complete CS 505 and CS 612.

Requirements for Optional Specializations

Parallel and Distributed Computing: The following courses are required of students specializing in parallel and distributed computing: (1) CS 505, 517, 529, 612, 629; (2) either CS 607 or CS 615; (3) a thesis (CS 699) under Plan I or a graduate project (CS 691) under Plan II.

Software Engineering: The following courses are required of students specializing in software engineering: (1) CS 505, 564, 612, 664; (2) two of CS 525, 562, 615, 625, 665; (3) a thesis (CS 699) under Plan I or a graduate project (CS 691) under Plan II.

Operations Research: The following courses are required of students specializing in operations research: (1) CS 542 or OR 572; (2) CS 612, 647, 649; (3) OR 661, 662; (4) three of the following: CS 505, 520, 525, 551, 562, 564, 625, 664; (5) one of the following: STAT 502, 508, 514, 516; (6) a graduate project (CS 691 or OR 691).

Requirements for the Dual Master’s Degree

A student may design a program of study incorporating computer science and another graduate discipline, leading to the simultaneous award of two master’s degrees. This option requires simultaneous admission into the two programs, and is not open to students already pursuing a graduate degree at BGSU. The Graduate College requires a program of study of at least 50 hours for the two degrees, including a maximum of six hours of thesis and no more than eight hours of independent study, readings, and special program registrations. The Department of Computer Science requires that all dual degree students complete a thesis. No CS specializations are available to the student in a dual degree program. The CS requirements for the dual degree program are as follows:

- 12 hours of regular computer science course work at the 600 level, including CS 612
- 6 hours of thesis research, either CS 699 or the equivalent course in the other program
- 12 additional hours of computer science course work at the 500 or 600 level, including CS 505. These hours may not include CS 585 or CS 589.

Graduate Courses

Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Computer Science use the prefix: CS.
CRIMINAL JUSTICE

Steven Lab, Chair
William King, Graduate Coordinator
223 Health Center
Phone: 419-372-0373

Degree Offered
Master of Science in Criminal Justice (MSCJ)

Graduate Faculty
Professor
Steven Lab, Ph.D.
Associate Professors
Michael Buerger, Ph.D.; Christopher Dunn, Ph.D.; William King, Ph.D.
Assistant Professors
Melissa Burek, Ph.D.; John Liederbach, Ph.D.

The Master of Science in Criminal Justice (M.S.C.J.) program offers educational opportunities for professionals who seek a broader understanding of the criminal justice process and the link between research and policy. The M.S.C.J. program also serves those seeking additional credentials for promotion and career enhancement, students interested in pursuing doctoral work in criminal justice, and those in allied fields who are interested in criminal justice issues or careers.

Prerequisites to Graduate Work
As a general rule, students admitted to the program will hold an undergraduate degree in criminal justice, criminology, or other closely related field. Individuals who possess an undergraduate degree in other academic fields will be considered for admission to the M.S.C.J. program if they have experience as employees in the criminal justice fields, or demonstrate other qualifications and interest pertinent to the course of study.

Specific admission criteria for all regular-status students include (1) a minimum undergraduate GPA of 3.0 (on a 4.0 scale), (2) three letters of recommendation, (3) a written statement of interest and expectations, and (4) official scores on the Graduate Record Examination (GRE). For students whose native language is not English, an additional requirement is official Test of English as a Foreign Language (TOEFL) scores.

GPA: An applicant whose undergraduate GPA is below 3.0 may be considered for “conditional admission” status on the strength of other criteria. Students admitted conditionally must achieve an overall graduate GPA of 3.0 for their first 12 credit hours of graduate study. Failure to do so will result in dismissal from the program.

Letters of Recommendation: Letters of recommendation should be addressed to the Coordinator of the Graduate Program. Letters should be from individuals who have knowledge of the applicant’s qualifications and ability to successfully complete graduate study. Typically, letters are written by the applicant’s undergraduate professors, or by supervisors or colleagues who hold graduate degrees themselves.

Written Statement: The written statement is a short piece of writing (from one to three pages) that states the applicant’s reasons for wanting to study Criminal Justice at Bowling Green State University, future goals, and any relevant professional preparation, where applicable.

GRE Scores: GRE scores should be submitted as early in the process as possible. Though the admission decision does not hinge on the GRE scores alone, they are a factor in awarding assistantships. By rule, funding for new students is contingent upon the students submitting valid GRE scores.

Degree Requirements
Master of Science in Criminal Justice
Candidates must complete a total of 33 hours of graduate course work, and may elect to complete the degree by writing either a comprehensive examination or a master’s thesis.

Plan I: The thesis option is a major project of original research, conducted under the supervision of the student’s major advisor. Students electing this option must register for no fewer than three, nor more than six, credit hours of thesis research as part of their degree program.

Plan II: The comprehensive exam option is designed to allow full-time students to complete their degree within a 12-month school year, if attending full time, or within two years if attending part time. Students must pass both the general comprehensive exam and a second exam in their area of concentration.

The program can also accommodate students whose professional careers require more individualized timetables within university rules. Regardless of the calendar of study, all degrees must be
completed either by writing the comprehensive exams or writing a thesis project.

**Graduate Courses**

Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Criminal Justice program use the prefix: CRJU.
ECONOMICS

John Hoag, Chair
Peter VanderHart, Graduate Coordinator
3002 Business Administration Building
Phone: 419-372-2646

Degree Offered
Master of Arts

Graduate Faculty
Professors
Mary Ellen Benedict, Ph.D.; M. Neil Browne, Ph.D.; Michael Carroll, Ph.D.; Timothy Fuerst, Ph.D.; John Hoag, Ph.D.; Kyoo Kim, Ph.D.; Peter VanderHart, Ph.D.

Associate Professor
Kevin Quinn, Ph.D.

Assistant Professors
Dandan Liu, Ph.D.; Mathias Paustian, Ph.D.

The goal of the Master of Arts in Economics program is to prepare students for careers in business or government, or for further graduate study in economics. The program is designed to train students to function as professional economists and economic analysts in the corporate, government, and academic sectors.

Prerequisites to Graduate Work
Prerequisites include a minimum of 18 semester hours of undergraduate study in economics courses, including courses in introductory economics, intermediate theory, and statistics; or in courses in cognate fields wherever such courses are determined to be appropriate. Applicants should have at least one semester of calculus before beginning graduate studies in economics. Applicants who do not have the prerequisite background may be admitted. Such students may be required to make up deficiencies as a condition of admission and are encouraged to enroll at the University during the summer preceding their first fall semester to repair deficiencies.

Admission Procedure
Applicants seeking admission to the M.A. in economics program should follow the instructions outlined in the “Graduate Admission” section of this catalog.

Degree Requirements
Master of Arts
Candidates are required to earn a minimum of 30 semester hours of graduate credit, of which at least 18 hours must be at the 600 level. Depending on the student's needs, the student may pursue the M.A. degree under one of two plans.

Plan I: Candidates must complete a thesis and a written and/or oral examination over the thesis; and must pass the theory portion of the comprehensive examination.

Plan II: Candidates must pass both portions (theory and policy evaluation) of the comprehensive examination.

The following course work is required for both Plan I and Plan II: ECON 502, 573, 607, 610, 611, 619, and 671. A minimum of nine credits of elective courses must be taken in economics or in fields such as public administration, business administration, mathematics, statistics, or in such allied social sciences as geography, history, political science, psychology, or sociology. At least three of the elective credits must be earned at the 600 level.

Courses in fields such as statistics, business administration, finance, management, public administration, geography, and others may be incorporated into the interdisciplinary program.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Economics use the prefix: ECON.
EDUCATIONAL ADMINISTRATION AND SUPERVISION AND LEADERSHIP STUDIES (EDAS/EDLS)

Daniel Fasko, Graduate Coordinator (M.Ed.)
Patrick Pauken, Graduate Coordinator (Ed.S., Ed.D.)
503 Education Building
Phone: 419-372-7377
www.bgsu.edu/colleges/edhd/eals/index.html

Degrees Offered
Master of Education; Specialist in Education; Doctor of Education

Graduate Faculty

Professors
Gregg Brownell, Ed.D.; Daniel Fasko, Ph.D.; Craig Mertler, Ph.D.;
Rachel Vannatta, Ph.D.

Associate Professors
Mark Earley, Ph.D.; Judith Jackson May, Ph.D.; Patrick Pauken,
J.D., Ph.D.; Judith Zimmerman, Ph.D.

Assistant Professors
William Kyle Ingle, Ph.D.; Paul Johnson, Ph.D.

Instructors
Tom Lammers (PCLA/SCLA Coordinator); Eric Myers, Ph.D.
(EDAS/EDLS licensure officer)

The Programs Educational Administration and Supervision (EDAS) and Leadership Studies (EDLS) offer three graduate-level degree programs and coursework toward Ohio school administrative licensure for people who are interested in careers in the fields of educational administration and organizational leadership. The Master of Education (M.Ed.) degree program in Educational Administration and Supervision is intended for those who wish to qualify as administrators in schools or educational service agencies.

The Specialist in Education (Ed.S.) degree program, if carefully planned, will enable students to meet requirements for the positions of school principal, superintendent of schools, or other administrative specialist positions for which an Ohio licensure is needed.

The Doctor of Education (Ed.D.) degree program in Leadership Studies is a cohort-based multidisciplinary program designed to prepare individuals for leadership positions in educational settings, human resources institutions, or other professional organizations, or for teaching/research positions in colleges and universities.

After completing a graduate degree program in EDAS/EDLS, most students are eligible to apply coursework toward licensure by the Ohio State Department of Education in the following areas:

1. Principalship
   a. Grades pre-K – 9
   b. Grades 4 – 12
2. Superintendent
3. Administrative Specialist
   a. Curriculum & Instruction and Professional Development
   b. Education Staff Personnel Administration
   c. Educational Research
   d. Pupil Services Administration
   e. School-Community Relations

Prerequisites to Graduate Work
Applicants to the M.Ed. and Ed.S. programs must have one year of teaching experience in a school setting. Prospective students without teaching experience may be considered; however, a rationale will need to be provided by the student as to why we should consider their application, and the faculty committee may also interview the prospective student. Also, if a student is interested in being recommended for an Ohio administrative license, prior certification/licensure and teaching experience are required. As the leadership studies doctoral program is multidisciplinary, prior teaching or administrative experience in a K-12 setting is not required.

Admission Procedure
Applicants seeking admission to the EDAS/EDLS graduate programs should follow the instructions outlined in the “Graduate Admission” section of this catalog. Applicants must also fulfill the following program requirements for admission.

Applicants to the M.Ed. and Ed.S. programs must submit a detailed letter of application, three recommendation forms, a current resume, and a personal data sheet. For specific information on the M.Ed. degree, please see www.bgsu.edu/colleges/edhd/eals/progmed.html. For specific information on the Ed.S. degree, please see www.bgsu.edu/colleges/edhd/eals/progedsp.html.

Applicants to the Ed.D. program must submit a professional resume and four current letters of recommendation. At least one letter should be from a person who is familiar with the applicant's academic work and at least one letter should be from a person
knowledgeable about the applicant's professional competence and potential in terms of organizational leadership, administration, and management.

Ed.D. applicants must also submit a written personal statement approximately two pages in length describing the applicant's present goals, interests, and reasons for seeking admission. The application deadline for the Ed.D. fall cohort is March 15. For admission requirements for the Ed.D., please see www.bgsu.edu/colleges/edhd/eals/progedd.html.

A completed application for a graduate assistantship should also be included if such an appointment is desired. Admission to the doctoral program does not guarantee an offer for a graduate assistantship.

Degree Requirements

Master of Education

Students may pursue the M.Ed. degree under one of two plans:

Plan I: Candidates must write a thesis and complete a minimum of 30 semester hours of graduate course work in addition to thesis research. The thesis experience provides students with an opportunity to conduct research and to test theory against present practice in administration.

Plan II: Candidates must complete a minimum of 33 semester hours of graduate course work, including work in statistics and research methodology. Students who select Plan II must pass a final written comprehensive examination.

Both Plan I and Plan II require students to complete an internship. Each student's program is planned individually in consultation with an adviser to meet degree and licensure requirements.

Specialist in Education

A minimum of 30 semester hours of post-master's graduate work is required. The program of study is spread over courses in educational administration, professional education outside the area of educational administration, and research methods and educational statistics. An internship or field experience is required. Each student's program is planned individually in consultation with an adviser to meet degree and licensure requirements.

Doctor of Education

The Ed.D. degree is a 60-hour, post-master's program. A minimum of 44 hours of course work (excluding dissertation research) that includes completion of 26 hours of specified EDLS core courses and nine hours of research methodology is required. Among the core courses is an internship.

Specific program requirements for the Ed.D. are described in a brochure and application packet that can be obtained from the EDAS/EDLS office or at the EDLS website.

General requirements for each degree are outlined in the "Degree Programs" section of this catalog.

Graduate Courses

Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the programs use the prefix: EDAS and EDLS.
EDUCATIONAL FOUNDATIONS AND INQUIRY (EDFI)

Rachel Vannatta, Chair/Graduate Coordinator
570 Education Building
Phone: 419-372-0451

Graduate Faculty

Professors
Kathleen Farber, Ph.D.; Daniel Fasko, Ph.D.; Patricia Kubow, Ph.D.; Craig Mertler, Ph.D.; Rachel Vannatta, Ph.D.

Associate Professors
Margaret Booth, Ph.D.; Mark Earley, Ph.D.; Sherri Horner, Ph.D.; Julia Matuga, Ph.D.

Assistant Professors
Bruce Collet, Ph.D.; Christopher Frey, Ph.D.

Graduate offerings in educational foundations and inquiry are open to graduate students in other disciplines and may count toward degree programs in many areas.

Graduate Courses

Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Educational Foundations and Inquiry program use the prefix: EDFI.
EDUCATION TEACHING AND LEARNING (EDTL)

Cindy Hendricks, Director
Robert Berns, Graduate Coordinator - Business Education
Savilla Banister, Graduate Coordinator - Classroom Technology
Larry Graser, Graduate Coordinator - Curriculum and Teaching
Cindy Hendricks, Graduate Coordinator - Reading
529 Education Building

Phone: 419-372-7320

Degrees Offered
Master of Education; Specialist in Education (Reading)

Graduate Faculty
Professors

Associate Professors

Assistant Professors
Mohammed Darabie, Ph.D.; Emilio Duran, Ph.D.; Bonnie Fonseca-Greber, Ph.D.; Tracy Huziak-Clark, Ph.D.; Lan Li, Ph.D.; Richard Oldrieve, Ph.D.; Sharon Subreeduth, Ph.D.; Eric Worch, Ph.D.

The School of Teaching and Learning (STL) offers programs leading to the degrees of Master of Education and Specialist in Education. The Master of Education is available in the fields of business education, classroom technology, curriculum and teaching, and reading. The Specialist in Education is available in reading. A reading endorsement program is available for those students who do not wish to pursue a degree program.

The Master of Education in Business Education program is designed to qualify students for teaching positions at either the secondary or postsecondary level or for related positions in business and industry.

The Master of Education in Classroom Technology is intended to educate leaders in the area of classroom technology. These individuals will be capable of working within their regional, state, and local communities of practice to support and develop the integration of technology into the classroom and the community.

Students have both a thesis and non-thesis option to complete the degree. Upon completion of the program, students with a current Ohio teaching license can apply to receive the Ohio endorsement in computers/technology.

The Master of Education in Curriculum and Teaching is designed to provide teachers possessing a bachelor's degree and licensure (certification) with the opportunity to enhance their understanding of curriculum theory, design and development, and their skill as effective classroom teachers.

The Master of Education in Reading is a one-year graduate program that meets Ohio's P-12 reading endorsement requirements. The specific goal of the program is to prepare teachers to provide specialized reading and writing instruction, to assess and diagnose literacy behavior, and to serve as resource persons in P-12 settings. Students may choose from Plan I (thesis) or Plan II (action research project). The M.Ed. leads to a P-12 reading endorsement.

The Specialist in Education in Reading program is designed for students who have a master's degree in reading and wish to extend and enrich their reading education. The specific goal of the program is to prepare teachers to play such leadership roles as reading coordinator, reading clinician, and developmental reading teacher at the college, junior college, or technical college level.

Applicants to the M.Ed. and Ed.S. reading programs should have a teaching certificate/license and teaching experience at the early childhood, middle childhood, or adolescent/young adult level. The M.Ed. in reading and the Ed.S. program are structured in accordance with the licensing requirements established by the Ohio Department of Education and the International Reading Association. Completion of the master's degree is a prerequisite for admission into the specialist degree program.

Prerequisites for Graduate Work
Prerequisites for the M.Ed. programs include a bachelor's degree from an accredited institution. For persons seeking licensure in integrated business or marketing education, applicants' transcripts are studied to identify deficiencies in preparation in professional education and in those areas for which licensure is desired. If there are deficiencies in the undergraduate preparation, the graduate coordinator prescribes additional course work to cover the area or areas.
Admission Procedure
Applicants seeking admission to the graduate programs offered by the School of Teaching and Learning should follow the instructions outlined in the "Graduate Admission" section of this catalog.

Degree Requirements
Master of Education in Business Education
Plan I: Candidates must complete a total of 33 semester hours of graduate credit which includes the program core, one of the five program options, and thesis credit. Students must complete 15 hours in the program core (BUSE 601, BUSE 602, BUSE 603, BUSE 628, EDFI 641) and 15 hours in one of the five program options listed below. The remaining three hours must be completed by enrolling in BUSE 699, Thesis Research. Candidates under Plan I must complete a thesis under the direction of a graduate faculty advisor.

Plan II: Candidates must complete a total of 33 semester hours of graduate credit. A final written comprehensive examination is required. Students must complete the program core (BUSE 601, BUSE 602, BUSE 603, BUSE 628, EDFI 641) and choose one of the program options listed below.

Students in both plans must complete one of the following program options:

1. Integrated Business or Marketing Education Licensure: follow approved teacher licensure check sheet;
2. Master Teacher in Business Education (12 hours): BUSE 551, 563, 565, six hours in selected content area, and six hours of related graduate courses with graduate coordinator approval;
3. Master Teacher in Marketing Education (12 hours): BUSE 551, 563, 565, six hours in selected content area, and six hours of related graduate courses with graduate coordinator approval;
4. Postsecondary Education (12 hours): BUSE 551, 563, 565, 6 hours in selected content area and six hours of related graduate courses with graduate coordinator approval;
5. Training and Development (12 hours): BUSE 697, C&TE 659, TECH 662 or TECH 663, TECH 633 or ENG 640, and six hours of related graduate courses with graduate coordinator approval.

Under both programs, students pursue the M.Ed. degree under one of two plans.

Plan I: Candidates must prepare a thesis and complete an oral examination conducted by members of the thesis committee.

Plan II: Candidates must complete a written comprehensive research paper or classroom-based project before the completion of the course work for the degree.

Master of Education in Classroom Technology
Candidates must complete a minimum of 33 semester hours of graduate credit. The following courses are required: EDTL 611, EDTL 631, EDTL 632, EDTL 633, EDTL 638, EDFI 641, and EDFI 642. Candidates must also complete a minimum of 12 credits of suggested courses, including EDTL 630, EDTL 634, EDTL 635, EDTL 636. Substitutions for suggested courses may be drawn from units including, but not limited to, computer science, the College of Musical Arts, the College of Technology, and the College of Education and Human Development. Substitutions must be approved in writing by the program coordinator.

Master of Education in Curriculum and Teaching
Candidates must complete a minimum of 33 semester hours of graduate work approved by the graduate coordinator.

1. Professional core (choose two): EDTL 611, 616, 710;
2. Assessment and research (choose two): EDFI 641 and 642 or EDTL 653;
3. Development and learning (choose one): EDFI 627, 671, 673, 677;
4. Foundations (choose one): EDFI 600, 601, 602;
5. Advanced methods (choose one): EDTL 610, 640, 641, 642, 643, 645, 646, 647;
6. Electives (selected with the approval of advisor): may be taken from any supporting department in the college as well as other content areas as approved;
7. Culminating activity (choose one): (a) complete a significant research paper (EDTL 684), (b) complete a classroom-based master's project (EDTL 684), (c) complete a master's thesis (EDTL 699).

Under both programs, students pursue the M.Ed. degree under one of two plans.

Plan I: Candidates must prepare a thesis and complete an oral examination conducted by members of the thesis committee.

Plan II: Candidates must complete a written comprehensive research paper or classroom-based project before the completion of the course work for the degree.

Master of Education in Reading
Candidates must complete a minimum of 39 semester hours of graduate credit and the Praxis II content examination. The following course work is required:
1. **Required Core Courses** - The required core reading courses that meet Ohio P-12 Reading Endorsement requirements are EDTL 620, 621, 622, 626 and 628.

2. **Required Research Courses** - The required research courses for Plan I (Thesis) are EDFI 641, EDTL 644 and EDTL 699. The required research courses for Plan II (Action Research Project) are EDFI 641, EDTL 644 and EDTL 684.

3. **Required Reading Courses** – In addition to the required core courses for the reading endorsement, candidates must also complete the following: EDTL 610, 624, 627, 629, 640. General requirements and degree plans can be found under the heading Master of Education in the “Degree Programs” section of this catalog.

**Specialist in Education (Reading)**

A minimum of 33 semester hours of post-master's graduate work is required. Prerequisites include: EDTL 620, 621, 622, 626, 628. Research prerequisites include: EDFI 641 and EDTL 644. Course work should consist of:

1. A minimum of 15 semester hours in reading/language arts beyond the master's level;
2. At least 12 hours in a cognate area (selected in consultation with the graduate advisor);
3. Three hours of EDTL 684 which is to be used in the development of a scholarly research paper; and
4. A practicum or field-service experience for three to six semester hours.

**Reading Endorsement Program**

Five graduate courses in reading (EDTL 620, 621, 622, 626, and 628) plus a teaching license and a passing score on the Praxis II – Introduction to Reading Specialty test are required for the P-12 Reading Teacher Endorsement. The courses must be taken in sequence, although some may be taken concurrently. EDTL 628 is the culminating course of the sequence. Usually, this program is for licensure purposes only. However, the courses may be applied to the M.Ed. degree in reading if the student has obtained regular admission to the Graduate College before completion of the third reading course.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the School of Teaching and Learning use the prefix: BUSE and EDTL.
ENGLISH

Kristine Blair, Chair
Piya Pal-Lapinski, Graduate Coordinator
Larissa Szporluk, Director - Creative Writing
Richard Gebhardt, Director – Rhetoric and Writing
211 East Hall
Phone: 419-372-6864

Degrees Offered
Graduate Certificate; Master of Arts; Master of Fine Arts; Doctor of Philosophy

Graduate Faculty
Professors
Ellen Berry, Ph.D.; William Coggin, Ph.D.; Bruce L. Edwards, Ph.D.; Richard Gebhardt, Ph.D.; Wendell Mayo, Ph.D.; Simon Morgan-Russell, Ph.D.; Vivian Patraka, Ph.D.

Associate Professors
Kristine Blair, Ph.D.; Sue Carter, Ph.D.; Lawrence Coates, Ph.D.; Jude Edminster, Ph.D.; Gary Heba, Ph.D.; Erin Labbie, Ph.D.; Piya Pal-Lapinski, Ph.D.; Sharona Muir, Ph.D.; Larissa Szporluk, M.F.A.; Sheri Wells-Jensen, Ph.D.

Assistant Professors
William Albertini, Ph.D.; Kimberly Coates, Ph.D.; Stephanie Gearhart, Ph.D.; Lance Massey, Ph.D.; Lee Nickoson-Massey, Ph.D.; Jolie Sheffer, Ph.D.; Maisha Wester, Ph.D.

The Department of English offers programs leading to the degrees of Master of Arts, Master of Fine Arts, and Doctor of Philosophy. Specializations available in the Master of Arts program include literary and textual studies. The Master of Fine Arts in creative writing program offers the specializations of poetry and fiction. For more information, see "Master of Fine Arts" in the Degree Programs section of this catalog.

The Master of Arts-Plan I program is a thesis option designed primarily for students expecting to pursue a Ph.D. degree. The Master of Arts-Plan II program is a flexible, non-thesis option in which individuals may design their own professional or personal enrichment programs.

The central objective of the doctoral program in English is to recruit and equip women and men with a broad range of skills whose interests in English studies move them to seek careers as teacher-scholars at a variety of institutions in higher education. To that end, the doctoral program in English seeks to recruit students, including those with literature backgrounds and interests, for our nationally-known rhetoric and composition program. This program emphasizes rhetoric and composition as its core curriculum and provides students with a thoroughgoing foundation in rhetorical theory and history, composition pedagogy, research methods, electronic-mediated communication, and scholarly publishing. It also allows students to augment these core requirements with additional courses in composition studies or with course work in other areas. For instance, students are encouraged to develop a four-course concentration in another area within the department (e.g., literature, critical theory, scientific and technical communication, or creative writing) or in another of the University's interdisciplinary programs.

Prerequisites to Graduate Work
Admission to the M.F.A.-creative writing program is based primarily on the evaluation of sample manuscripts submitted to the creative writing program at the time of application. The MA program in Literary and Textual studies evaluates applicants based on strong writing samples demonstrating critical analysis and research skills, among other criteria.

Usually, students begin the Ph.D. program after completing a master's degree; well-prepared and motivated applicants with only baccalaureate degrees may apply for admission into a "continuing" Ph.D. program which leads directly to the Ph.D. without the intermediate step of the M.A. Such candidates do not prepare theses but qualify instead by a portfolio assessment mid-way through the second year of the program.

Admission Procedure
Applicants seeking admission to the graduate programs in English should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants to all programs must submit a 10-15 page research writing sample. Applicants also seeking funding must complete a separate assistantship application form available from the Graduate Secretary of the Department of English. Funding is increasingly competitive and applicants should apply as early as possible to insure their consideration. No funding applications will be considered after the annual February 15 deadline for fall admission.

The GRE Literature in English Subject Test is not required. The GRE General Test is required. Applicants to the M.F.A. program who wish to specialize in fiction must submit a portfolio of 50 pages. Those planning to specialize in poetry must submit a portfolio of 30 pages. Portfolios should be sent to: Director, M.F.A.
Program, Department of English, BGSU, Bowling Green, Ohio 43403, before February 1 prior to the fall semester students wish to enter the program.

Degree Requirements

Master of Arts

Plan I: Candidates must complete a minimum of 33 semester hours of graduate credit including at least 24 hours in English course work (excluding ENG 602). Requirements include:

1. ENG 601 and ENG 607 or equivalent;
2. Four or more 600- or 700-level English courses. Includes (but not limited to) the following courses: ENG 570/580, Topics in British/American Literature; ENG 680, Seminar in British Cultural Studies; ENG 675/680, Seminar in American Cultural Studies; ENG 706/707, Advanced Theory Seminar/Topics;
3. Up to four courses outside the Program (12 hours): Includes (but not limited to) courses in Philosophy, Romance Languages, GRAL, Ethnic Studies, American Culture Studies, Communications, History, etc.
4. an approved thesis (three to six hours of ENG 699) and an oral examination given by the candidate's thesis committee based on the thesis; and
5. ENG 602, for graduate assistants.

Plan II: Candidates must complete a minimum of 33 semester hours of graduate credit including 21 hours of English course work (excluding ENG 602). Requirements include:

Option A

1. ENG 607 and ENG 615 or equivalent;
2. a professional concentration of four courses, with no more than two in English;
3. completion of a portfolio of work that includes an extensive annotated bibliography in the field of concentration and representative seminar papers (ENG 691); and
4. ENG 602, for graduate assistants.

Electives (15 credit hours) from such courses as

- English 640, Technical Writing
- English 642, Technical Editing
- English 643, Ethics in Technical Communication
- English 680, Topics in English
- English 780, Topics in Rhetoric and Writing (online course offerings relevant to target audience include Grammar in the Context of Writing, Online Learning for English Educators)

Up to 12 hours of these elective courses, if available online, may be taken from outside the English Department and may count toward the degree; students are encouraged to meet or correspond with the English Graduate Coordinator to determine options.

Capstone Experience (3 credit hours)

- English 691: MA Plan II Portfolio.

Master of Fine Arts

The two-year M.F.A. program consists of a minimum of 40 semester hours of graduate credit. Requirements include:

1. 16 hours of ENG 632, Graduate Writers' Workshop, in the area of specialization;
2. three hours of techniques in the area of specialization;
3. six hours of thesis credit;
4. three hours of desktop publishing;
5. three hours of advanced fiction or poetry workshop; and
6. nine hours in either recommended courses or electives.

Total hour requirements may be reduced for outstanding students who are able to apply credit from previous graduate work.
However, transfer of hours must be approved prior to enrollment. In all cases, students must take at least 30 hours in residence with a minimum of one workshop per semester in the area of specialization. All students must complete 30 semester hours of graduate work after being accepted into the M.F.A. program in addition to any work done in other programs at the University. For more information, see “Master of Fine Arts” in the Degree Programs section of this catalog.

**Doctor of Philosophy**

Students must complete a total of 90 semester hours of graduate credit, of which a maximum of 30 hours may be transferred from a master's degree in English. General requirements for the Ph.D. include:

1. a minimum of 33 hours of graduate course work beyond the M.A., of which at least 24 hours must be in 600- and 700-level courses;
2. satisfactory completion of preliminary examinations, including the oral examination; up to six hours of credit for ENG 798, Study for Prelims, may count toward the 90 hours required for graduation;
3. an approved dissertation graduate lecture, dissertation text, and dissertation defense. A minimum of 16 hours of ENG 799, Dissertation Research, must be accumulated in the candidate's degree program. A maximum of 21 hours of ENG 799 may count toward the 90 hours required for graduation; and
4. demonstrated advanced competence in a foreign language, computer language, or American Sign Language.
5. Candidacy for the Ph.D. begins after successful completion of the preliminary examinations and approval of the student's dissertation plan following the required graduate lecture. Candidacy is completed when the dissertation is approved by the student's dissertation committee, the department, and the Graduate College. Details regarding the preliminary examinations and the dissertation process are available from the department.

**Graduate Certificate Program**

The English Department offers a graduate certificate program in International Scientific and Technical Communication (ISTC). The ISTC program may be pursued either online or on campus and may be pursued only for the certificate or as part of an MA II track. Some programs outside of the English Department may accept this certificate as part of their graduate degree program—students should discuss whether this is possible with the appropriate program's graduate coordinator. The course schedule will allow students to complete the certificate program in one year.

**Graduate Certificate Program in International Scientific and Technical Communication (available online)**

**Required Courses** (12 credit hours)
- ENG 640 Technical Writing Online
- ENG 641 Research and Resources in Technical Communication Online
- ENG 642 Technical Editing Online
- ENG 643 Ethics in Technical Communication Online

Note: As with the MA II online program, students who are geographically close enough to do so may substitute face-to-face versions of these courses if they choose to do so.

**Graduate Courses**

Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of English use the prefix: ENG.
ENVIRONMENTAL HEALTH
Gary Silverman, Director
223 Health Center
Phone: 419-372-7774

Graduate Faculty
Professor
Gary Silverman, D.Env.
Associate Professor
Charles Keil, Ph.D.

Graduate offerings in environmental health are open to all graduate students with appropriate academic backgrounds. Course work in environmental health may be useful to students interested in integrating their area of graduate specialization with study of environmental protection and management. Students should check with the graduate coordinators of their degree programs to determine whether environmental health courses may count toward their degree requirements. Graduate courses in environmental health are offered on demand, so interested students should inquire at the program office.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Environmental Health program use the prefix ENVH.
ETHNIC STUDIES

Timothy Messer-Kruse, Chair
228 Shatzel Hall
Phone: 419-372-2796

Graduate Faculty
Professor
Michael T. Martin, Ph.D.
Associate Professors
Apollos Nwauwa, Ph.D. (History); Eithne Luibhéid, Ph.D.
Assistant Professors
Theresa Mah, Ph.D.; Susana Peña, Ph.D.

The Department of Ethnic Studies offers a program of study that examines race and ethnicity both in national and global contexts and in relation to gender, class, and sexuality. Courses consider U.S. racial and ethnic minority populations in relation to one another, the dominant order, diasporic populations, and the formation of the U.S. as a global power in an era of globalization. Focusing on processes such as immigration, colonization, transnational migration, and slavery, courses are comparative, interdisciplinary, and emphasize critical thinking.

A Graduate Certificate in Ethnic Studies is offered by the Department of Ethnic Studies in the College of Arts and Sciences. Within an interdisciplinary/multidisciplinary framework, the certificate curriculum contributes to societal needs as it addresses issues of racial and ethnic diversity in the workplace, community, nation, and world during a period of profound demographic change. It is designed to provide professional study in an area of increasing importance to practitioners in social, health, and immigration service agencies; law; and K-12 and community college education, among other occupations. The certificate also offers a graduate credential to students pursuing advanced degrees and seeking to broaden their teaching and research competencies in order to enhance their career options and employment prospects.

Students may enroll either in the certificate program or they may complete the certificate in conjunction with a graduate degree at the University. Satisfactory completion of the requirements for the certificate will be noted on the student’s transcript as “Graduate Certificate in Ethnic Studies.”

Prerequisites to Graduate Work
Individuals currently enrolled in graduate degree programs or having non-degree status at the University are eligible to apply to the certificate program.

Admission Procedure
Applicants seeking admission to the certificate program should follow the instructions outlined in the “Graduate Admission” section of this Catalog.

In addition to the application required by the Graduate College, applicants to the certificate program must submit: 1) three letters of recommendation, and 2) a personal statement of career goals and reasons for applying to the program.

Certificate Requirements
Students must complete 16 credit hours of approved core and elective courses to obtain the certificate. The core curriculum is comprised of ten credit hours or four courses to ensure foundational knowledge and breadth: ETHN 620, Theories of Race Relations, Ethnicity, and Multiculturalism; ETHN 630, Comparative Perspectives on Race and Ethnicity; ETHN 650, Sexuality, Race, and Nation; and ETHN 686/687, Independent Study in Ethnic Studies.

The remaining six credit hours or two courses consist of departmental electives (ETHN 605, 625, 640, 660, 673, 680, 682). With the approval of the Ethnic Studies graduate advisor, three elective credit hours may be substituted with a cognate course offered by another program or department at the University. No internship is required for the certificate.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Ethnic Studies use the prefix: ETHN.
FAMILY AND CONSUMER SCIENCES

Deborah Wooldridge, Director
206 Johnston Hall
Phone: 419-372-2026
Dawn Anderson, Graduate Coordinator
16C Family and Consumer Sciences Building
Phone: 419-372-8090

Degree Offered
Graduate Certificate in Food and Nutrition; Master of Family and Consumer Sciences

Graduate Faculty
Professors:
Thomas Chibucos, Ph.D.; Molly Laflin, Ph.D.; Deborah Wooldridge, Ph.D.

Associate Professors:
Dawn Anderson, Ph.D.; Ruben Viramontez Anguiano, Ph.D.;
Priscilla Coleman, Ph.D.; Diane Frey, Ph.D.; Jean Gerard, Ph.D.; Jean Hines, Ph.D.;

Assistant Professors:
Hyun-Hwa Lee, Ph.D.; Susan Peet, Ph.D.;

The School of Family and Consumer Sciences offers the Master of Family and Consumer Sciences (M.F.C.S.) degree with a specialization in food and nutrition (F&N). The program requires a minimum GPA of 3.0 and completion of the GRE verbal and quantitative tests.

The Food and Nutrition (F&N) graduate program provides course work and study in basic nutritional sciences, current topics in food and nutrition sciences, and applied areas such as community/public health nutrition, and clinical/medical nutrition therapy. Supporting course work in a related field such as biology, chemistry, counseling, exercise science, education, and/or epidemiology is designed to meet the student's career interests. Eligible students may choose to complete the master's program in conjunction with a post-baccalaureate dietetic internship program (www.bgsu.edu/colleges/edhd/fcs/di/index.html). The dietetic internship program is granted Initial Accreditation by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606, 312.899.4876.

Prerequisite to Graduate Work
A bachelor's degree related to the field of specialization, Food and Nutrition, is the preferred foundation for graduate work. Additional course work may be required as a condition of admission should there exist deficiencies in undergraduate course work.

Admission Procedure
Applicants seeking admission to the graduate program in Family and Consumer Sciences should follow the instructions outlined in the "Graduate Admission" section of this catalog.

Degree Requirements
Master of Family and Consumer Sciences
The M.F.C.S. degree requires a minimum of 37 semester hours, including three hours each of statistics and research methodology, and six hours of thesis. Plan I: Students under Plan I must complete a formal thesis and pass an oral examination on the thesis. Topics are selected early in the program with advisement from a thesis committee of three graduate faculty members. Plan II: Students under Plan II must complete a master's project while enrolled twice in F&N 691 for a total of six credit hours.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the School of Family and Consumer Sciences use the prefixes: FCS, F&N, and HDFS.
GEOGRAPHY

Arthur Samel, Chair
Bruce W. Smith, Graduate Coordinator
305 Hanna Hall
Phone: 419-372-2925

Graduate Faculty
Professor
Bruce W. Smith, Ph.D.

Associate Professors

Assistant Professor
Peter Gorsevski, Ph.D.

Graduate offerings in geography are open to graduate students in other disciplines and may count toward degree programs in many areas.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Geography use the prefix: GEOG.
GEOLOGY

Sheila Roberts, Chair
Jeffrey Snyder, Graduate Coordinator
190 Overman Hall
Phone: 419-372-2886

Degrees Offered
Graduate Certificate in Geospatial Technology; Master of Science

Graduate Faculty
Professors
James Evans, Ph.D.; Charles Onasch, Ph.D.; Robert Vincent, Ph.D.
Associate Professors
John Farver, Ph.D.; Joseph Frizado, Ph.D.; Kurt Panter, Ph.D.; Sheila Roberts, Ph.D.; Jeffrey Snyder, Ph.D.; Margaret Yacobucci, Ph.D.
Assistant Professors
Enrique Gomezdelcampo, Ph.D.; Peter Gorsevski, Ph.D.

The Department of Geology offers a course of study leading to the Master of Science degree. The graduate programs in geology are oriented towards the application of modern techniques and methods of analysis to solving geologic problems. Our program has gained a national reputation for applying the modern tools of geospatial technology to geological and environmental problems. In the program, research is an integral part of geological education. Due to the interdisciplinary nature of geology, students with diverse backgrounds will find many career opportunities. To insure students have a broad understanding of geologic principles, students enrolled in the MS program are encouraged to take courses in a variety of different geologic subdisciplines. Thesis research may be conducted in many areas of geology, including economic geology, environmental geology, geochemistry, geographic information systems, geomorphology, geophysics, geoscience education, hydrogeology, materials science, paleontology, petrology, geological and environmental remote sensing, sedimentology/stratigraphy, and structural geology/tectonics.

Prerequisites to Graduate Work
An undergraduate major in the geological sciences usually is adequate preparation for regular admission to the graduate degree program, providing the work submitted is of appropriate quality as determined by the department. Additionally, a basic background in mathematics, biology, chemistry, and physics or some combination thereof is recommended. Because of the highly interdisciplinary nature of the program, we welcome students from related areas such as geography, computer science, environmental science, biology, chemistry, and physics.

Admission Procedure
Applicants seeking admission to the graduate programs in geology should follow the instructions outlined in the “Graduate Admission” section of this catalog.

Degree Requirements
Master of Science
The M.S. in geology is offered under Plan I only. Candidates are required to complete:

1. an approved degree program of courses;
2. an acceptable thesis proposal including its successful oral defense before the thesis committee no later than the end of the second semester of full-time residence; and
3. an acceptable thesis, including its successful oral defense before the thesis committee.

Completion of a geology field course at the graduate or undergraduate level is required as part of the degree program.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Geology use the prefix: GEOL.
GERMAN, RUSSIAN AND EAST ASIAN LANGUAGES (GREAL)

Timothy Pogacar, Chair  
Christina Guenther, Graduate Coordinator  
103 Shatzel Hall  
Phone: 419-372-2268

Degrees Offered
Master of Arts; Master of Arts in Teaching

Graduate Faculty
Professors
Heinz Bulmahn, Ph.D.; Geoffrey Howes, Ph.D.

Associate Professors
Kristie Foell, Ph.D.; Christina Guenther, Ph.D.; Edgar Landgraf, Ph.D.; Timothy Pogacar, Ph.D.; Theodore Rippey, Ph.D.; Irina Stakhanova, Ph.D.

The Department of German, Russian, and East Asian Languages offers programs leading to the Master of Arts in German and the Master of Arts in Teaching German. It is also possible to pursue a dual Master of Arts in German and Political Science, History, French, Spanish, or Music History, as well as other disciplines.

The graduate programs in German are flexible enough to meet a variety of student needs and career orientations, such as teaching, government positions, and corporate employment. Students interested in secondary-level teaching can work on obtaining teacher certification while earning a master's degree. Students can pursue a Ph.D. preparatory program with a strong concentration in literature and culture. The curriculum includes language training, with courses in composition, stylistics, and phonetics, as well as technical translating and business German. The department also has a writer-in-residence program.

M.A. students ordinarily fulfill part of their degree requirements in Salzburg, Austria, through the department's Academic Year Abroad (AYA) program. Students usually spend their first year of study in Salzburg and complete their degree on the University campus the following year.

Prerequisites to Graduate Work
Admission to graduate study in German requires an undergraduate major or minor in German (not less than 20 semester hours beyond the intermediate level). Applicants with less background may be accepted, provided they are willing to make up the deficiencies specified by the graduate coordinator.

As a basic entrance standard, the Department of German, Russian, and East Asian Languages looks for a minimum undergraduate GPA of 3.0 (on a scale of 4.0) and a GPA of 3.2 or better in German. Applicants' ability in the German language is an important factor in admission decisions.

Admission Procedure
Applicants seeking admission to the graduate programs in German should follow the instructions outlined in the "Graduate Admission" section of this catalog.

Degree Requirements
Master of Arts in Teaching
Degree requirements are listed under the heading of Master of Arts in Teaching in the "Degree Programs" section of this catalog. A copy of the specific M.A.T. requirements in German will be provided upon request.

Master of Arts
A candidate may pursue a Master of Arts degree in German under the following two plans:

Plan I: Candidates must complete a minimum of 32 semester hours of graduate credit that includes the writing of a formal thesis for six hours of credit. Students must pass an oral examination on the thesis and a related area.

Plan II: Candidates must complete a minimum of 32 semester hours of graduate credit. No formal thesis is required. Students must pass a written examination on an area of specialization and an oral follow-up examination on the area of specialization and a related area.

Under either plan candidates must pass proficiency examinations in the German language, usually administered in Salzburg. A minimum of 24 hours in German is required, including GERM 601, a two-course literature survey, a seminar and one from the following courses: linguistics, translation, GERM 615 or 616. Beyond this minimum, students may apply courses in cognate areas toward their degree, subject to the approval of the graduate coordinator.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of German, Russian, and East Asian Languages use the prefixes: GERM and GREA.
HIGHER EDUCATION ADMINISTRATION

Michael Coomes, Chair/Graduate Coordinator
330 Education Building
Phone: 419-372-7382

Degree Offered
Doctor of Philosophy

Graduate Faculty
Professors
Michael Dannells, Ph.D.; Carney Strange, Ph.D.
Associate Professors
Ellen Broido, D. Ed.; Michael Coomes, Ed.D.; Robert DeBard, Ed.D.; William Knight, Ph.D.; Patricia Kubow, Ph.D. (EDFI);
Carolyn Palmer, Ph.D.; Maureen Wilson, Ph.D.
Assistant Professor
Dafina Stewart, Ph.D.

The Ph.D. program in Higher Education Administration within the Department of Higher Education and Student Affairs offers a strong but flexible curriculum designed to prepare students for a variety of leadership positions in teaching, academic administration, and student affairs in postsecondary educational settings. The curriculum is primarily designed for those who seek to provide leadership for a broad range of administrative and teaching positions in colleges and universities ranging from two-year to graduate institutions. This curriculum also will accommodate others who wish to prepare themselves as educational leaders for other organizations in the public and private sectors.

The core curriculum for the Ph.D. program includes courses in the foundations of higher education; governance; organization of higher education; higher education leadership; students in postsecondary education; and higher education law. The Ph.D. program's flexibility is provided by a 12-hour cognate in which students may specialize in a relevant area of their choice in order to meet their particular career objectives. Exemplary options include, but are not limited to, student affairs, adult learning and development, business, management, comparative higher education, and social justice education.

Ph.D. students are encouraged to participate in experiential learning opportunities such as practica, internships, and assistantships. These experiences provide students with opportunities to broaden and enhance their professional backgrounds through exposure to new areas of administration, instruction, and research as well as the application of theory to practice.

Prerequisites to Graduate Work
Applicants to the Ph.D. program must hold a master's degree or equivalent from an accredited institution as a prerequisite for admission to the Ph.D. program. The degree need not be in education, but must be relevant to the student's career objectives. Evidence of at least three years of successful work experience beyond the advanced degree is expected.

Admission Procedure
Applicants seeking admission to the Higher Education Administration Program should follow the instructions outlined in the "Graduate Admission" section of this catalog and should contact the Higher Education Administration Program directly for additional supplemental application materials.

Degree Requirements
The Higher Education Administration Ph.D. Program is a 63 semester hour post-master's curriculum requiring completion of a core of 15 semester hours in higher education studies, 12 semester hours in a cognate specialization of the student's choice, 12 semester hours of research tools, 6 semester hours of electives, a global understanding requirement, a comprehensive examination, a minimum of 16 hours of dissertation credit, and two hours of dissertation seminar. Where appropriate, students may be required to complete an internship experience.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by Higher Education Administration use the prefix: HIED.
HISTORY

Scott Martin, Chair
Walter Grunden, Graduate Coordinator
128 Williams Hall
Phone: 419-372-2030

Degrees Offered
Graduate Certificate in Public History; Master of Arts; Master of Arts in Teaching; Doctor of Philosophy

Graduate Faculty
Professors
Lillian Ashcraft-Eason, Ph.D.; Edmund Danziger, Ph.D.; James H. Forse, Ph.D.; Gary Hess, Ph.D.; Scott C. Martin, Ph.D.; Don Rowney, Ph.D.
Associate Professors
Douglas Forsyth, Ph.D.; Walter Grunden, Ph.D.; Beth Griech-Pollellle, Ph.D.; Ruth W. Herndon, Ph.D.; Apollos Nwauwa, Ph.D.; Andrew Schocket, Ph.D.
Assistant Professors
Amilcar Challu, Ph.D.; Rebecca Mancuso, Ph.D.; Stephen Ortiz, Ph.D.; Tiffany Trimmer, Ph.D.

The Department of History offers programs leading to the degrees of Master of Arts, Master of Arts in Teaching, and Doctor of Philosophy. It is also possible to pursue a dual Master of Arts in History and German, History and Spanish, or History and French. In these programs, individual research and knowledge of research by others in the field are integral to students’ education. Special attention is given to research techniques, historiography, and policy history; indeed, the Bowling Green policy history program is the most comprehensive in the nation, the only one that emphasizes study in non-American as well as American fields. The doctoral program focuses on policy history. Students examine the interrelationships among politics, institutions, and society, the ways in which policies have often been transformed when put in place, and the consequences of policy decisions. Students are encouraged to work comparatively, across national boundaries.

The History Department has established eight potential major or minor fields: African history, Asian history, American history (U.S. and/or Canada), Latin American history, World history, Policy history, or Public history (minor field only). M.A. and M.A.T. students must select a primary and a secondary field from these eight areas; Ph.D. students may, with the permission of the Graduate Coordinator, select a specialized or self-designed minor field suited to the research or pedagogical needs of the student. M.A. or M.A.T. students may choose policy history as a major or minor field, but all Ph.D. students must choose policy history as their major focus.

Prerequisites to Graduate Work
Graduate study in history requires a minimum of 24 hours of undergraduate work in history. A maximum of six hours in related areas may be accepted as part of the 24-hour requirement.

Admission Procedure
Applicants seeking admission to the graduate program in history should follow the instructions outlined in the “Graduate Admission” section of this catalog.

In addition to the general Graduate College requirements, an applicant should submit the following items along with the application for admission form:

1. at least three letters of recommendation from professors of history or a related field and
2. evidence of ability to do research and writing, such as a copy of a seminar paper or thesis.

Degree Requirements
Master of Arts
Candidates may pursue the M.A. degree under one of two plans.

Plan I: Thirty-six semester hours of graduate credit are required. Candidates must write a thesis and complete an oral examination on the thesis and the field of history in which it lies. This plan includes a language requirement which may be fulfilled either through a dictionary reading knowledge of an approved foreign language or the satisfactory completion of an approved course in quantitative methodology; such as History 601, and another course, selected in consultation with the Graduate Coordinator, such as SOC 369, Introductory Statistics or CS 500, Computing for Graduate Students. Plan I is recommended for students who plan to pursue doctoral work in history.

Plan II: Thirty-two semester hours of graduate credit are required. Candidates must complete a comprehensive oral examination in two fields of history. Preparation for the examination normally entails the reading of at least ten to twelve books in the major field and six to ten books in the minor filed, selected in consultation with two examiners.
Under both plans, a student's program must include a History seminar designated by the Graduate Coordinator as a methods course, one course in historiography, and two graduate History seminars.

**Master of Arts in Teaching**

M.A.T. students are required to take 36 semester hours of course work of which 24 to 28 must be in history and eight to 12 must be in education. There is a final written comprehensive examination in history.

**Doctor of Philosophy**

**General Requirements:** The doctoral program in history requires the completion of 90 hours of approved graduate credit beyond the bachelor's degree, including a maximum of 30 hours of credit for research on the dissertation. All candidates for the Ph.D. degree must spend at least two consecutive semesters beyond the master's degree, or equivalent, in residence at the University, during which time a minimum of six hours of work must be completed satisfactorily each semester.

The Ph.D. foreign language requirement may be satisfied in one of the following ways:

1. passing a dictionary-assisted reading proficiency examination in two foreign languages;
2. passing a dictionary-assisted reading proficiency examination in one foreign language of an approved course or courses in quantitative methodology, to be chosen by the student in consultation with the graduate coordinator and/or the student's major advisor;
3. demonstration of high proficiency in one foreign language. In the case of students from countries where English is not the language of instruction, satisfaction of the University's English proficiency requirement satisfies the history foreign language requirement, except when research is to be conducted in a language other than English or the student's native tongue.

**History Requirements:** All candidates for the Ph.D. will be required to complete HIST 652 (Historiography) and a History seminar designated by the Graduate Coordinator as a methods course, unless they have equivalent training in these areas. Students seeking exemption from HIST 652 or the required methods course must submit proof to the graduate coordinator that the training they have acquired elsewhere is the equivalent of that provided by these courses. Students must prepare for examinations in three fields, one of which will be policy history with a focus in a specialized area (e.g., American foreign policy, 20th Century U.S., U.S. Constitutional history, 20th Century Europe, Modern Russia, Modern East Asia, gender and policy). Students whose focus is U.S. or European history must take a minor field in Asian, African, World, or Latin American History.

**Examinations:** Admission to Ph.D. candidacy is granted following the successful completion of preliminary examinations, which consist of written and oral exercises covering the student’s four fields.

**Dissertation:** Dissertations may be written in areas of American, European, Latin American, and East Asian history, but all dissertations must have a focus on private or public institutional decision-making processes.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the Department of History use the prefix: HIST.
HUMAN MOVEMENT, SPORT AND LEISURE STUDIES
(HMSLS)

Bonnie Berger, Director
Dawn Anderson, Graduate Coordinator
Eppler Center 112
Phone: 419-372-2878

Degrees Offered
Master of Education

Graduate Faculty
Professors
Associate Professors
Stephen Langendorfer, Ph.D.; Julie Lengfelder, Ph.D.; Geoffrey Meek, Ph.D.; Amy Morgan, Ph.D.; Becky Pissanos, Ed.D.; Raymond Schneider, Ph.D.; Nancy Spencer, Ph.D.; Adrian Turner, Ph.D.; Philip Xie, Ph.D.
Assistant Professors
Pamela Bechtel, Ph.D.; Brian Campbell, Ph.D.; Todd Keylock, M.S.; Bob Lee, Ph.D.; David Tobar, Ph.D.; Erianne Weight, Ph.D.

Program of Study
The School of Human Movement, Sport, and Leisure Studies (HMSLS) offers the Master of Education (M.Ed.) degree in Human Movement Sport and Leisure Studies. The M.Ed. program is designed to provide opportunities for research, critical thinking, and analysis within core HMSL classes and program specializations. The School offers three specializations: Developmental Kinesiology; Leisure and Tourism; and Sport Administration.

In Developmental Kinesiology, or the study of human movement from a lifespan perspective, students may focus on one or more of the following: biomechanics; motor development; motor learning; physical education; sport/exercise physiology; and sport/exercise psychology.

In Leisure and Tourism the focus areas are the study of leisure behavior, leisure industry administration, the social science aspects of tourism, and tourism industry management and event planning.

In Sport Administration, students may concentrate in areas such as: marketing; promotion; administration; facility management; and psychosocial aspects of sport.

Prerequisites to Graduate Work
Prerequisites include a bachelor's degree from an accredited school and a minimum GPA of 2.7. There are also specific admission requirements for each specialization. Deficiencies in prerequisite course work are completed before graduate course work and do not count toward completion of the any course work.

Admission Procedure
Applicants seeking admission to the M.Ed. program should follow the instructions outlined in the "Graduate Admission" section of this catalog as an application to the University via the Graduate College. In addition, an application must be made directly to the School of HMSLS and this is in the form of an online graduate packet which can be requested from the Graduate Coordinator. This includes a 2-3 page personal statement of intent to study at graduate level clearly indicating academic motivations and potential areas of specialization. A resume is also required. For the School's requirements for application visit the School's webpage at: www.bgsu.edu/colleges/edhd/hmsls/grad/. Applicants who wish to be considered for a graduate assistantship must have a minimum 3.0 GPA and complete an assistantship application available from the School of HMSLS. All students must submit GRE scores as part of the admission process. The application can be completed electronically via email.

Degree Requirements
Master of Education
The M.Ed. degree is offered as one of two plans.

Plan I: Candidates must complete a minimum of 30 semester hours of graduate credit, including a thesis (HMSL 699).

Plan II: Candidates must complete a minimum of 33 semester hours of graduate credit, including a major project (HMSL 691).

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the School of HMSLS use the prefix: HMSL.
INTERVENTION SERVICES

Eric Jones, Director
Lessie Cochran, Graduate Coordinator, Special Education
Audrey Ellenwood, Graduate Coordinator, School Psychology
Greg Garske, Graduate Coordinator, Mental Health and School Counseling
Jay Stewart, Director/Graduate Coordinator, Rehabilitation Counseling
451 Education
Phone: 419-372-7293

Degrees Offered
Master of Arts, Master of Education; Master of Rehabilitation Counseling; Specialist in Education; Graduate Certificate

Graduate Faculty
Professors
Associate Professors
Assistant Professors
Scott Graves, Ph.D.; Jeanne Novak, Ph.D.; Gardner Umbarger III, Ph.D.

The School of Intervention Services (SIS) offers programs leading to the Master of Arts, Master of Education, and Specialist in Education degree. Within the special education major, the following specializations are available: mild-moderate intervention specialist, moderate-intensive intervention specialist, hearing impaired intervention specialist, gifted and talented intervention specialist, and early childhood intervention specialist.

Certified teachers can add additional areas of Licensure and/or Endorsement to their teaching licenses by completing specifically designated course work. Some licensure areas require the successful completion of a PRAXIS exam. Currently five licensure areas are available to students who hold a valid Ohio teaching license and wish to pursue licensure at the graduate level: mild-moderate intervention specialist, moderate-intensive intervention specialist, hearing impaired intervention specialist, gifted and talented intervention specialist, and early childhood intervention specialist. Teaching endorsements in gifted and talented education, reading and transition-to-work are also available.

The mild-moderate program is designed to provide specialized training in theoretical foundations and in practical technical skills for individuals planning to teach children and adolescents (grades K-12) who have mild disabilities (learning disabilities) to moderate disability (developmentally delayed). Students enrolled in this specialization become knowledgeable in assessment/evaluation of disabilities, development of service options, curriculum alternatives and modifications, behavior management, transitioning, computer and technical applications, collaborating with parents and other professionals, current trends and issues, and research.

Individuals who enter the moderate-intensive program will receive specialized training in characteristics, assessment, and identification of students with moderate (emotional and behavioral disorders) to intensive (multiple disorders) disabilities. They will learn academic and behavior management methods, adapted curriculum alternatives and modifications, physical and medical management options, transitioning, computer and technical applications, collaborating with parents and other professionals, and current trends and issues. Students will become knowledgeable and competent in prevocational and vocational skill development, community instruction, provision of adult services, and development of career options. Individuals licensed in this area will be qualified to teach children and adolescents (grades K-12) who have moderate to intensive disabilities in a variety of environments where these children with disabilities are served.

Students in the hearing impaired specialization (HI) study the structure, acquisition, and development of language; speech and hearing mechanisms; methods of teaching speech and speech reading; curriculum development; educational guidance of students with hearing disabilities; and communication systems, current trends, issues, and research.

The early childhood intervention specialist program is designed for individuals planning to work with infants, toddlers, and young children from birth through eight years of age, which requires knowledge and skills in both early childhood education and special education. The program includes course work and supervised experiences in both disciplines. Individuals completing this program will meet all the requirements for licensure in the following areas: pre-kindergarten licensure, early childhood intervention specialist licensure, and early intervention certification (issued through the Ohio State Department of Mental Retardation and Developmental Disabilities). A pre-kindergarten or special
education license is required prior to the early childhood intervention specialist license.

Students in the gifted and talented education program acquire skills in curriculum development; development of critical and creative thinking skills; and development of independent learning abilities. An endorsement in the education of the gifted and talented is the minimum requirement needed to work with this population in Ohio's schools. The School offers a full array of courses leading to a K-12 license in teaching the gifted and talented as well as a specialization in gifted and talented within the M.Ed. program. The sequence provides a solid grounding in the history of the field; techniques for identification, assessment, and evaluation; techniques for modification of curriculum; and methods for a variety of school settings.

The two-year Master of Rehabilitation Counseling program is designed to train professional rehabilitation counselors to work in a variety of settings and fields including state, federal, and private rehabilitation agencies and other agencies providing services in the areas of mental retardation, developmental disabilities, mental health, substance abuse, and physical disabilities. The program consists of University classroom, practicum, field, and internship experiences. The program meets the educational requirements for state counselor licensure and all requirements for the CRC. The program covers counseling, case management, and vocational rehabilitation.

Prerequisites to Graduate Work
Applicants planning to major in special education must possess a valid baccalaureate degree in special education, elementary education, secondary education, or in a related field. Applicants must meet academic and personal qualifications, as determined from an interview with the departmental graduate coordinator, and as established by the departmental graduate advisory committee.

Prerequisites for the Master of Rehabilitation Counseling program include a baccalaureate degree from an accredited institution. Applicants must meet personal qualifications, including work history, potential for working with individuals with disabilities, and career goals, as determined through an interview with the program director.

If prerequisite deficiencies exist, additional course work may be required as a condition of admission. Deficiencies may be repaired concurrently with the beginning of the graduate program but such course work does not count toward degree requirements.

Admission Procedure
Applicants seeking admission to the Intervention Services graduate programs should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants should also contact the School of Intervention Services for additional admission materials and requirements.

Degree Requirements
Mental Health and School Counseling
The School of Intervention Services (SIS) offers programs leading to the Master of Arts (mental health counseling) and Master of Education (school counseling). The mental health and school counseling program concentrations are designed to provide a broad preparation in the theoretical foundations and the technical skills necessary for employment as a professional counselor.

Master of Arts in Mental Health Counseling
The Master of Arts in mental health counseling curriculum is designed to meet the needs of students wishing to pursue counseling careers in public and private mental health agencies, the criminal justice system, substance abuse programs, religious settings or colleges. The coursework satisfies the academic requirements of the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board. Candidates are prepared to sit for the state licensure examination qualifying individuals to be a Licensed Professional Counselor (LPC). Students are required to take a minimum of 47 semester credit hours. Candidates seeking licensure must take a minimum of 17 hours of recommended electives.

Master of Education in School Counseling
The Master of Education in school counseling curriculum is designed to meet the needs of students wishing to pursue school counselor positions in elementary, middle, or secondary schools. As of 2003, the teaching stipulation in Ohio no longer applies for candidates. Students who complete this coursework will satisfy academic requirements for K-12 school counselor licensure in the state of Ohio. Students seeking state licensure must also successfully complete the required Praxis examination. Students are required to take a minimum of 53 credit hours for graduation.

Master of Education in Special Education
Candidates must have completed, or will complete, the basic licensure requirements for teaching in the state of Ohio for their area of specialization. Candidates must complete a minimum of 33 semester hours of
600-level credit. The following ten semester hours of course work are required: EDIS 649; EDIS 680; EDFI 641; and EDFI 642 or REHB 678. The areas of specialization determine additional requirements.

Candidates choose from seven areas of specialization. For specific specialization requirements, contact the graduate coordinator of the program.

Licensure Program: The programs offer licensure for students possessing a baccalaureate degree and a teaching certificate/validation/license who choose not to pursue a M.Ed. degree but desire to meet licensure requirements in the state of Ohio for teaching in one or more of the following areas: mild-moderate intervention specialist, moderate-intensive intervention specialist, hearing impaired intervention specialist, gifted and talented intervention specialist, and early childhood intervention specialist.

Master of Education in School Psychology
Students must complete 39 to 42 semester hours of graduate credit. Candidates typically take the following courses: EDIS 654, 672, 676, 679, 698; PSYC 608, 734; EDAS 680; REHB 675; EDFI 641, 642, 627, 671, 672; COUN 664, 675, 679, 707, and 776. After completion of a program of courses approved for the degree a comprehensive examination is the capstone experience for the M.Ed. degree. Upon awarding of the M.Ed., candidates are admitted to the Specialist of Education degree program in School Psychology.

Master of Rehabilitation Counseling
Practicum and intern experiences are integral to the program and provide counseling experience with individuals who have disabling conditions in a setting selected by student and advisor.

Each student's course of study must include completion of (1) a minimum of 48 semester hours of graduate credit, with 40 hours in the rehabilitation counseling major and (2) one of the two following options:

Plan I: Students must complete a thesis and pass an oral defense of their thesis.

Plan II: Students must pass a final written comprehensive examination covering studies included in the degree plan.

Specialist in Education in School Psychology
Students must complete 47 semester hours of graduate credit. Students must have a master's degree in school psychology prior to entrance into the specialist in education degree program. The master's degree must reflect the NCATE/NASP approved courses offered at the BGSU master's level. If the master's degree has deficits, additional courses to fulfill the requirement for license/certification in school psychology will be required. Candidates typically take the following courses: EDIS 656, 657, 658, 671, 673, 674, 677, 689, 789 I, II, III, and 780 I, II. The capstone experience for the Ed.S. degree is an educational change project.

The first year of coursework is basically NCATE/foundational courses. The second year comprises a NCATE residency year and students must be fulltime. After completion of courses and practica work, candidates are assigned to a supervised internship in a school district approved by the coordinator of the school psychology program and the Ohio Department of Education. The 1200 clock hour internship experience involves nine to ten months of service in a school district under the aegis of a certified school psychologist with a minimum of three years of experience. Registration for BGSU course work as a full-time student is required for the internship experience. The intern is classified as an employee of the assigned school district and is remunerated for professional services during the internship year. The intern is supervised by a member of the school psychology faculty or, in cases where an internship is completed outside of Northwest Ohio, by a member from the school psychology faculty at the nearest university that has an approved program for the preparation of school psychologist (with permission of the University coordinator of the school psychology program). All students completing a paid internship in the state of Ohio must be willing to give one year of service back to Ohio as an employed school psychologist in a public school.

Graduate Certificate in Autism Spectrum Disorders
The focus of this certificate is on developing a knowledge base for working with individuals on the Autism Spectrum. This graduate certificate program is intended for educators (general and special), school psychologists, counselors, speech/language pathologists, occupational/physical therapists, rehabilitation counselors, medical personnel, educational consultants, etc.

Student accepted into this program must have or complete the following prerequisites: (1) a bachelor’s degree from an approved undergraduate program, (2) EDIS 531: Teaching Students with
Exceptional Learning Needs (or its equivalent).

Certificate core courses include EDIS 644, 646, 648, 654, and 652. All core courses will incorporate OCALI Autism Internet Modules (AIM) and will require clinical/field experience hours with populations having ASD.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the School of Intervention Services use the prefixes: COUN, EDIS, or REHB.
The Master of Arts in Teaching degree is designed for those who plan a teaching career in the secondary schools, two-year colleges, or liberal arts colleges. Admission to the program requires teacher certification and one year of teaching experience in mathematics, or consent of the program supervisor. Individuals who receive the M.A.T. typically go on to assume leadership roles in secondary schools or liberal arts colleges. The Master of Science in Applied Statistics is offered jointly with the Department of Applied Statistics and Operations Research. The program prepares students for careers in business, industry, or government, or for further study toward a Ph.D. degree in statistics.

The doctoral degrees (Ph.D. in Mathematics and Ph.D. in Statistics) in the Department of Mathematics and Statistics are research degrees. Students in the Ph.D. program are to maintain a balance between the depth of the dissertation work and the breadth provided by the course work.

Prerequisites to Graduate Work
The preferred foundation for master's graduate work is an undergraduate major in mathematics or in a closely related area. Applicants with less than this level of prerequisite background may be accepted if they appear to be adequately prepared for graduate work. Minimum preparation consists of a full year in differential and integral calculus and two courses for which calculus is a prerequisite. Applicants planning to specialize in scientific computation should have completed courses in linear algebra, advanced calculus, ordinary differential equations, and programming in a high-level language such as C or FORTRAN before or soon after admission.

Students may enter the Ph.D. program if they have a master's degree in mathematics, statistics, or a closely related area from an accredited university and meet admission requirements at Bowling Green State University. Applicants planning to specialize in Statistics & Probability are also expected to have completed courses in advanced linear algebra, applied regression analysis and experimental design.

Admission Procedure
Applicants seeking admission to a graduate program in mathematics and statistics should follow the instructions outlined in the “Graduate Admission” section of this catalog.
applicants must submit a statement of intent delineating the purpose for enrolling in the program and career goals.

Requests for department application materials should be directed to the Department Graduate Secretary. Please also see www.bgsu.edu/departments/math and www.bgsu.edu/colleges/gradcol/page24959.html.

Degree Requirements

Master of Arts
Candidates must complete at least 30 semester hours of approved graduate credit, including at least 18 hours in mathematics courses numbered 600 or above, excluding MATH 585, 586, 590, 591, 592, 685, 694, 695, and seminar courses. In addition, students must satisfy all the requirements in one of the three groups described below.

Pure Mathematics: Required courses are MATH 633, 634, 665, and 666.

Statistics: Required courses are MATH 565 or 665, 641, 642, and two additional courses in specialized areas of statistics selected from among MATH 644, 645, 646, 647, 648, 671, 672, 740, 741, 742, 745, 746, 757, 758 and any approved 682 course in statistics.

Scientific Computation: Required courses are MATH 539, 618, 620, 665, and 668.

Each of the three programs is offered under the following two plans.

Plan I: Candidates must write a thesis and pass an oral and/or written examination on the thesis.

Plan II: Candidates must pass a written comprehensive examination based on the required courses. Related courses from other fields may be included in the student's plan, subject to the approval of the Graduate Coordinator. The actual course of studies is designed by the student in consultation with, and with the consent of, the Graduate Coordinator on an individual basis.

Master of Arts in Teaching
The course requirements for this degree are:

1. A total of 35 hours of graduate courses.
2. At least 24 hours of graduate level mathematics courses including MATH 628. These courses must include: At least four courses chosen from among MATH 501, 502, 511, 547, 602, and 603; At least one additional graduate level mathematics course excluding MATH 585, 586, 590, 591, 592, 670, 680, 681, 683, 685, 694, 695, 697, 699, 736, 744, 747, 768, and 769.
3. At least 8 hours of graduate level education courses including EDTL 646, a seminar in teaching secondary school mathematics. Candidates must prepare a research paper that requires study beyond the usual writing requirements for courses and that demonstrates the ability to apply research findings in a classroom situation. Finally, the student must pass a three-hour written comprehensive examination, based on any two of the core courses from the list in Part (b) of the course requirements for the Master of Arts in Teaching degree.

Master of Science
The program of Master of Science in Applied Statistics is offered jointly with the Department of Applied Statistics and Operations Research. Candidates must complete at least 33 semester hours of approved graduate credit, including at least 18 hours in mathematics and/or statistics courses numbered 600 or above, excluding MATH 585, 586, 590, 591, 592, 685, 694, 695, and seminar courses. In addition, students must satisfy all the requirements in one of the three groups described below. Students may pursue the M.S. degree under either Plan I or Plan II.

Requirements under either plan are: MATH 641 and 642, STAT 502, 506, and 508; At least three courses from among STAT 504, 512, 514, 630, 631, 675, MATH 549, 547, 644, 645, 646, 647, 648, 671, 672, 682, 740, 741, 742, 745, 746, 757, and 758; six hours of graduate course work in an approved cognate area.

Plan I: Candidates must complete a minimum of 33 semester hours of graduate course work and three hours of thesis credit. Candidates must submit a thesis on a topic approved by the Statistics Program Committee and must pass an oral examination covering the materials of the thesis and course materials of MATH 641, 642, STAT 502, 506, and 508.

Plan II: Candidates must complete a minimum of 33 hours of graduate course work and three hours of thesis credit. Candidates must pass a written and oral comprehensive examination over MATH 641 and 642, and STAT 502, 506, and 508. However, the oral examination can be waived for students with sufficient written examination scores.

Doctor of Philosophy
The program requires a minimum of 90 hours of graduate credit (i.e., 60 hours beyond the Master's work).

Course Work.

1. Students who are pursuing a Ph.D. in Mathematics must take eight of the twelve courses listed below. These eight courses must be selected so as to include at least two of these year-long sequences:

2. Students who are pursuing a Ph.D. in Statistics must take the following courses:

At about 30 semester hours of course work beyond the master's degree, students must take the preliminary exam, which consists of a written exam and an oral exam.

The written preliminary exam for students pursuing a Ph.D. in Mathematics consists of two four-hour exams in two areas of the students' choices from among the following: algebra (733, 734), real analysis (765,766), complex analysis (661, 762), topology (651, 752), partial differential equations (712, 713), and probability (741, 742). The written preliminary exam for students pursuing a Ph.D. in Statistics consists of two four-hour exams in two areas of the students' choices from among 741/742, 745/746, and 757/758.

The oral preliminary exam is mandatory for each student pursuing a Ph.D. degree. It is administered by the student's doctoral committee which tailors the content of the oral exam for each student.

Ph.D. candidates must write an original dissertation, which is, in the judgment of the dissertation committee, of publishable quality. Students are granted the degree after they have passed the final oral examination in defense of the dissertation, the dissertation is approved by the dissertation committee, and the dissertation is accepted by the Graduate College.

Graduate Courses

Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Math and Statistics use the prefix: MATH.
MUSIC

Richard Kennell, Dean, College of Musical Arts
Robert Satterlee, Graduate Coordinator
1031 Moore Musical Arts Center
Phone: 419-372-2182

Degrees Offered
Doctorate of Musical Arts in Contemporary Music, Master of Music

Graduate Faculty

Professors

Associate Professors

Assistant Professors

The College of Musical Arts offers two graduate programs, the Doctorate of Musical Arts in Contemporary Music and the Master of Music.

The Doctorate of Musical Arts in Contemporary Music (DMA) offers specializations in composition or performance (conducting, instrumental or vocal). Contemporary music is defined for this degree as art music created after 1945, although chronological flexibility may be permitted according to individual interests.

The DMA develops versatile composers and performers through concentrated focus on contemporary music. The degree is grounded in applied study in composition or performance, but goes beyond traditional boundaries by integrating these practices in multidisciplinary seminars and discovering new contexts through studies in culture, digital media and music cognition.

The Master of Music degree program is designed to prepare musicians to practice their specialization in the changing environment of current American music culture. The program encompasses six emphases: music composition, music education, music history, ethnomusicology, music performance, and music theory.

The music education emphasis features four specializations—Plan I: comprehensive; and Plan II: comprehensive, instrumental, or choral music education.

Music performance majors may select from nine options: choral conducting, orchestral conducting, voice, piano, piano pedagogy, collaborative piano, jazz studies, instrumental performance, and instrumental specialist. The instrumental specialist option consists of a concentration in a major instrument and at least two minor instruments within the brass, strings, and woodwind areas. Considerable flexibility is permitted within an individual program to meet the special needs of students.

Prerequisites to Graduate Work
Applicants for the Doctorate of Musical Arts must have an earned master's degree with a minimum GPA of 3.2. Students without a master's degree may apply to the master's program at Bowling Green State University. When the degree is completed, they may apply to the doctoral program. Applicants for the Master of Music should possess an appropriate undergraduate degree as well as potential for advanced study as evidenced by musical and intellectual abilities and achievements. In cases where an applicant is deficient in background, the departmental graduate faculty will require additional course work; for example, remedial courses in music history and music theory.

Admission Procedure
Applicants seeking admission to either the Doctorate of Musical Arts or the Master of Music should follow the instructions outlined in the “Graduate Admissions” section of this catalog. In addition to the general admission requirements set by the Graduate College, applicants must fulfill the following departmental requirements.

Doctoral candidates must submit a Curriculum vitae, repertoire list, documentation of compositions or performances in the past five
years, a sample research paper and three letters of recommendation. All doctoral candidates must present an on campus audition/interview. Specific details concerning what materials are required for composition or performance specializations and the procedures for doctoral auditions/interviews are listed on the College of Musical Arts web site.

Master of Music applicants electing the performance or conducting options must audition for area faculty. Applicants electing music history, ethnomusicology, music theory, or composition emphases must submit GRE scores. Applicants electing music history, ethnomusicology, music theory, or composition emphases must submit examples of their work with their applications. Music education applicants electing Plan II (comprehensive) must have one year of full-time teaching experience, and all music education and music theory applicants must attend an interview. Applicants for the music education degree program must submit the following: (1) a 10-minute videotaped performance on an instrument or voice, (2) a continuous 15-minute videotaped teaching or rehearsal segment, and (3) a writing sample on a topic of the faculty’s choice (contact the department chair for details).

Degree Requirements

Doctorate of Musical Arts in Contemporary Music

General Requirements: The Doctor of Musical Arts in Contemporary Music is a four-year program requiring a minimum of 66 hours beyond the master’s degree. Any required remedial work in history, theory or research methodology will be added to the applicant’s program and will not be counted in the required 66 hours toward degree completion. Course work is completed in the student’s area of specialization (composition or performance), a cognate of the student’s choice, multidisciplinary seminars, and electives. Students must also complete an off-campus internship designed to develop nonacademic career options.

Doctoral students must show a reading knowledge of one foreign language, as is appropriate to the particular specialization. As an alternative, a computer programming language can be substituted for this requirement with permission of the student’s doctoral committee. The language proficiency examination must be completed before the final semester of study.

Examinations: Written and oral examinations in music history and theory, with a particular emphasis on contemporary music, are taken after completing 40 hours of course work, not including the internship. Examinations will also cover the student’s area of specialization. Successful completion of these exams will admit the student to candidacy. Upon admission to candidacy, the student will be allowed to begin the culminating experiences in composition or performance. A final oral defense is taken in the last semester of study and focuses on the culminating experiences.

Culminating Experiences: Students specializing in performance must present three solo/chamber music/ensemble programs composed of contemporary music (at least one off-campus). In some cases a major concerto performance with orchestra may be substituted for one of the recitals. Permission for any alternative to this requirement must be secured from the doctoral committee. The composition specialization requires a recital of original works and a composition project (original work for large resources). Students in each specialization must also submit a research paper, combining the individual’s major and minor areas of study, and a portfolio (collection of papers written during the degree program, programs, and tapes from performances).

Master of Music

General Requirements: Students must take placement examinations in music history and music theory as they begin their program. Those who do not pass one or more portions are permitted one retest during the first semester of residence. If the retest is not passed, students must take the appropriate remedial course(s): MUCT 506, 507, and 508. These courses cannot be used to satisfy degree requirements.

A diagnostic test in ear training and sight singing is required of all entering theory majors. A single retest will be permitted during the student’s first semester in residence. If test results are still unsatisfactory, the student will be required to take Graduate Aural Skills (MUCT 505) without degree credit.

Specific degree requirements for each emphasis can be obtained from the graduate coordinator in the College of Musical Arts.

Ensemble and/or Applied Credit: A minimum of three semester hours of either ensemble or applied study is required for the Master of Music degree. Ensemble credit may be fulfilled by participation in one or more of the College’s large choral and/or instrumental ensembles, or in selected small ensembles. Applied study is a limited enrollment course, with registration priority given to students in the performance option for whom applied study is a specific degree requirement. Others are accommodated on a space-available basis and must confer with the appropriate
applied faculty member by the end of the first week of classes. All students wishing to enroll in applied study must pass an audition for the faculty.

**Final Project Requirement**: At the culmination of the degree program, students are expected to present a final project appropriate to their area of specialization. Credit for this requirement is given under the course numbers MUCT/MUED/MUSP 699, MUSP 698, or MUE 638 for Music Education Comprehensive Examination. Students may enroll for up to 12 semester hours of final project credit, but no more than three hours will be counted toward the degree. All submissions must follow the schedule of deadlines published by the Graduate College.

Candidates in performance are expected to fulfill the final project requirement by presenting a public recital or recitals according to the degree specifications, and completing either a comprehensive examination or a thesis. Two CD's recording the recital(s) and two copies of the program(s) are to be submitted to the Coordinator of Graduate Studies in the College of Musical Arts. Performance students who follow the comprehensive examination option must submit a portfolio of work compiled during the course of the degree and pass a comprehensive examination based on the portfolio contents. Those following the thesis option must complete a written document on a subject related to their recital, performance medium, or its pedagogy.

Conducting majors are expected to compile on a video tape 30 to 45 minutes of music consisting of repertory approved by the appropriate conducting faculty. Ensembles used by candidates will be assigned by the faculty from standing College ensembles, or approved by the faculty.

Music education-Plan I students are expected to submit a thesis on a substantive issue in music education. Music education majors who are excellent performers may, with the approval of the area performance faculty and the chair of music education, fulfill the thesis requirement by means of a recital and document.

Composition students fulfill the final project requirement by submitting the score of an original musical composition. Specific guidelines regarding the length and instrumentation of the composition are available through the College of Musical Arts office.

Students in music history, ethnomusicology, and music theory must submit a thesis as part of the degree requirements.

Students whose final projects require the use of an audio tape or CD must comply with the College of Musical Arts criteria in recording and editing. Further information is available in the CMA Final Project Handbook. **Examination Requirement**: Music education-Plan II students must pass a written and oral comprehensive examination at the completion of all course work.

Students in music education-Plan I, music history, and music theory must pass a thesis defense. Students in music composition must either arrange for a premiere performance or defense of their final project composition. Students in music theory, ethnomusicology, and music history must also pass a qualifying examination before beginning the thesis.

**Basic Fees and Charges**
An applied music fee of $45 per semester hour or $90 for two or more hours is charged for one-half hour (1 credit) or one hour (2-4 credits) of individual instruction per week. A student enrolled for applied music has access to practice rooms and equipment without charge, in accordance with schedules and regulations determined by the College of Musical Arts.

**Graduate Courses**
Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the College of Musical Arts use the prefixes: MUCT, MUED, and MUSP.
ORGANIZATION DEVELOPMENT

Thomas Swick, Director, Graduate and Executive Programs in Business
Room: 369 College of Business Administration
Phone: 419-372-8139
E-mail Address: mod@cba.bgsu.edu
Program Website: www.modbgsu.com

Degree Offered
Master of Organization Development

Designed for experienced managers, human resource and development professionals, owners of small businesses, and consultants, the Master of Organization Development is an executive (part-time) degree program designed to help individuals systematically transform their organizations into world-class competitors. The Executive M.O.D. combines online instruction with weekend classes during the spring, summer, and fall semesters.

This 18-month program prepares graduates to meet the leadership challenges of an ever-changing, increasingly demanding organizational environment by developing the knowledge and skill required to enhance individual, team, and organizational performance.

Admission requires a bachelor’s degree from an accredited institution. In addition, executive students must demonstrate proficiency in prerequisite fields by completing appropriate course work or by demonstrating competency in those fields by passing examinations based upon self-study learning materials.

Employers of executive program applicants must endorse their applicants’ participation in the program and, thereby, agree to provide students with opportunities to do research in their organizations and to apply program concepts and methods.

Admission Procedure
Applicants to the Executive M.O.D. program should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants are reviewed by the program’s graduate advisory committee, which makes an admission recommendation to the Graduate College.

Degree Requirements
Master of Organization Development

The Executive Master of Organization Development (EMOD) program requires 18-months and 30 semester hours of graduate credit for completion. Instruction is delivered online and in three on-campus weekends per semester. The EMOD program’s first weekend session typically is held in mid-January. Students then proceed through a sequence of courses in accordance with a predetermined schedule. Executive students typically enroll in two courses in each spring, summer, and fall semester of the program.

The following courses are required to fulfill requirements for the degree: ORGD 601, ORGD 602, ORGD 603, ORGD 604, ORGD 606, ORGD 608, ORGD 609, ORGD 632, STAT 605, and the capstone course ORGD 607.

Students interested in full-time study in organization development should consider the Master of Business Administration program combined with the Graduate Certificate in Organizational Change.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered in Organization Development use the prefix ORGD.
PHILOSOPHY

David Shoemaker, Chair
Sara Worley, Director of Graduate Studies
305 Shatzel Hall
Phone: 419-372-2117

Degrees Offered
Master of Arts; Doctor of Philosophy

Graduate Faculty
Professors
George Agich, Ph.D.; Michael Bradie, Ph.D.; Raymond G. Frey, Ph.D.; Louis Katzner, Ph.D.; Fred Miller, Ph.D.; Donald Scherer, Ph.D.
Associate Professors
Marvin Belzer, Ph.D.; Daniel Jacobson, Ph.D.; David Shoemaker, Ph.D.; Steven Wall, Ph.D.; Sara Worley, Ph.D.
Assistant Professors
Donald Callen, Ph.D.; Christian Coons, Ph.D.; Michael Weber, Ph.D.

Bowling Green’s graduate programs in Philosophy combine areas of applied philosophy, such as philosophy of medicine, law, business, and the environment, with training in the appropriate historical, methodological, and theoretical approaches to traditional areas of philosophy, such as moral and political philosophy, epistemology, metaphysics, and logic. The programs are flexible both with respect to areas of specialization and career interests.

The department offers two distinct programs. The Ph.D. program is an integrated five-year program designed for students working toward the doctorate. The M.A. is granted as part of the total program. The separate special M.A. program is intended for students who want to do advanced work in applied philosophy as preparation for a career either in teaching or in a nonacademic career in law, government, business, health care, or social service.

As an integral part of their studies in either program, students may undertake internships involving work of up to 15 weeks in nonacademic settings such as federal or state agencies, hospitals, corporations, charitable institutions, research centers, and foundations, or take a substantial number of courses in other disciplines.

Prerequisites to Graduate Work

The preferred foundation for graduate work is a major or minor in philosophy. However, applicants with less than this level of preparation who have a strong interest in philosophy are encouraged to apply. Remedial work may be required for those students judged to have deficiencies in their preparation.

Admission to the Ph.D. program does not require the completion of any graduate work beyond the bachelor's degree. Students enrolling in the program after earning a master's degree in philosophy may receive up to 30 hours of credit toward the Ph.D. requirements as deemed appropriate by the Graduate Committee.

Admission Procedure

Applicants seeking admission to the graduate programs in philosophy should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants should also contact the departmental graduate admissions officer for application materials.

Degree Requirements

Doctor of Philosophy

Students must fulfill the following requirements:

1. the 20-hour Group A core consisting of the pro-seminar (PHIL 600); one course each in logic and analysis (PHIL 603), history of ancient philosophy (PHIL 611), history of modern philosophy (PHIL 612), and either history of moral philosophy (PHIL 621) or history of political philosophy (PHIL 622); and the three-hour seminar designed to prepare students to teach philosophy (PHIL 650); the M.A. core course requirement (20 hours) plus PHIL 650;

2. an additional 44 hours in courses or seminars in philosophy, including the 32-hour Group B core (eight four-hour seminars or courses in philosophy from at least three of the following areas, with no more than four courses being counted from each area):
   a. moral and social philosophy broadly conceived (if more than one course is counted from this area, at least one course must be in contemporary moral theory);
   b. metaphysics, philosophy of the mind, and epistemology;
   c. logic and philosophy of language;
   d. philosophy of the natural and social sciences; and
   e. philosophy of religion, aesthetics, etc.;

3. the M.A. Exam/Ph.D. Qualifying Exam, taken early in the
second semester of the student's second year in the program, consisting of a previously written essay and a research skills test;
4. the preliminary examination and approval of the dissertation topic; and
5. the dissertation and the oral examination over the dissertation.

There is no language requirement unless the student's dissertation supervisor and the department's director of graduate studies decide that it would be appropriate in light of the student's dissertation topic for the student to have a reading competency in a foreign language. The precise way in which the student will meet this requirement will be determined by the student's dissertation supervisor in consultation with the student and with the approval of the director of graduate studies. Prior to completing the language requirement, the student should submit a written plan for completing the requirement. The form may be secured from the graduate secretary and must be signed by the student's research supervisor and the director of graduate studies.

Students must take a preliminary examination after having completed approximately 60 semester hours of approved graduate work. The preliminary examination typically consists of an essay that the student writes and defends orally and which is designed to show that the student has the ability to do doctoral research in philosophy. The student's doctoral committee determines the exact nature of this examination. Students are admitted to degree candidacy upon successfully defending a dissertation prospectus, normally in conjunction with the preliminary examination.

To complete the requirements for the Ph.D. degree, students must complete a dissertation and pass an oral examination over the dissertation.

Early in their program, students must present a plan of study for the remainder of tenure within the program and arrange for an advisor to guide research throughout the program.

The plan of study must be designed to insure that the student finishes the program a broadly trained philosopher, competent to initiate, conduct, and interpret traditional and applied research. Within this framework, the provisions within a doctoral plan of study are flexible. Programs can be designed to prepare students in any one of the following areas:

1. academic careers in philosophy departments as moral and social philosophers (broadly conceived);
2. academic careers in philosophy departments in the subspecializations of applied philosophy, e.g., in philosophy of medicine, philosophy of law, philosophy of business, or environmental philosophy;
3. interdisciplinary academic careers; or
4. nonacademic careers in law and government, business, health care, or social service. The individual plan of study is worked out in collaboration with the advisor, subject to approval of the graduate coordinator.

Questions about requirements for the Ph.D. degree can be addressed to the Department of Philosophy office.

**Master of Arts**

Completion of the Group A core requirements and seven additional four-hour seminars or courses in philosophy, and passing the M.A. Exam/Ph.D. Qualifying Exam, satisfies the requirements for the M.A. under Plan II.

**Specialized M.A. Program**

This is a terminal M.A. program meant for students who want to do advanced work in applied philosophy as preparation for a career either in teaching or in a nonacademic career in law, government, business, health care, or social service. It is not meant to prepare students for the doctorate.

Students form an M.A. committee of at least two members during the first semester of the program. The specific course of study required of each student, including the details of the core requirement and the choice of core supplement, must be approved both by the student's M.A. committee and the department's Graduate Studies Committee.

Students must complete a minimum of 44 credit hours including a core requirement of six four-hour courses or seminars in philosophy (24 hours) and a core supplement (12 hours) consisting of either

1. the internship option or
2. three additional four-hour courses or seminars in philosophy.

The internship option is completed by doing work in applied philosophy in some form other than taking courses in philosophy for 12 credit hours during the equivalent of one semester. An internship report is required to complete the internship option.
To complete the M.A., students submit an essay, write an examination, or complete a project, and may be required to take an oral examination, as appropriate to the student's course of study. The exact nature of the examination is determined by the student's M.A. committee together with the director of graduate studies and the Graduate Studies Committee.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the Department of Philosophy use the prefix: PHIL.
PHOTOCHEMICAL SCIENCES

Douglas Neckers, Executive Director, Center for Photochemical Science
Phil Castellano, Graduate Coordinator
Nora R. Cassidy, Graduate Program Coordinator
Phone: 419-372-2033

Degree Offered
Doctor of Philosophy

Graduate Faculty
Professors
George Bullerjahn, Ph.D. (Biological Sciences); Douglas Neckers, Ph.D. (Chemistry); Michael Ogawa, Ph.D. (Chemistry); Michael Rodgers, Ph.D. (Chemistry); Deanne Snavely, Ph.D. (Chemistry)
Associate Professors
John Cable, Ph.D. (Chemistry)
Assistant Professors
Pavel Anzenbacher, Ph.D. (Chemistry); Felix Castellano, Ph.D. (Chemistry); Vladimir Popik, Ph.D. (Chemistry); Bruno Ullrich, Ph.D. (Physics and Astronomy)

The Doctor of Philosophy program in photochemical sciences, offered by the Center for Photochemical Sciences, is designed for students with a background in chemistry, physics, or biological sciences. The interdisciplinary curriculum consists of a combination of course work and research. The course work provides students with a solid foundation in photochemistry and photophysics. It examines applications in fundamental areas of chemistry, biological sciences, physics, spectroscopy, and/or photopolymer science, and prepares students for conducting original research in the field of photochemical sciences.

Prerequisites to Graduate Work
Applicants who show evidence of an outstanding undergraduate education and research ability may enter directly into the Ph.D. program after completing the baccalaureate degree in chemistry, biological sciences, or physics. All other applicants must have completed a master's degree in one of the above areas and show evidence of outstanding research performance.

Admission Procedure
Applicants seeking admission to the Ph.D. in photochemical sciences program should follow the instructions outlined in the "Graduate Admission" section of this catalog.

Degree Requirements
Doctor of Philosophy

Students must complete at least 90 credit hours of graduate credit (60 beyond the master's degree). These hours must include at least 16 hours of PCS 799. Each student's course of study is designed with the advice of the student's dissertation advisor to meet his or her needs and interests.

Students must take a qualification examination consisting of a written paper plus an oral presentation administered by the student's Ph.D. committee. The paper and presentation describes the research progress made through the student's first summer in the program and must be completed by the end of the third semester.

Students are required to complete a preliminary examination to qualify for doctoral candidacy after having completed or approached completion of at least 60 hours in the approved course of study beyond the baccalaureate degree. The preliminary examination consists of the written preparation and oral defense of an original research proposal.

Doctoral candidates must complete an independent research project acceptable to their dissertation committee. This research is to be described and evaluated in the dissertation. The final examination for the degree is an oral defense in which the student presents a seminar on the research and defends the results before the dissertation committee.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Photochemical Sciences program use the prefix: PCS.
PHYSICS AND ASTRONOMY

Robert Boughton, Chair
Lewis Fulcher, Graduate Coordinator
104 Overman Hall Phone: 419-372-2421

Degrees Offered
Master of Arts in Teaching; Master of Science; Consortial Doctor of Philosophy (BGSU and UT)

Graduate Faculty
Professors
Robert Boughton, Ph.D.; Lewis Fulcher, Ph.D.; John Laird, Ph.D.; Dale Smith, Ph.D.
Associate Professors
Andrew Layden, Ph.D.; Bruno Ullrich, Ph.D.; Haowen Xi, Ph.D.
Assistant Professors
Mikhail Zamkov, Ph.D.

The Department of Physics and Astronomy offers programs leading to the degrees of Master of Arts in Teaching, Master of Science, and a consortial Ph.D. in collaboration with the University of Toledo. The curriculum of the programs emphasizes applications as well as a solid foundation in the fundamentals of physics. Course work focuses on developing skills in several areas of emphasis: astrophysics; computational physics; theoretical physics; solid state physics; and materials science. All graduate students are involved in research as part of the degree program.

The M.A.T. degree program is designed to prepare students for a physics teaching career or to provide enrichment for practicing teachers. The consortial Ph.D. program enables qualifying students to take courses at BGSU and at UT and to move to UT for their Ph.D. under the direction of either BGSU or UT faculty in physics and astronomy.

Prerequisites to Graduate Work
Applicants should have the equivalent of a bachelor's degree with a major in physics, or a minor in physics and a major in a cognate field from an accredited institution. Applicants should also have taken a minimum of one year of undergraduate chemistry. Applicants with prerequisite deficiencies may be required to take undergraduate course work or satisfactorily complete an examination as a condition of admission.

M.A.T. applicants must have at least one year's teaching experience and hold a valid teaching certificate from the state in which they are teaching.

Consortial Ph.D. Program
For students wishing to obtain a Ph.D. in Physics, the consortial program with the Department of Physics and Astronomy at the University of Toledo is an option. Graduate students at BGSU would complete requirements for the Master of Science at BGSU and take the Ph.D. qualifying exam offered by the University of Toledo. After successfully passing that examination, the student would be admitted to the University of Toledo's program and could take courses at the University of Toledo and at BGSU. After being admitted to candidacy, students may engage in dissertation research with faculty from BGSU, UT, or both.

Admission Procedure
Applicants seeking admission to the graduate programs in physics and astronomy should follow the instructions outlined in the "Graduate Admission" section of this catalog.

Degree Requirements
Master of Arts in Teaching
Degree requirements are listed under the heading of Master of Arts in Teaching in the "Graduate Degrees Offered" section of this catalog.

Master of Science
The M.S. degree is offered under two plans.

Plan I: Candidates must complete a minimum of 30 semester hours of 500- and 600-level courses approved for graduate credit including a minimum of 26 hours in physics. Students are required to take PHYS 601, 602, 603, 604, 605, and 606, for a total of 18 semester hours. Students must also register for two hours of PHYS 691--Directed Research in Physics--for a minimum of 28 hours in physics. Students are required to

A specialization in Materials Science is available. The student must take PHYS 610 and PHYS 6540-6550 at the University of Toledo. A thesis on some materials topic must be completed.

Plan II: Candidates must complete a minimum of 32 semester hours of 500- and 600-level courses approved for graduate credit including two hours in PHYS 691--Directed Research in Physics--for a minimum of 28 hours in physics. Students are required to
take PHYS 601, 602, 603, 604, 605, and 606, and PHYS 691 for a total of 20 semester hours. Students must also register for two hours of PHYS 681 during each Fall and Spring semester. As an important part of the research seminar work, the student must submit a scholarly paper and pass a final written comprehensive examination covering selected fields.

For students pursuing a specialization, both Plan I and Plan II require additional course work.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Physics and Astronomy use the prefix: PHYS.
POLITICAL SCIENCE/PUBLIC ADMINISTRATION

Marc Simon, Chair  
Shannon Orr, M.P.A. Coordinator  
124 Williams Hall  
Phone: 419-372-2921

Degrees Offered  
Master of Public Administration; Master of Arts (Dual Degree)

Graduate Faculty  
Professor  
D. S. Chauhan, Ph.D.  
Associate Professors  
Francis McKenna, Ph.D.; Marc Simon, Ph.D.  
Assistant Professors  
Albert Dzur, Ph.D.; David Jackson, Ph.D.; Neal Jesse, Ph.D.;  
Jeffrey Peake, Ph.D; Shannon Orr, Ph.D.; Candace Archer, Ph.D.  
Instructor  
W. Thomas Wiseman, Ph.D.

The Department of Political Science offers programs leading to the degrees of Master of Public Administration and the dual Master of Arts in Political Science and German. The main goal of the master's program in Public Administration and International Affairs is to provide professional education to students who wish to prepare themselves for administrative careers and leadership positions in government. In accordance with recognized professional standards, the program:

1. prepares students for professional and leadership careers in public service;  
2. offers an opportunity to in- and mid-career personnel for additional training and career development; and  
3. provides foundations for careers in teaching, consultation, and other professions requiring advanced knowledge of public administration.

The dual Master of Arts in Political Science and German Program prepares a limited number of students for careers in some phase of international politics, education, or commerce in which fluency in the German language is essential. For German language requirements consult the graduate coordinator, Department of German, Russian, and East Asian Languages.

Prerequisites to Graduate Work  
Applicants must possess a bachelor's degree from an accredited institution, have at least a 2.8 grade point average for conditional admission, and a 3.0 for regular admission, a 3.25 in the major, and have a major, minor, or satisfactory equivalent in political science or an appropriate field based on the student's area of interest. In cases where an applicant is deficient in background, the appropriate graduate coordinator will recommend additional course work.

Admission Procedure  
Applicants seeking admission to graduate programs in political science should follow the instructions in the “Graduate Admission” section of this catalog.

Degree Requirements  
Master of Public Administration  
The M.P.A. program consists of four educational components:

1. core curriculum;  
2. area of specialization;  
3. program electives; and  
4. a thesis or an internship and experiential paper with a written comprehensive examination.

Candidates must complete a total of 42 semester hours of graduate credit, which includes 39 hours of course work. The remaining three hours include completing either a written thesis or an internship with an experiential paper and comprehensive exams. Mid- and in-career and international students have the opportunity to substitute course work for the internship component. Mid- and in-career and international students with prior administrative experience may forgo their formal internship and use such experience to draft an experiential paper if they select the comprehensive exam/experiential paper option.

The 21-hour core curriculum requirement is met by completing POLS 621, Administrative Theory and Behavior, and POLS 675, Research Methods. In addition to these two core classes, students are required to choose at least five of the following seven core courses:

1. POLS 611. Administrative Law;  
2. POLS 612. Public Administration Ethics;  
3. POLS 620. Public Administration and Public Policy;  
4. POLS 626. Public Personnel Administration;  
5. POLS 628. Government Budgeting and Fiscal Policy;  
6. POLS 641. Management in Small Local Government;  
7. POLS 671. Seminar in International Relations.
In addition, all students must receive at least a “B” grade in all core classes before undertaking a thesis or comprehensive exam. To develop an area of specialization, students select 12 hours of course work from various departments and colleges of the University under the direction of the graduate coordinator in one of the following ten areas: economic development; environmental management; financial administration; international and comparative administration; non-profit management; organizational development; personnel management and labor relations; public law and criminal justice administration; public policy analysis; and small local government management.

In addition to these program requirements, all graduates must meet the general degree requirements set by the Graduate College.

**Master of Arts (Dual Degree)**

Students pursuing a dual Masters of Arts in Political Science and German must complete a minimum 54 credit hours (27 in Political Science and 27 in German). For more information on the German component consult the graduate coordinator, Department of German, Russian, and East Asian Languages. The Political Science component consists of 18 hours in the core, six hours of electives and either three hours of thesis or three hours from an internship with an experiential paper and comprehensive exams.

The 18-hour core curriculum requirement is met by completing POLS 651, Seminar in Comparative Government; POLS 671, Seminar in International Relations; and POLS 675, Research Methods. In addition to these three core courses, students are required to choose at least three of the following six core courses:

1. POLS 680. Seminar in Political Science;
2. POLS 521. Bureaucratic Politics;
3. POLS 575. International Organization;
5. POLS 578. International Conflict;

In addition, all students must receive a “B” grade in all core classes before undertaking a thesis or comprehensive exam. The thesis, experiential paper, and comprehensive exam must be drawn from both Political Science and German.

In addition to these program requirements, all graduates must meet the general degree requirements set by the Graduate College.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the Department of Political Science use the prefix: POLS.
The Master of Arts degree in Popular Culture is interdisciplinary in nature and is promoted through the operational and research programs of the Bowling Green Center for Popular Culture Studies and the Department of Popular Culture. For working purposes at the Center and in the Department, “popular culture” is defined as the part of culture which is not narrowly elitist or aimed at special audiences, and which is generally (but not necessarily) disseminated via the mass media.

The interdisciplinary program is designed to train scholars in the objective analysis of that part of a culture, both past and present, which has a distinctly popular base of appeal.

The Department of Popular Culture has outstanding library and resource support for the graduate program. In 1969, the University established the Popular Culture Library, a non-circulating research library that contains more than 500,000 items from popular novels to television scripts. In addition, the Sound Recordings Archives contains the finest and largest collections of recorded popular music in the United States. Bowling Green State University is the national headquarters for the study of popular culture.

Prerequisites to Graduate Work
Admission to the M.A. program requires a minimum 3.0 accumulative GPA and 3.0 GPA in a specified discipline in which at least 20 semester hours of work have been completed. Applicants who hold an undergraduate degree in an interdisciplinary program that includes 20 semester hours of work in a single discipline may be admitted upon the recommendation of the graduate committee. Admission Procedure Applicants seeking admission to the M.A. program in popular culture should follow the instructions outlined in the “Graduate Admission” section of this catalog.

Degree Requirements

Master of Arts
Candidates are required to complete a minimum of 32 semester hours of graduate credit beyond the baccalaureate degree. Students must complete the following core requirements:

1. POPC 675, Popular Culture Theory and Methodology;
2. POPC 660, Folklore and Folklife;
3. three graduate seminars in popular culture; and
4. one departmental course in international popular culture.

Candidates are responsible for mastering the content of a core reading list provided to them at the beginning of their academic program. Students are required to complete a general three-question written departmental examination over the core reading list and the required core courses listed above.

The M.A. degree is offered under Plan I-thesis option or Plan II-non-thesis option. The research track outlined below is only offered under Plan I-thesis option.

Plan I: Up to six semester hours of thesis research credit can be applied toward the degree.

Plan II: In addition to the written examination described above, each candidate must pass a two-hour oral examination over an area of specialization.

Candidates are to create their own advisory committees, in close consultation with the graduate coordinator, composed of a chair from within the Department and at least one other faculty member from within the Department. An optional third member can be from within or outside the Department. All members of the committee must have Graduate Faculty status. In the case of the Plan I-thesis candidates, the committee advises the thesis. In the case of the Plan II-non-thesis candidates, the committee exists to advise, prepare, and evaluate the oral examination over the candidate’s area of specialization. Students are expected to have created their committee by no later than the end of the second semester in residence in the program.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Popular Culture use the prefix: POPC.
PSYCHOLOGY

Michael Zickar, Chair
Robert Carels, Graduate Coordinator
206 Psychology Building
Phone: 419-372-2301

Degrees Offered
Master of Arts; Doctor of Philosophy

Graduate Faculty
Professors
William Balzer, Ph.D.; Verner Bingman, Ph.D.; Sheryl Coombs, Ph.D. (Biological Sciences); Eric Dubow, Ph.D.; Milton Hakel, Ph.D.; Scott Hightower, Ph.D.; Annette Mahoney, Ph.D.; Lee Meserve, Ph.D. (Biological Sciences); Paul Moore, Ph.D. (Biological Sciences); Chris Mruk, Ph.D. (Firelands); Kenneth Pargament, Ph.D.; Harold Rosenberg, Ph.D.; Patricia Sharp, Ph.D.; Kenneth Shemberg, Ph.D.; Catherine Stein, Ph.D.; John Tisak, Ph.D.; Marie Tisak, Ph.D.

Associate Professors
Richard Anderson, Ph.D.; Robert Carels, Ph.D.; Yiwei Chen, Ph.D.; H. Casey Cromwell, Ph.D.; Jean Gerard, Ph.D. (Human Development and Family Studies); Michael Geusz, Ph.D. (Biological Sciences); Anne Gordon, Ph.D.; Mary Hare, Ph.D.; Robert Huber, Ph.D. (Biological Sciences); Steve Jex, Ph.D.; Dale Klopfer, Ph.D.; Dara Mushe-Eizenman, Ph.D.; William O'Brien, Ph.D.; John McAuley, Ph.D.; Moira van Staaden, Ph.D. (Biological Sciences); Daniel Wiegmann, Ph.D. (Biological Sciences); Michael Zickar, Ph.D.

Assistant Professors
Margaret Brooks, Ph.D. (Management); Laura Dilley, Ph.D.; Dryw Dworsky, Ph.D.; Charlotte Fritz, Ph.D.; Jennifer Gillespie, Ph.D.; Carolyn Tompsett, Ph.D.

The Department of Psychology offers programs leading to the degrees of Master of Arts and Doctor of Philosophy. Graduate programs in psychology are research oriented, regardless of the special areas of interest the student may have. Four areas of emphasis are available: clinical, industrial/organizational, developmental, as well as neutral and cognitive sciences.

Students are encouraged to become engaged in laboratory, library, and field research either independently or in collaboration with members of the faculty. Practice in research, in addition to the required dissertation research, is an integral part of graduate training. The departmental laboratories are well equipped for the investigation of a wide variety of problems in all areas of contemporary psychology.

Students admitted to graduate study in psychology are required to work toward the Ph.D. degree. The M.A. is granted as part of the total program.

Prerequisites to Graduate Work
Applicants should have completed approximately 20 semester hours or 30 quarter hours of undergraduate psychology courses including experimental psychology and statistics. Credit in a related field or pertinent experience may count toward this minimum if approved by the department.

Admission Procedure
Applicants seeking admission to the graduate programs in psychology should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants may also download the departmental application materials from our website: www.bgsu.edu/departments/psych/page31038.html.

Degree Requirements
Master of Arts
Candidates must complete a minimum of 30 semester hours of graduate credit. Students are required to take a department approved methodology course (e.g., PSYC 628-Clinical Research Methods, PSYC 780-I/O Research Methods, or PSYC 781-Cognitive Research Methods and (2) PSYC 667 and PSYC 668 (basic statistical theory).

The M.A. degree in psychology is offered under a Plan I-thesis option. Candidates must complete a thesis and perform satisfactorily in an oral defense.

Doctor of Philosophy
Students must complete a minimum of 90 semester hours beyond the baccalaureate degree. Those pursuing a clinical emphasis must also have a full year of internship. It is emphasized that hour requirements are secondary in importance to breadth of understanding evidenced by satisfactory performance on examinations and demonstrated competence in research. The dissertation, and preparation for it, are central to the student's plan of study. Students are admitted to doctoral study only if there is an available sponsor to guide their research activities throughout the program. Students who enter the program with an M.A. degree from another institution should arrange to be sponsored by a
member of the graduate faculty by the end of the first semester on campus.

Early in their program, students must present a plan of study. The plan of study must guarantee that the student finishes the program a broadly trained psychologist, competent to initiate, conduct, and interpret empirical research. Within this framework, however, the provisions for a doctoral plan of study are quite flexible. The individual plan of study is worked out in collaboration with the sponsor. Students must complete satisfactorily a sequence of core courses (methodology and statistics) during the first two years. In addition, students are required to take and successfully master content core courses which are general courses covering the major fields of psychological study. A completed master's-level research project should be presented to the student's committee by the end of the second year of study. Students must take a preliminary examination after they have completed approximately 60 semester hours of approved graduate credit. The examination may be either in the form of a research project presented to the committee or a written and oral examination dealing with the area of emphasis. A student's doctoral committee determines the exact nature of this examination.

Candidates for the Ph.D. degree must complete a dissertation and pass an oral examination over the dissertation.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Psychology use the prefix: PSYC.
PUBLIC HEALTH

L. Fleming Fallon, Jr., Director/Graduate Coordinator
234 Student Health Services Building
Phone: 419-372-8316

Degree Offered
Master of Public Health

For Application Materials:
Northwest Ohio Consortium for Public Health
University of Toledo
3000 Arlington Ave., MS 1042
Toledo, OH 43614-2598
419-383-4112
or www.mph.bgsu.muo.utoledo.edu/

Consortial Faculty
Bowling Green State University
Professors
L. Fleming Fallon, Jr., M.D., Ph.D., Dr.PH. (Public and Allied Health); Nancy Kubasek, J.D. (Legal Studies); Sue Mota, J.D. (Legal Studies)
Associate Professors
Dawn Hentges, Ph.D. (Family & Consumer Sciences); M. Sue Houston, Ph.D., R.D. (Family & Consumer Sciences); Charles Keil, Ph.D. (Environmental Health) Youngeek Kim, Ph.D., R.D., (Family & Consumer Sciences); Rebecca Pobocik, Ph.D., R.D. (Family & Consumer Sciences); Joe Willliford, Ph.D. (Family & Consumer Sciences)
Assistant Professors
Hailu Kassa, Ph.D., M.P.H. (Public and Allied Health); Hans Schmalzreid, Ph.D. (Public and Allied Health)

University of Toledo – Health Science Campus
Professors
Farhang Akbar, M.S.P.H., Ph.D. (Public Health); Michael Bisesi, Ph.D. (Public Health); Brian Harrington, Ph.D., M.P.H. (Public Health)
Associate Professors
Sadik Khuder, Ph.D., M.P.H. (Medicine and Public Health); Sheryl Milz, Ph.D. (Public Health)
Assistant Professor
Brian Fink, Ph.D., M.P.H. (Public Health)

University of Toledo – Main Campus
Professor
James Price, Ph.D. (Public Health and Rehabilitative Services)
Associate Professors
Deborah Boardley, Ph.D. (Public Health and Rehabilitative Services); Stephen Roberts, Ph.D. (Public Health and Rehabilitative Services)
Assistant Professor
Timothy Jordan, Ph.D. (Public Health and Rehabilitative Services)

The Master of Public Health degree program provides advanced study beyond the bachelor degree for persons wishing to update professional skills and obtain new competencies in the area of public health. The program prepares students to enhance public health in the community and to become advocates for needed change. The graduates will be prepared to assess factors affecting health, critique and apply research findings, and, in turn, develop strategies and implement various measures for health promotion and disease prevention. The program is composed of a consortium that includes BGSU and The University of Toledo (UT). The MPH degree is awarded jointly by the two consortial institutions. MPH students have library, computer, parking, and other privileges at all three campuses.

Students gain specialized training in one or more of the following five majors:

1. Environmental and Occupational Health: Graduates of this major are prepared to address environmental and occupational health issues for industries, agencies, and organizations from scientific, technical, and administrative perspectives.
2. Health Promotion and Education: Graduates are prepared to assist communities, organizations, and individuals in working towards a healthier society by using appropriate educational, behavioral, and social change strategies.
3. Public Health Administration: Graduates are prepared to assume administrative roles in government and community agencies, health care facilities, and private industry.
4. Public Health Nutrition: Graduates are prepared for the role of nutrition in disease prevention and health promotion and apply this knowledge to planning, managing, delivering, and evaluating nutrition services and programs.
5. Public Health Epidemiology: Graduates are prepared to quantify the distribution and establish the determinants of health problems by describing and analyzing the biological, environmental, social and behavioral factors affecting health, illness, and premature death.

Prerequisites to Graduate Work
It is expected that all applicants will have successfully completed college-level courses in mathematics, biology, and the social sciences. Completion of college-level courses in chemistry and microbiology is required for admission to the Occupational and Environmental Health major and recommended, but not required, for the other majors.

Admission Procedure
Applicants for regular admission must hold an earned baccalaureate degree from an accredited college or university; have a minimum GPA of 3.0 on a 4.0 scale (or equivalent); and submit three letters of recommendation (at least two must be from individuals holding a graduate degree). Applicants not meeting these criteria may be eligible for conditional admission but must submit GRE scores. International applicants must submit GRE and TOEFL scores.

Applicants must adhere to the admission guidelines as articulated on the Northwest Ohio Consortium for Public Health website: www.mph.bgsu.muo.utoledo.edu.

Degree Requirements
Master of Public Health
Students complete six core courses (18 credit hours): two courses at each of the three institutions; four major courses (12 credit hours) at one or two of the three institutions; three elective courses (nine credit hours) at a minimum of two institutions; and a capstone experience consisting of an internship or scholarly project (three credit hours) and an integrative seminar (three credit hours).

Core Courses: HEAL 6600 and HEAL 6640, PUBH 600, PUBH 601, PUBH 604, PUBH 605.

Public Health Administration: PUBH 525, PUBH 621, PUBH 622, and PUBH 635. Capstone Seminar: PUBH 685. Internship or Scholarly Project: PUBH 683 or PUBH 684.

Environmental and Occupational Health: PUBH 501 and PUBH 515, PUBH 550, PATH 620, and OCCH 502 (Students select two from this list of three with approval from the major coordinator. Capstone Seminar: PUBH 698. Internship or Scholarly Project: PUBH 696 or PUBH 697.

Health Promotion and Education: HEAL 6200, HEAL 6300, HEAL 6460. Capstone Seminar: HEAL 6930. Internship or Research Project: HEAL 6940 or HEAL 6920.


Graduate Courses
Please access BGSU graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Public Health program use the prefix: PUBH.
ROMANCE & CLASSICAL STUDIES

Richard Hebein, Chair
Deborah Houk Schocket, Graduate Coordinator, French
E. Ernesto Delgado, Graduate Coordinator, Spanish
203 Shatzel Hall
Phone: 419-372-2667

Degrees Offered
Master of Arts; Master of Arts in Teaching

Graduate Faculty
Professor
Carlo Celli, Ph.D.

Associate Professors
R. J. Berg, Ph.D.; Francisco Cabanillas, Ph.D.; Federico Chalupa, Ph.D.; e. Ernesto Delgado, Ph.D.; Beatrice Guenther, Ph.D.; Lynn Pearson, Ph.D.; Philip Peek, Ph.D.; Nathan Richardson, Ph.D.; Deborah Houk Schocket, Ph.D.; Opportune Zongo, Ph.D.

Assistant Professors
Cynthia Ducar, Ph.D.; Valeria Grinberg Pla, Ph.D.; Amy Robinson, Ph.D.

The Department of Romance and Classical Studies offers programs leading to the degrees of Master of Arts and Master of Arts in Teaching. Students may pursue graduate studies in either French or Spanish. Both the French and Spanish programs combine the cultural benefits of study abroad with the guidance and academic support of the graduate faculty on campus. Students have the opportunity to begin their studies with a year abroad in France or Quebec, Spain or Mexico. Students return to the home campus for their second year of study. Those who prefer not to spend a year abroad may take their full course work at the University.

Prerequisites to Graduate Work
Admission to graduate study in French or Spanish requires an undergraduate major or minor in French or Spanish (not less than 20 semester hours beyond the intermediate level). Applicants with less background may be accepted, provided they are willing to make up prerequisite deficiencies specified by the graduate coordinator.

Admission Procedure
Applicants seeking admission to the graduate programs in Romance and Classical Studies should follow the instructions outlined in the "Graduate Admission" section of this catalog.

Degree Requirements

Master of Arts
French
Candidates pursue graduate studies under one of the following two plans (students under both plans must also demonstrate proficiency in the language): Plan I (thesis option): Candidates must complete 36 semester hours of graduate course credit including a minimum of 30 hours of graduate course credit plus the writing of a thesis for which up to six semester hours of credit are granted. Plan I is recommended for individuals who expect to pursue a Ph.D. degree. Plan II (non-thesis option): Candidates must complete 36 semester hours of graduate credit as well as a final research project that includes a paper and an oral presentation.

Spanish
All candidates take a general examination at the beginning of the second year over Peninsular and Spanish American literature and culture and Spanish linguistics. Following successful completion of the general exam, candidates choose between one of the following plans (students under both plans must also demonstrate proficiency in the language): Plan I (thesis option): Candidates must complete a minimum of 30 semester hours of graduate credit and the writing of a thesis for which up to six semester hours of credit are granted. Plan I is recommended for individuals who expect to pursue a Ph.D. degree. Plan II (non-thesis option): Candidates must complete 36 semester hours of graduate credit as well as a final research project that includes a paper and an oral presentation.

The Department of Romance and Classical Studies requires that at least 19 credits out of 36 be taken on campus.

Master of Arts in Teaching
Degree requirements are listed under the heading of Master of Arts in Teaching in the "Degree Programs" section of this catalog. The M.A.T. is open only to applicants who have at least one year’s teaching experience and valid certification from the state in which they are teaching or have taught.

Graduate Courses
Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Romance and Classical Studies use the prefixes: FREN, ITAL, LAT, ROCS, and SPAN.
The Department of Sociology offers programs leading to the degrees of Master of Arts and Doctor of Philosophy. Students may specialize in one of five areas: applied demography (M.A. only); criminology/deviance; demography; family studies; or social psychology. Although the strength of the department lies within these specializations, students are encouraged to plan a course of study meeting their own particular interests and career objectives. Additional faculty expertise in the areas of gerontology, sociological theory, and quantitative methods results in considerable flexibility in the design of individualized programs of study. Regardless of the area of specialization, students in the program build a firm foundation in research methodology, statistics, and theory. Since graduates are employed in both academic and non-academic settings, the program speciality areas provide the flexibility to prepare students for a broad spectrum of professional opportunities. The M.A. programs in applied demography, criminology/deviance and family studies, for example, are especially designed to prepare individuals for careers in the public sector, private industry, service organizations, and governmental agencies.

The objectives of the Ph.D. program are to provide a broad background in general sociology and to create the capacity for theoretically relevant, rigorous research in at least one area of specialization. Although faculty interests cover a wide range of specialty areas within sociology, doctoral students are encouraged to major in one of the following four areas: criminology/deviance; demography; family studies; or social psychology. Faculty will work with students to accommodate various other interests so long as they are consistent with faculty expertise.

Prerequisites to Graduate Work
For admission to the M.A. program, applicants must have a satisfactory academic record and a bachelor's degree from an accredited institution. Applicants must have completed undergraduate courses in sociological theory, methodology, and statistics. In cases where applicants are deficient in sociological background, they may be admitted on a conditional basis providing that the deficiencies are remedied during the course of study. A remedial plan will be developed by the Graduate Coordinator for the student's guidance.

Applicants to the Ph.D. program should be strongly motivated individuals whose records indicate that they are capable of successfully completing a Ph.D. degree. A master's degree in sociology is required for admission to the doctoral program.

Admission Procedure
Applicants seeking admission to the graduate programs in sociology should follow the instructions outlined in the "Graduate Admission" section of this catalog and in the application section of the department's web page (www.bgsu.edu/departments/soc/graduate/graduate_apply.htm).

Applicants are required to submit transcripts of all previous college work, scores on the Graduate Record Examination, a sample of academic writing (e.g., a class paper, thesis, or thesis proposal), and three letters of recommendation, at least two of which are from professors familiar with the applicant's academic work. The department also requires that applicants include a five-hundred word essay describing the research interests they hope to pursue in graduate school, their professional goals and aspirations, and why they believe that the BGSU Sociology Department's graduate program will help them pursue these interests and achieve these goals. This essay is particularly important since it helps the Graduate Committee decide if the department can meet the applicant's career goals.

Degree Requirements
**Master of Arts**

Candidates for the Plan I M.A. degree are required to complete the following courses: SOC 601, Classical Sociological Theory; SOC 610, Statistical Techniques and Applications in Sociology; SOC 611, Intermediate Methodology; and SOC 612, Intermediate Statistics. SOC 713, Research Design, is also required for Plan II students. SOC 601 is not required for students specializing in applied demography. These students substitute a course in demographic theory for the general theory requirement. Teaching Introductory Sociology (SOC 660) is not required for M.A. students, but it is recommended for those who plan to teach upon completion of their degree, as well as for those who intend to continue on the Ph.D. degree.

The M.A. degree program offers five areas of concentrated study: applied demography, criminology/deviance, demography, family studies, and social psychology. Each of the five areas of study has specific course requirements in addition to the general departmental requirements noted above. Further information about these requirements is provided in the specialty area program statements and in the department's Graduate Student Handbook, all of which may be obtained from the Department of Sociology or at its web site (www.bgsu.edu/departments/soc).

The M.A. degree is offered under two plans.

**Plan I:** Candidates must complete a minimum of 30 semester hours of graduate credit and write a formal thesis. The thesis may be a replication of a previous study, a secondary analysis of data from another study, the product of original research based on primary data, or a piece of library research. Students must pass a final oral examination on the thesis.

**Plan II:** Candidates must complete a minimum of 33 semester hours of graduate credit, including SOC 713, Research Design. Students are required to pass a four-hour comprehensive examination in their area of specialization, a two-hour examination in sociological theory, and a two-hour examination in quantitative methods. The Plan II option is not available to applied demography students.

**Doctor of Philosophy**

Students are required to complete 60 semester hours of graduate credit beyond the master’s degree, including a minimum of 16 and a maximum of 30 semester hours of dissertation credit. Hour requirements, however, are secondary in importance to breadth and depth of knowledge as evidenced by performance on the departmental major area preliminary examination and demonstrated research competence. The dissertation, a mature piece of scholarship embodying the results of original research, is central to the student’s plan of study. Students are expected to develop a dissertation proposal early in their program. Students are given considerable flexibility in developing their programs of study, although all students are expected to achieve a level of basic competence in theory, research methods, and statistics. Most students will choose a major and a minor area of concentration from among the following areas: criminology/deviance, demography, family studies, quantitative methods (minor concentration only), and social psychology. Doctoral students are required to take six basic courses in theory and quantitative methods: SOC 601, Classical Sociological Theory; SOC 602, Contemporary Sociological Theory; SOC 610, Statistical Techniques and Applications in Sociology; SOC 611, Intermediate Methodology; SOC 612, Intermediate Statistics; and SOC 713, Research Design. Doctoral students also must take Teaching Introductory Sociology (SOC 660) and a minimum of 16 hours of SOC 799, Dissertation Research.

Students must fulfill a language requirement through one of two options: by (a) successfully passing (with a grade of B or better) CS 630, Statistical Packages, or (b) demonstrating proficiency in a foreign language.

All Ph.D. students are required to take an eight-hour major area written preliminary examination in one of the following areas of concentration: criminology/deviance, demography, family studies, or social psychology. Performance on the preliminary exam should indicate mastery of the subject matter of the area, not only of that material covered in seminars the student has taken. The preliminary examination encourages students to review, internalize, and integrate the wide breadth of ideas, techniques, and issues within their major area of concentration.

All Ph.D. students are required to choose a major area of concentration within the sociology department and take a minimum of 5 courses in that area. Most students will major in criminology/deviance, demography, family studies or social psychology, but it is possible to major in a departmental area other than one of these four. However, it is the student's responsibility to discuss such an intent with the Director of Graduate Studies to make certain that there is sufficient faculty expertise in the area to permit specialized advanced study, and that the general course and preliminary examination requirements for the major area of concentration can be satisfied. The student must then submit a
formal request along with the appropriate documentation for the new departmental major (i.e., specific courses constituting the major and the faculty willing to offer them and to constitute the major area exam committee) to the Graduate Committee for approval.

All Ph.D. students also are required to choose a minor area of concentration from within the sociology department and must take a minimum of 4 courses in that area. While most students will minor in criminology/deviance, demography, family studies, quantitative methods or social psychology, it is possible to minor in a departmental area other than one of these five. However, it is the student's responsibility to discuss such an intent with the Director of Graduate Studies to make certain that there is sufficient faculty expertise in the area to permit specialized advanced study, and that the general course requirements for minor areas of concentration can be satisfied. In addition to the required departmental minor, students also may choose, at their option, a second minor from another BGSU department or combination of departments.

**Graduate Courses**
Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the Department of Sociology use the prefix: SOC.
(INDUSTRIAL) TECHNOLOGY

C. Wayne Unsell, Dean, College of Technology
Wilfred Roudebush, Director, Graduate Studies, College of Technology
Alan Atalah, Graduate Coordinator, College of Technology
257 Technology Building
Phone: 419-372-8354

Degrees Offered
Graduate Certificate in Quality Systems; Master of Industrial Technology; Consortium Doctor of Philosophy in Technology Management

Graduate Faculty
Professors
Salim Elwazani, Ph.D.; Larry Hatch, Ph.D.; Sri Kolla, Ph.D.; John Sinn, Ed.D.; C. Wayne Unsell, Ph.D.

Associate Professors
Alan Atalah, D.E., P.E.; David Border, Ph.D.; Paul Cesarini, Ph.D.; Stan Guidera, Ph.D.; Kathryn Hoff, Ph.D.; Sudershan Jetley, Ph.D.; Andreas Luescher, Ph.D.; Royce Ann Martin, Ph.D.; Wilfred Roudebush, Ph.D.; Charles Spontelli, M.S.; Donna Trautman, Ph.D.; Todd Waggoner, Ph.D.

Assistant Professor
Terry Herman, Ed.D.

The College of Technology offers the Master of Industrial Technology (M.I.T.) which is designed for individuals interested in manufacturing technology or construction management and technology.

The manufacturing technology specialization includes study of advanced level automation and production systems, instrumentation and control, engineering design with emphasis on computer-aided design, computer integrated manufacturing, quality sciences, and related advanced course work. A concentration in quality systems is available. A certificate in quality systems is also available. Information is located in the graduate certificate section.

The construction management and technology specialization prepares construction professionals for upper level management. It includes the study of advanced-level construction program and program management; cost estimating, bidding strategy, and control; dispute reduction and resolution; LEED and lean construction, and related advanced course work.

The Master of Industrial Technology degree is designed to accommodate the needs of students and to respond to the requirements of industry for advanced technical managers. The program is based on the need to effectively integrate technology and business operations created by advanced technology tools, new materials, and computer graphics, in the manufacturing and construction practices. The program prepares its graduate for executive levels of technical management in manufacturing and construction organizations. The design of advanced course work is dictated by the effect of these changes on leadership functions of technical managers.

The Master of Industrial Technology provides opportunities for students to engage in applied technical research. The outcomes of such activity add to the knowledge of relevant practice or solve immediate problems that arise in the work place. Students may also engage in an internship to gain industrial experience. A special feature of the degree program is the flexibility of course selection in meeting needs, interests, and career goals of students while addressing the needs of industry. Most of the degree courses are offered in a mix of online and face to face delivery taking advantage of strengths of each delivery method.

Prerequisites to Graduate Work
The program is designed to serve graduates of recognized bachelor's degree programs in industrial technology and engineering technology, as well as graduates of other degree programs who wish to undertake professional studies in technology.

Applicants must have the appropriate distribution of undergraduate course work. Minimally, this includes 20 semester hours in a relevant technology or engineering field, 12 semester hours in business operations, and 15 semester hours of other courses including applied calculus, physics or chemistry, applied statistics, and computer science.

Admission Procedure
Applicants seeking admission to the Master of Industrial Technology program should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants must present an undergraduate grade point average of no less than 3.0 on a 4.0 scale.

Degree Requirements
Master of Industrial Technology
The time required to complete the program varies from four to five
semesters of full-time study. Part-time students must adjust their schedule for completion accordingly.

Students may pursue the degree under one of two plans. Plan I: Under this research-centered plan, candidates must complete a minimum of 33 semester hours of graduate credit and a thesis equivalent to an additional six semester hours. Within the 33 semester-hours requirement, opportunities exist for internships and research in industry.

Plan II: Under this course-centered plan, candidates must complete a minimum of 33 semester hours of graduate credit and a major project equivalent to an additional six semester hours. Within the 33 semester-hour requirement, opportunities exist for internships and research in industry.

The Master of Industrial Technology program consists of four components. Specific courses that meet the component requirements are selected by the student in consultation with and approval of the graduate advisor. The four components are:

1. the technology core (nine credits) which consists of course work in research and development, engineering economics, and organizational communication;
2. the technology concentration (15 credits) which consists of course work in the following specialization areas:
   a. manufacturing technology including advanced level automation and production systems, instrumentation and control, engineering design with emphasis on computer-aided design, computer-integrated manufacturing, quality sciences and related advanced course work. Students in the manufacturing specialization may choose a concentration in Quality Systems delivered by distance course work; or
   b. construction management and technology including study of advanced-level construction project and program management; cost estimating, bidding strategy, and control; dispute reduction and resolution; LEED and lead construction, and related advanced course work.
3. business operations (nine credits) which consists of statistics and course work selected through advisement from operations research or organizational theory and behavior; and
4. the synthesis experience (six credits) options that are determined based upon the student’s choice of Plan I or Plan II. Plan I requires a thesis and Plan II requires a major project. In this activity, the student synthesizes and applies knowledge derived from the program to solve complex manufacturing or construction related problems or to analyze and develop prototype mechanisms or systems. Problems for thesis or major projects derived from the work place are encouraged.

**Graduate Courses**

Please access graduate courses online at [http://webapps.bgsu.edu/courses/search.php](http://webapps.bgsu.edu/courses/search.php). Graduate courses offered by the Department of Technology Systems use the prefixes: ARCH, C&TE, DESN, ECT, ENVR, QS, TECH, and VCT.
THEATRE

Ronald E. Shields, Chair
Lesa Lockford, Graduate Coordinator
338 South Hall
Phone: 419-372-2222

Degrees Offered
Master of Arts; Doctor of Philosophy

Graduate Faculty
Professors
Bradford Clark, M.F.A.; Ronald Shields, Ph.D.
Associate Professors
Cynthia Baron, Ph.D.; Jonathan Chambers, Ph.D; Michael Ellison, Ph.D.; Lesa Lockford, Ph.D.; Margaret McCubbin, M.F.A.; Marcus Sherrell, M.F.A.
Assistant Professors
Steven Boone, M.F.A.; Eileen Cherry-Chandler, Ph.D.; Scott Magelssen, Ph.D.; Angel Vasquez, M.F.A.; Daniel Williams, M.F.A.

The Department of Theatre and Film offers graduate programs in Theatre leading to the degrees of Master of Arts and Doctor of Philosophy. The goal of the graduate programs in theatre is to enhance the knowledge, research and writing skills, and artistic ability of students to enable them to function effectively as scholars, teachers, and artists. Academic studies, research, and production experiences are designed to meet the individual needs and interests of students. The M.A. program is designed to relate basic ideas in theatre history, theory, and criticism to creative production in an effort to prepare students for futures in education, professional study, or further graduate study. The doctoral program is for those students planning careers as faculty members in higher education. The Ph.D. program focuses on developing students’ abilities to do teaching, research, and writing in an area of specialization.

Prerequisites to Graduate Work
Applicants to the M.A. program must hold a bachelor's degree from an accredited institution and present a satisfactory academic record. Admission usually requires 36 quarter hours or 24 semester hours of undergraduate work in theatre, including courses in acting, directing, technical theatre, and dramatic literature. Applicants with undergraduate majors in fields other than theatre will be considered for admission on an individual basis and may be required to take specified remedial undergraduate course work.

Applicants to the Ph.D. program must hold a master's degree and present a record indicating potential for successful, advanced scholarly and creative work. Applicants are expected to have completed M.A. courses in research methodologies, theatre history, theatrical production, theory and criticism, and dramatic literature. The graduate selection committee will review the records of all incoming doctoral students in accordance with their declared interests and, if necessary, the doctoral applicant may be required to take specified master's level course work.

Admission Procedure
Applicants seeking admission to the graduate programs in theatre should follow the instructions outlined in the "Graduate Admission" section of this catalog. In addition, applicants must submit a resume outlining educational and professional experiences, three letters of recommendation, and a sample of research writing.

Degree Requirements
Master of Arts
The M.A. degree in theatre is offered under two plans. Plan I: Candidates must complete 32 semester hours of graduate credit and write a thesis demonstrating an ability to carry on independent research. Students must pass an oral examination over the thesis. Plan II: Candidates must complete a minimum of 32 semester hours of graduate credit and prepare and defend a portfolio of creative/research/pedagogical materials.

Students are encouraged to have summer stock theatre experience as part of the master's degree program. They may gain the experience through the Department's summer stock theatre or demonstrate evidence of a comparable experience elsewhere. Details of requirements for the M.A. degree are found in the department's M.A Program Handbook.

Doctor of Philosophy
Students must complete 73 semester hours of graduate credit beyond the master's degree, which includes dissertation credit. Students must also fulfill a research tool requirement (totaling nine semester hours, in other departments). The student must demonstrate that the courses taken to fulfill the research tool requirement are essential preparation for the research and writing of the dissertation. Semester hours earned by fulfilling the research tool requirement do not count towards the required 73 semester hours of post-master's graduate credit. The doctorate is granted after candidates pass an oral defense of the dissertation. The dissertation must be an appropriate culmination of the candidate’s program of study, and represent scholarly research.
and writing appropriate in method and subject to the degree program. Details of requirements in addition to the dissertation are found in the department’s Ph.D. Handbook. Students are required to demonstrate proficiency in pedagogy, research, and theatre production through formal course work and practica. Whenever appropriate, students are encouraged to participate in professional conventions and/or publish their research findings.

**Graduate Courses**

Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Department of Theatre and Film use the prefix: THFM.
WOMEN'S STUDIES

Vikki Krane, Director/Graduate Coordinator
226 East Hall
Phone: 419-372-7133 or 372-2620

Degree Offered
Graduate Certificate in Women's Studies

Affiliated Graduate Faculty
Bill Albertini, Ph.D. (English); Deborah Alvarez, Ph.D. (English); Candace Archer, Ph.D. (Political Science); Cynthia Baron, Ph.D. (Theatre); Ellen Berry, Ph.D. (English); Cynthia Baron, Ph.D. (Theatre); Ellen Brodio, Ph.D. (Leadership and Policy Studies); Sherlon Brown, Ph.D. (Intervention Services); Kim Coates, Ph.D. (English); Becca Cragin, Ph.D. (Popular Culture); Beth Greich-Polelle, Ph.D. (History); Radhika Gajjala, Ph.D. (Communication Studies); Christina Guenther, Ph.D. (German, Russian and East Asian Languages); Rona Klein, (English); Vikki Krane, Ph.D. (Human Movement, Sport, and Leisure Studies); Mary Krueger, Ph.D. (Women's Center); Piya Pal Lapinski, Ph.D. (English); Lesa Lockford, Ph.D. (Theatre); Sridevi Menon, Ph.D. (Ethnic Studies); Melissa Miller, Ph.D. (Political Science); Rekha Mirchandani, Ph.D. (Sociology); Smeeta Mishra, Ph.D. (Journalism); Nancy Orel, Ph.D. (Gerontology); Shannon Orr, Ph.D. (Political Science); Vivian Patraka, Ph.D. (English); Susan Peña, Ph.D. (Ethnic Studies); Linda Pertusati, Ph.D. (Ethnic Studies); Jane Rosser, Ph.D. (Service Learning); Laura Sanchez, Ph.D. (Sociology); Nancy Spencer, Ph.D. (Human Movement, Sport, and Leisure Studies)

Steering Committee: Ellen Brodio (Leadership and Policy Studies), Becca Cragin (Popular Culture), Beth Greich-Polelle (History), Julie Haught (English), Vikki Krane (Human Movement, Sport, and Leisure Studies), Jane Rosser (Partnerships for Community Action), Opportune Zongo (Romance Languages), and one Graduate Student Representative

Jointly-Appointed Graduate Faculty
Kathleen Farber, Ph.D. (Educational Foundations and Inquiry); Julie Haught (English); Opportune Zongo, Ph.D. (Romance Languages)

Graduate work in Women's Studies may be pursued several ways. Students may complete the graduate certificate in conjunction with another graduate program or as a stand-alone credential. For additional information about the program, please consult the WS program website: www.bgsu.edu/departments/wmst/grad.htm

Graduate Certificate in Women's Studies
The Graduate Certificate in Women's Studies brings together scholars and graduate students across the University actively engaged in interdisciplinary feminist scholarship. The certificate offers an official acknowledgement of training and expertise in the field of women's and gender studies. The certificate program provides students with knowledge of a unified approach to the study of fundamental issues in sex and gender studies. Students examine how sex and gender have been reflected in culture across time; how they shape institutions as well as personal experience; how they interact with issues such as race, ethnicity, sexuality, and socioeconomic class; and how new ways of thinking about gender challenge the processes by which knowledge about human beings and their behavior is acquired, interpreted, and transmitted. Such a program offers the possibility of cross-disciplinary influence and collaboration, extra-departmental collegiality and support, and professional certification in this rich field of study.

The graduate certificate in women's studies is intended to supplement professional training in a wide variety of fields. As a stand-alone credential, the certificate is designed for individuals working in fields related to women's health care and well being (such as battered women's shelters and women's clinics), advocacy for women (such as in legal and social services professions), and elementary, high school, and community college teachers. This option is designed for returning, non-traditional students.

The certificate may be pursued as a major or minor area of concentration within established graduate degree programs at BGSU, such as American Culture Studies (consult with individual graduate programs when pursuing this option). In this type of program, students take courses with a gender focus through their master's or doctoral programs as well as courses in Women's Studies.

The certificate acknowledges formal training and expertise in issues of cultural diversity, gender equity, feminist theory, feminist methodology, and the infusion of gender into all psychological, social, and mediated relationship.

Admission Procedures
Students must apply to the Graduate College for general admission.
Admission forms can be found at www.bgsu.edu/colleges/gradcol/page24959.html or be picked up at the Women’s Studies program office at 226 East Hall. GRE scores are not necessary for the stand-alone certificate.

In addition to the application required by the Graduate College, applicants to the certificate program must submit the following to the Women’s Studies program: (1) two letters of recommendation from recent instructors, employers, or other individuals qualified to evaluate probable success in the program, (2) A personal statement of intent delineating the purpose for enrolling in the program and outlining career goals (no more than 3 pages). Careful attention is given to these materials.

**Admission Requirements**

Students who wish to be admitted to the graduate certificate program in Women’s Studies must meet at least one of the following requirements:

- Be enrolled in a graduate program at BGSU

Or, for the stand-alone certificate:

- Hold a bachelor degree with a 3.0 minimum grade point average
- Have completed a graduate degree in any area.

**Certificate Requirements**

The certificate program consists of five courses plus a one credit hour capstone project distributed between required and electives courses across a range of disciplinary areas plus a one credit hour research capstone course.

All students must successfully complete WS 620, Feminist Theory (3 credits). As a capstone to the certificate program, all students must also successfully complete one credit hour of WS 786, Independent Study in Women’s Studies, working with their certificate program advisor.

The remaining four courses may be selected from an approved list of graduate-level courses offered by women’s studies or cross-listed by other departments and programs. To help ensure that students obtain a broad interdisciplinary course of study, no more than two of these elective courses may be taken in any single department/program.

**Certificate Program Advisors**

Each student admitted to the Women’s Studies certificate program will be assigned a temporary certificate advisor. The student may change advisors at anytime during her/his course of study, but must have a permanent certificate program advisor in place before commencing his/her one credit hour capstone project. Women’s Studies certificate program advisors will be graduate faculty in good standing who are affiliated faculty, joint appointments, members of the Women’s Studies Steering Committee, and/or faculty members who teach courses in the certificate program, who agree to serve in this capacity.

**Transfer Credit**

Continuing graduate students may receive credit for up to five approved courses toward the certificate. Students who have completed degrees and are returning for the certificate may transfer no more than six hours of credit. The rules regarding transfer hours will be the same for certificate programs as they are for other degree programs.

**Time to Completion**

The graduate certificate in women’s studies must be completed within four years from the semester date that the first course is taken, including transfer credit.

The certificate is awarded upon the completion of five approved courses plus a one credit hour research capstone course. The graduate certificate in Women’s Studies will appear on the student’s official transcript. Further, individuals will receive a diploma-style certificate from the Women’s Studies program upon completion.

**Cross-listed Courses**

Three to five graduate-level women’s studies courses typically are offered each semester. The majority of these courses are cross-listed with other programs. Please contact the Women’s Studies program for an example of an approved list of courses offered consistently over the past five to seven years.

**Graduate Courses**

Please access graduate courses online at http://webapps.bgsu.edu/courses/search.php. Graduate courses offered by the Women’s Studies Program use the prefix: WS
GRADUATE FACULTY AND COORDINATOR GUIDE

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GENERAL INFORMATION

Graduate Faculty
The Graduate Faculty is composed of those members of the University faculty who are actively engaged in creative activity/research and teaching at the graduate level. Membership constitutes recognition of scholarly excellence and professional creativity.

Members of the Graduate Faculty may teach courses at the 500 through the 700 levels, serve as members of master’s and doctoral committees, direct master’s theses and doctoral dissertations, vote in Graduate College elections, and serve on the Graduate Council. Duties and privileges of Graduate Faculty are described in Article VIII of the Academic Charter. In order to maintain the Graduate Faculty as a viable body, the qualifications of the members are reviewed periodically.

Standard Appointments to the Graduate Faculty
The Graduate Faculty forms are available at: www.bgsu.edu/colleges/gradcol/documents/index.html

Provisional Status
Faculty that are just beginning their involvement in graduate teaching at BGSU and who have the appropriate terminal degree may be nominated by their department/school for Provisional membership. Provisional status enables a faculty member to participate in all facets of graduate education except that he/she may not direct doctoral-level students or serve as the chair of a doctoral committee. It is expected that the Provisional appointment will allow a faculty member to acquire the necessary credentials for full (Regular) membership. A Provisional appointment is valid for up to five years and is non-renewable. A Provisional Graduate Faculty member may, however, apply for Regular Graduate Faculty status after three years if he/she has obtained the appropriate credentials.

Regular Status
Persons being nominated for Regular membership must have completed a three- to five-year term as a Provisional member of the BGSU Graduate Faculty (or the equivalent at another institution) and show evidence of past and current scholarly contributions according to the criteria approved by his or her department. In the event that departmental criteria have not been formulated and approved, the minimum criteria approved by the Graduate Council must be used. In addition to the rights and privileges outlined in the Academic Charter, members of the Graduate Faculty may do the following:

- Teach courses at the 5XX through 7XX level (Provisional and Regular);
- Serve as members of master’s and/or doctoral committees (Provisional and Regular);
- Direct master’s theses (Provisional and Regular) and doctoral dissertations (Regular only);
- Vote in Graduate College elections and stand for election to the Graduate Council (Provisional and Regular)

Courteous Appointments to the Graduate Faculty
Ad Hoc Appointment
Normally, only members of the Graduate Faculty (Provisional and Regular members) may teach courses for graduate credit. Occasionally, however, a person may be authorized to teach a specific course for graduate credit on an ad hoc basis when there is a demonstrated need for the course but no Regular or Provisional faculty available to teach it and when it can be shown that the proposed teacher has suitable qualifications in the subject area. Authority to teach a course for graduate credit must be gained prior to the beginning of the course. When the qualifications of the proposed teacher are unequivocal, the Dean may authorize temporary approval for the person to teach the course.

Adjunct Appointment
The Graduate Dean may grant Adjunct Graduate Faculty appointment to individuals who provide instructional service to the Graduate College but are not regularly and continuously on the staff and do not normally receive a salary from BGSU. Adjunct Graduate Faculty appointments are made for a designated time period at the end of which the appointment is automatically terminated or a request for renewal is submitted by the department. The credentials of Adjunct Graduate Faculty must be reviewed at least once every five years.

Criteria for Regular Membership on the Graduate Faculty
In Spring 1999, the Graduate Council reiterated that the departmental criteria many not supersede the Graduate College criteria unless the departmental criteria are more, not less, rigorous. In the absence of an approved departmental criteria statement, persons being nominated for Regular membership on the Graduate Faculty should have the following qualifications:

1. The faculty member should hold an acceptable graduate degree: the doctoral, or the terminal degree for
academic areas in which the doctorate is not normally held.

2. The faculty member must show evidence of past and current scholarly contributions. The outcome of the scholarly contribution is evidenced by some form of dissemination. The form of these contributions will vary considerably, but completion of research or development activities will most commonly be evidenced by publication. Presentation of the scholarly contribution to appropriate audiences is another form of valued dissemination evidence. Other evidence of professional creativity such as performing arts or art forms is evidenced by the performance and exhibition. Also, the acquisition of grants to initiate, to research, to develop, or to implement creative efforts is a valued contribution.

Participation in the graduate program in at least some capacity during the past five-year interval will include one or more of the following:

- thesis guidance and committee service;
- contributions associated with comprehensive examinations
- graduate program facilitation (development and/or improvements in graduate course offerings; assisting in recruiting of quality graduate students, or other substantial contributions toward graduate education).
- effective graduate teaching at the 5XX through 7XX level.

A faculty member should have during the past five years:

- at least two professionally-related, refereed articles published or accepted for publication in journals, or scholarly books or chapters, or a research monograph, or three prepared and submitted refereed manuscripts with at least one accepted for publication; or
- three non-refereed, professionally-related articles in appropriate professional journals; or
- three significant performances or exhibitions of creative works.

A faculty member must give evidence of additional scholarly activity within the current five-year period. Evidence of scholarly activity will include three or more of the following:

- presentation of at least three research or professional papers at regional, national, and international professional meetings; or
- statements regarding governmental, educational, and business consulting that involves a scholarly base; or
- preparation and submission of grant proposals for external or internal funding for individual projects; or
- contributions to the faculty member's professional growth in any of a variety of ways such as attending professional meetings, post-doctoral seminars, taking additional university courses, and others; or
- contribution to the faculty member's profession in any of a variety of ways such as organizing or chairing symposia, conducting workshops, giving an invited colloquium address, serving on councils and committees of professional organizations, and others; or
- preparation of research/technical reports for governmental, educational, and/or business agencies.

Graduate Council

Membership
Regular and Provisional graduate faculty members are eligible for membership on the Graduate Council. Members are chosen for 3-year terms, with approximately one-third being elected annually by vote of the graduate faculty within the colleges. Procedures for elections, including the date of elections, effective date of membership, and annual reapportionment review, are determined by the Graduate Council.

The Graduate Council is composed as follows:

1. The Dean of the Graduate College, who serves as Chair;
2. The Provost and Vice President for Academic Affairs, who serves ex-officio without vote;
3. The graduate faculty representatives, who shall be twice the number of doctoral departments but not fewer than 24. They shall be apportioned among the undergraduate colleges having at least one graduate program as follows:
   a. For each such undergraduate college, its percentage of these faculty representatives shall be the mean of (1) its percentage of graduate program units relative to the total graduate program units in the University (2) its
percentage of graduate faculty relative to the total number of graduate faculty in the University.

b. Each undergraduate college and each doctoral department will have at least one faculty representative.
c. No department shall have more than one faculty representative at any time.

4. The Dean or individual responsible for the graduate programs of each of the undergraduate colleges that offer graduate programs, and the Deans of the Library and Learning Resources and Continuing Education;
5. One Chair/Director, to be chosen by the University Chairs and School Directors
6. Two graduate student representatives, to be chosen by the Graduate Student Senate.

The Graduate Dean may invite other individuals to attend meetings as deemed appropriate. Changes in the foregoing membership structure may be initiated by the Graduate College, subject to the normal procedures for Charter amendment.

Role and Responsibilities
The Graduate Council is responsible for:

- advising the Graduate Dean with regard to the goals and directions of graduate education;
- establishing regulations that govern all graduate programs, including standards concerning grading, appeals of grades, class attendance, examinations, and academic honesty.

The Graduate Council considers proposals for the establishment, modification, or discontinuance of graduate programs; ensures that reviews and evaluations of all graduate degree programs are conducted periodically; establishes standards for graduate faculty status and approves credentials; and reports regularly to the Faculty Senate through the Committee on Academic Affairs on the issues discussed and on actions taken by the Graduate Council. Committees of the Graduate Council are appointed by the Chair as required, subject to the approval of the Graduate Council.

Graduate Coordinator
The roles and responsibilities of the Graduate Coordinator include the following:

- Serves as the liaison between the Graduate College and the degree program on all matters relating to graduate study and graduate students in the degree program.
- Conveys the policies of the Graduate College and the graduate degree program and supervises their implementation.
- Distributes information on changes in the policies and practices of the Graduate College to the graduate faculty and students of the degree program.
- Distributes information on the deadlines of the Graduate College to the graduate faculty and students of the degree program.
- Notifies the Graduate College of any change in the official status of a graduate student, such as drops or adds of courses, withdrawals, and revision of programs.
- Transmits concerns to the Graduate Council through degree program representatives if not already serving on the Graduate Council.
- Keeps updated degree program records on all graduate students throughout their graduate careers at the University and monitors time-to-degree, alerting those students who are within a year of the limit.
- Approves the registrations and changes of graduate students for course work, assuring that all funded students are registered for 12 graduate credit hours by 15th day.
- Recommends to the Graduate College approval of requests for extensions on incompletes and leaves of absence.
- Serves as faculty advisor to all graduate students until an advisor (program advisor or thesis/dissertation advisor) is assigned or chosen.
- Approves the Tentative Degree Program (TDP) that was prepared by the student with the advisor’s assistance.
- Consults with the department Chair or program Director when problems arise relating to graduate students.
- Organizes degree program recruitment and serves as graduate program liaison to the Graduate College.
- Administers the graduate admission recommendations of the degree program and informs the Graduate College of those recommendations.
- Prepares assistantship contract requests.
- Prepares annual degree program assessment of recruitment efforts and results.
• Normally serves on program graduate committee and maintains the files of the graduate committee for the degree program.
• Informs the department Chair or program Director about the outcome of graduate committee work.

Graduate Student Enhancement Program
The Graduate Student Enhancement Program (GradSTEP) is dedicated to providing opportunities for graduate students to improve themselves both inside and outside of the classroom. This program goes beyond the typical orientation program for graduate students and strives to enable all graduate students to reach higher levels of teaching, research, and technology competence, and to further enhance personal and academic proficiency.

GradSTEP is offered throughout the year as either the August Program or the Ongoing Program with a commitment to help graduate students enhance themselves both for personal satisfaction and professional success. This is accomplished by offering sessions and training workshops the week prior to fall semester known as the August Program. For students unable to complete the August Program or not arriving until later, the Ongoing Program is offered during the fall and spring semesters.

GradSTEP works closely with offices and departments throughout the campus community. The program’s staff consists of one full-time university staff member who serves as director and three graduate assistants who work closely with our presenters and Development Leaders (DLs) from all Master’s and Doctoral degree granting programs.

There are several ways for faculty, staff, and students to work with GradSTEP:

• to volunteer as a session presenter contact the Coordinators’ office of GradSTEP at 372-8566;
• to join the team of Development Leaders, graduate students should contact their department’s Graduate Coordinator;
• to apply for positions on the GradSTEP organizing staff. All departments are notified of openings on the GradSTEP staff;
• to get involved as faculty and staff by working on the GradSTEP Advisory Council which is appointed through the Graduate College Dean’s office.

Should you need additional information, please visit the GradSTEP web site at www.bgsu.edu/departments/gradstep/

Graduate Student Senate
The mission of the Graduate Student Senate (GSS) is to represent the interests of graduate students at BGSU; to monitor and promote the welfare of graduate students; and to support graduate students in academic, professional, personal, and social endeavors. To accomplish this mission, the GSS sponsors many recreational, social, cultural, and intellectual activities for graduate students. The GSS works with many BGSU resources, including the Graduate College and the Division of Student Affairs to help enhance “The Graduate Community” at Bowling Green State University. GSS maintains representation on the various standing councils and committees of the University. The President of the Senate attends Board of Trustees committee meetings and reports regularly on the welfare and status of graduate students to the Board of Trustees, Faculty Senate, Vice President of Student Affairs, and the President’s office. There is also a non-voting graduate student member of the Board of Trustees appointed by the governor.

GSS is an elected body composed of, and administered by, graduate students. The functioning and success of the GSS depends on graduate student participation so graduate coordinators are encouraged to inform their students about GSS. Interested students should call 372-2426 or stop by the GSS office, Room 402 of the Bowen-Thompson Student Union.

Graduate Student Recruitment
The recruitment of graduate students to BGSU, unlike the recruitment of undergraduate students, is a decentralized process. This process allows for flexibility and tailoring to the needs of specific departments or programs and the nature of their disciplines and requires communication between the graduate coordinator and the Graduate College staff.

For many degree programs, recruitment coordination entails formation of a recruitment committee, formation of a graduate student committee (or representative to the department committee), and development and implementation of a recruitment plan.

When recruiting graduate students, please be mindful that the Ohio Inter-University Council has developed a Code of Ethical Practice for Student Recruitment Advertising that requires the
University to provide accurate information to prospective students in a manner that does not detract from other institutions.

Just as the granting of admission and assistantship contracts affects a prospective student's interest, so does timeliness in making and communicating admission decisions, because quality applicants are likely to be recruited by more than one institution.

Maintaining a competitive recruitment program requires the development and implementation of a recruitment plan and periodic assessment of the context, process, and results of that plan. For instance, awareness of increasing Internet use has led programs to develop World Wide Web sites to increase prospective students' access to information.

**Project Search**

Bowling Green State University values institutional diversity. To further that ideal, Project Search is a Graduate College program that celebrates diversity, promotes civility, encourages inclusion, embraces healthy interdependence, and positively influences the BGSU learning community to discourage discrimination and harassment.

Project Search recruits students for University graduate programs and then coordinates an array of services designed to lead these students from enrollment through graduation. The Assistant Dean for Graduate Studies and Director of Project Search, along with Career Services and graduate coordinators, also assists students with career placement. This close relationship continues into graduates' professional careers. Project Search alumni are continually networking. They have ongoing opportunities to assist in recruiting new students for the program and often return to campus as guest speakers or to attend special events.

Project Search is a model of BGSU's commitment to diversity. The program assists students in the achievement of academic and professional goals. Current graduate students often comment that the personal attention, prompt follow-up, financial aid information and other assistance they received are among the factors that influenced their decision to choose BGSU. The ongoing services and activities of Project Search also help students settle more comfortably into University life.

Graduate Coordinators and prospective students are encouraged to contact the Assistant Dean for Graduate Studies and Director of Project Search at the Graduate College in 120 McFall Center.

**Center for International Programs**

The Center for International Programs handles all correspondence with prospective international students, evaluates transcripts of international applicants, handles all matters related to visas, conducts a week-long August orientation for new international students immediately prior to the Graduate Student Enhancement Program (GradSTEP), and provides a variety of support services for matriculated international students.
GRADUATE ADMISSIONS

The Assistant Dean for Graduate Admissions and Studies supervises the application process, advises prospective students and faculty on admissions and other related matters, and implements and supervises the prospecting and admissions management systems. The Graduate College handles general correspondence to applicants (e.g., welcome letters, applications, and notification when records are complete, and official notification of admission decisions) as well as record keeping and communication with other offices.

Admission Procedures

A Student Records Team member prepares a file for each applicant and sends the file to the appropriate graduate coordinator for review. An application for admission is good for one year from the first day of classes of the semester requested for admission. For example: an application is received August 15, 2001 and the prospective student requests admission for spring semester 2008. The application is good from January 14, 2008 to January 14, 2009.

Domestic Applicant Files

A complete file for a domestic applicant will include:

1. an application for admission;
2. valid GRE scores, where applicable (GRE scores are valid for five years after the date of testing); valid GMAT scores, where applicable (GMAT scores are valid for five years after the date of testing); and valid Praxis Series scores, where applicable (Praxis Series scores are valid for ten years after the date of testing); and
3. for final admission, two official transcripts issued directly from the institution to BGSU. Transcripts “issued to student” (even if in a sealed envelope) or personal copies of transcripts may be used only for evaluation purposes but will not be used for final/full admission. Applicants are expected to submit transcripts from each institution attended (except BGSU), regardless of the number or type of credit hours taken, terms attended, or whether transfer credits are reflected on another transcript. Files with missing transcripts will not be sent to the degree program for evaluation.

Files sent to the graduate coordinators will include GRE scores (when they arrive in a timely fashion). GRE scores will be forwarded to the program by the Graduate College as soon as they are received. Please remind applicants that their letters of recommendation are to be sent directly to the degree program. If letters are sent to the Graduate College, this may delay the review process as they will need to be forwarded to the degree program.

International Applicant Files

International applicants are to send all of their documents directly to the Center for International Programs (CIP). Once the Center for International Programs has received all necessary documents (excluding letters of recommendations) for an applicant, his or her file will be evaluated by CIP according to Graduate College admission eligibility standards. Files that do not meet Graduate College and/or degree program standards are not forwarded to the Graduate College unless the degree program specifically requests an applicant’s file. Once an application is approved at the CIP, the file is sent to the Graduate College. The Student Records Team members prepare a Graduate College file and a set of documents for the degree program for each applicant and sends them to the appropriate program.

A complete international applicant file will include:

1. an application for admission;
2. a copy of the yellow Center for International Programs Evaluation Form;
3. valid TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores (TOEFL and IELTS scores are valid for two years after the date of testing);
4. valid GRE scores, where applicable (GRE scores are valid for five years after the date of testing); valid GMAT scores, where applicable (GMAT scores are valid for five years after the date of testing); and valid Praxis Series scores, where applicable (Praxis Series scores are valid for ten years after the date of testing); and
5. official transcripts and diplomas (including English translations). Applicants are expected to submit transcripts from all higher education institutions attended (except BGSU), regardless of the number or type of credit hours taken, terms attended, or whether transfer credits are reflected on another transcript. Files missing transcripts will not be sent to the degree program for evaluation;
6. letters of recommendation sent directly to the Center for International Programs (if the letters of recommendation are sent directly to the degree program, the program
should forward a photocopy of the letters to the CIP); and
7. a financial statement.

An international applicant file from the Graduate College will include both the degree program set of documents and the international applicant file.

Admission Eligibility Standards
Before sending a file to a degree program, the Graduate College will determine the applicant's admission and funding eligibility based on his or her cumulative GPA using the following guidelines.

Master's Applicants:
- The graduate GPA may supersede the overall undergraduate GPA only when the graduate semester hours are nine or greater.

Eligible for Regular Admission + Funding (applicant must meet all three):
- Undergraduate cumulative: GPA overall = 3.0 or better
- Graduate cumulative: GPA overall = 3.0 or better

Eligible for Regular Admission - No Funding:
- Undergraduate cumulative GPA overall = 2.70 to 2.99

Eligible for Conditional Admission - No Funding:
- Undergraduate cumulative GPA overall = 2.50 to 2.69

Admission Recommendations
After the degree program makes its admission recommendation, the Applicant Evaluation Form should be returned to the Graduate College. The degree program should retain one copy. For international applicants, also return the International file (if applicable) and applicant evaluation form to the Graduate College. For Project Search applicants, please return the applicant evaluation form.

If the degree program's recommendation agrees with the Graduate College's, then the admission decision will be communicated to the applicant via a letter from the Graduate College and a copy of that letter will be sent to the degree program. For international student the letter will be sent to the Center for International Programs for handling and mailing.

Very few exceptions will be allowed on the admission eligibility standards. When there are extenuating circumstances, e.g. the departmental recommendation does not match the admissions eligibility, the Graduate Coordinator should submit a written rationale (e-mail or memo) to the Student Records Team member in the Graduate College.

GRE Policies
The Graduate College policies regarding the age of GRE scores are listed in the following table. The age of GRE scores is determined by subtracting the test date (the date the GRE was taken) from the date on which the application for admission reached the BGSU Graduate College. For example: if the GRE test date was December 2002, and the date on which the application was received was May 1, 2008, the age of the GRE scores is 5 yrs. 4 mos.

| If the applicant has not taken the GRE and has not completed a post-baccalaureate degree, | The applicant must take the GRE. |
| If the applicant has not taken the GRE and has completed a post-baccalaureate degree, | See your degree program policy (on file at the Graduate College). |
| If GRE scores are more than 5 years old and the applicant has not completed a post-baccalaureate degree, | The applicant DOES have to retake the GRE. |
| If GRE scores are less than 5 years old, | The applicant does NOT have to retake the GRE. |
| If GRE scores are more than 5 years old and the applicant has completed a post-baccalaureate degree, | See your degree program policy (on file at the Graduate College). |
| If the applicant has a doctoral degree at the time of application or admission, | The applicant does NOT have to take the GRE. |
| If there are any circumstances other than those listed above, | Contact the Graduate College for a determination. |
Admission Decision Categories

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<th>Provisional (P) Admission</th>
<th>Full (F) Admission</th>
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<td>- Missing final official admission credential/s (including GRE, TOEFL or Praxis scores)*</td>
<td>- All final official admission credentials submitted</td>
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<td><strong>Standard (S) Conditional Status</strong></td>
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<td><strong>Degree (D) Program Conditional Status</strong></td>
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<tr>
<td>- Missing final official admission credential/s (including GRE, TOEFL or Praxis scores)*</td>
<td>- All final official admission credentials submitted</td>
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</table>

*For applicants with provisional admission status, official transcripts and valid GRE, GMAT, or Praxis Series scores (and TOEFL or IELTS scores for students whose first language is not English) must be submitted before the end of the first semester of enrollment. In order to assure full admission is achieved, a registration hold will be placed on all provisional admits the 15th calendar day from the first day of the first semester of enrollment. When all necessary documents have been submitted, the student’s status will be changed from provisional to full admission. Please advise students with provisional admission status that they will not be permitted to register for second semester classes if required documents have not been submitted.

Transferring to Another Degree Program

Students who are currently admitted to a degree program or are completing a graduate degree and wish to be considered for admission to another degree program must complete the admission process for that particular degree program.

The following conditions must be met before the file of a student requesting transfer to another degree program can be forwarded for program evaluation:

1. The applicant must submit a new application for admission indicating they wish to transfer to a new degree program. The application fee is required upon transfer from one degree program to another. However, payment of the $30 application fee and the $15 admission fee is required when transferring from graduate non-degree status to degree status.
2. Required test scores must be submitted to the Graduate College.
3. Two official transcripts from each college and/or university attended since the student’s most recent admission must be forwarded directly to the Graduate College (personal copies or official transcripts “issued to student”, even if sealed in an envelope, are not acceptable). BGSU transcripts do not need to be submitted.
4. Any specific degree program requirements must be met.
5. If a transfer from one degree program to another is requested, the graduate coordinator of the degree program from which the transfer is being made must be notified by the student. The graduate coordinator will notify the Graduate College via written memo or e-mail.
When acceptance to a degree program is granted, the change in admission status becomes effective during the semester in which the request for transfer was submitted.

Readmission
To apply for readmission to the Graduate College, a student must submit a completed application to the Graduate College. If course work has been taken at another university during the absence, an official transcript must be forwarded directly from the institution to the Graduate College. A degree program may request additional documents for readmission, such as letters of recommendation. After reviewing the request for readmission, the degree program will forward an admission recommendation to the Assistant Dean for Graduate Admissions and Studies.

To be considered for readmission the student must have been in good academic standing during their most recent semester of enrollment. Master’s and specialist students are considered in good standing if they have a 3.0 grade point average; doctoral students must maintain at least a 3.2 grade point average to be considered in good standing.

If a Plan I (thesis option) master’s student has had no registration activity for four or more terms (including summer) and has never registered for thesis research (699), the student must reapply to the Graduate College. Once students are registered for 699, they are considered active.

If a Plan II (non-thesis option) master’s student has had no registration activity for four or more terms (including summer), the student must either submit an application for graduation (if all degree requirements will be met within the term) or reapply to the Graduate College before continuing the degree program.

If a doctoral student has had no registration activity for four or more terms (including summer) and has never registered for dissertation research (799), the student must reapply to the Graduate College before continuing the degree program. Once doctoral students are registered for 799, they are considered active.

Graduate Non-Degree Status
Graduate non-degree student status represents a non-degree classification within the Office of Continuing and Extended Education. This classification allows students to pursue personal or professional goals by taking graduate courses without enrolling in a degree program. Admission to graduate non-degree student status does not indicate or imply subsequent admission to a degree program, nor does it qualify a student for financial aid.

Graduate non-degree students can apply for admission to a graduate degree program at any time by submitting a completed application for admission to the Graduate College. The student’s file will then be forwarded from Continuing Education to the Graduate College. Upon acceptance to the Graduate College and a degree program, a student’s admission classification is changed from non-degree status to regular or conditional admission status.

Some courses completed while on graduate non-degree student status may be applied toward a degree program, contingent upon the approval of the degree program and the Dean of the Graduate College. It is recommended that no more than nine hours of non-degree graduate credit be applied toward a graduate degree program. In high demand academic areas, degree candidates will have priority over non-degree students in registering for courses. Some specialized and clinical areas of study are not available for enrollment with graduate non-degree status.

Graduate Courses for Advanced Undergraduates
Under certain circumstances, it is permissible for BGSU undergraduate students to apply and be approved for advanced undergraduate status for course work prior to having received the baccalaureate degree. Any undergraduate student who wishes to take graduate courses must apply to the Graduate College for admission as an advanced undergraduate. Advanced undergraduate requests are term specific and will be processed prior to the first day of the term. To be eligible for advanced undergraduate admission the student must be in Senior Status (having completed 90 semester hours of undergraduate work) during the term the requested courses are to be taken in, and must have a minimum 3.0 GPA. Only courses at the 500 and 600 levels will be considered.

The student must have the endorsement of the professor of the requested graduate course and the graduate coordinator of that program. The electronic form will be forwarded for completion once the Graduate College is contacted. Upon approval, the Graduate College will notify the Registration and Records office to add the registration to the student’s schedule. If the course is added to the student’s schedule, without prior Graduate College approval, the course will be dropped from the student’s schedule. Once processed, if the graduate level course results in the student going over 18 credit hours, the Registration and Records office will consult with the student’s college for final approval. All applicable excess credit fees assessed, as a result of going over 18 hours, will be the responsibility of the student.
The classification of advanced undergraduate is not equivalent to admission to any particular graduate degree program. Courses taken for graduate credit by an undergraduate student cannot be used to satisfy a requirement for the undergraduate degree. The student who is approved for the classification of advanced undergraduate may not register for more than six semester hours of graduate course work in any one semester. An advanced undergraduate is eligible for a maximum of nine semester hours of graduate course work during his or her tenure at the University.
FINANCIAL INFORMATION AND ASSISTANCE

Financial Aid for Graduate Students
Please refer to information on the Graduate College web site at: www.bgsu.edu/colleges/gradcol/page24961.html.

Graduate Assistantships

Eligibility – Academic Requirements
To be eligible to receive funding through the Graduate College, the student must:

- Have regular admission status in a degree program; and
- Have at least a 3.0 GPA for master's students and 3.2 for doctoral students.
- For Master's Students
  - Undergraduate GPA, Cumulative = 3.0 or better and/or Graduate GPA, Cumulative = 3.0 or better *
- For Ph.D. Students
  - Undergraduate GPA, Cumulative = 3.0 or better and/or Graduate GPA, Cumulative = 3.2 or better *

*The graduate GPA may supersede the undergraduate GPA only when the graduate semester hours are 9 or greater.

Graduate non-degree students and students with conditional admission status are not eligible for assistantship contracts.

Standardized Test Requirements
Funding for new students is contingent upon the student's submitting valid Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or Praxis Series scores; exceptions may be made for international students.

Length of Support
- Master's level students may receive up to two years of stipend support.
- Doctoral level students may receive up to four years of stipend support depending on the graduate degree program's policy.

A contract may be written for a first year student before they are fully admitted if full admission has been delayed because the Graduate College has not received final transcripts from previous institutions attended. If a student has not yet taken the GRE, GMAT, or Praxis but is scheduled to do so, they will be asked to submit documentation confirming their test date and registration number.

Second year students must be fully admitted before a contract will be written.

Funded students who are eligible for continued support (i.e., students who are making satisfactory degree progress and have one or more years of funding eligibility remaining) should be given priority over new applicants.

Satisfactory degree progress depends on:
- Maintaining a 3.0 GPA at the master's level;
- Maintaining a 3.2 GPA at the doctoral level;
- Completing at least 67% of classes attempted; and
- Accumulating no more than 70 hours toward a master's degree and no more than 180 hours toward a doctorate.

GradSTEP Requirement
Any graduate student who receives a stipend from BGSU must complete twelve hours of professional development by the end of their first contract period. For additional information please visit the GradSTEP website.

Guide for Requesting Assistantship Contracts
Requests for assistantships are submitted by the departmental graduate program to the Graduate College on the Request for Graduate Assistantship Contract (RFGAC) form available on the Graduate College web site at: www.bgsu.edu/colleges/gradcol/documents/index.html

There are separate forms for summer and academic year contracts.

The departmental program should include the contract period, workload, and contract amount on the RFGAC form. Contract amounts can be determined by checking the Graduate Assistantship Rate charts published by the Graduate College. The department chair, the program director, or the graduate coordinator must sign the RFGAC form. The budget administrator will sign for externally funded contracts.

Contracts may be written for students who have been granted regular admission status to a master's or Ph.D. program. If the Graduate College receives a contract request for a student whose
application is still being processed, the contract will be delayed until a signed Applicant Evaluation Form is received from the degree program requesting that the student be granted regular admission status and be regularly admitted by the Graduate College. Contracts may be delayed for:

- First year graduate students who do not have valid GRE, Praxis, or GMAT scores, or final transcripts, in their Graduate College files; or
- Second year master’s students who have not been regularly admitted; or
- Failure to complete GradSTEP by the end of the first contract period; or
- Failure to properly complete the request form; or
- Continuing students on probation.

Guidelines for Awarding/Managing Graduate Assistantship Contracts
Information regarding awarding and managing graduate assistantship contracts is available on the Graduate College web site: [www.bgsu.edu/colleges/gradcol/documents/index.html](http://www.bgsu.edu/colleges/gradcol/documents/index.html).

Tuition Scholarship Grants
All graduate student contracts are accompanied by a tuition scholarship grant covering the Ohio instructional fee and nonresident fee, as well as a general fee grant. In addition, students receiving stipends during the academic year receive a tuition scholarship grant for the following summer. This summer grant does not include the general fee, nor is it transferable to an academic year or subsequent summer term.

It is the Graduate College’s policy to provide tuition scholarship grants for graduate students supported by funds generated from external sources whenever the agency’s funding guidelines require this contribution. General fee grants cannot be provided. The general fee must be paid by the external source. Procurement of external support for graduate assistantships will not result in a decrease in a unit’s allocation from the Graduate College; it will be in addition to that allocation. The Graduate College will not fund assistantships carried by external funds after the external funds expire.

Academic Year Assistantships
Most graduate students are offered an academic year contract coupled with either the promise of a summer contract or, more often, an indication that summer funding may be available. Some contracts are written for one semester only.

Contract Period
Graduate assistants with academic year contracts are expected to be available for work from one week before classes begin in the fall semester until the last day of exam week during the spring semester. Unless a student’s duties require otherwise, graduate assistants are not expected to work during University holidays, spring break, and the time between semesters.

Service Requirement
Students on half-time contracts are expected to work approximately 20 hours per week; those on 3/8-time contracts work approximately 15 hours per week; and those on quarter-time contracts work approximately 10 hours per week.

Rate of Pay
Academic year contracts are written at the standard amounts published by the Graduate College. The rate chart is available on the Graduate College web site at: [www.bgsu.edu/colleges/gradcol/documents/index.html](http://www.bgsu.edu/colleges/gradcol/documents/index.html).

Pay Schedule
Students are paid every two weeks, including the period between semesters. Students with an academic year contract and a summer contract will receive paychecks every two weeks throughout the calendar year. Pay will be delayed for those students who do not have a signed contract, DMA, or I-9 form on file in the Graduate College.

Supplemental Employment
Because academic success is the primary goal of graduate study, graduate assistants are discouraged from working more than 20 hours per week, including the assistantship assignment, when classes are in session. Graduate assistants should confer with their graduate coordinators before accepting additional employment, whether on or off campus. Federal regulations strictly prohibit international students from working more than 20 hours per week.

Before a graduate assistant contracts with an on-campus unit for additional employment, a Graduate Assistant Supplemental Payment form must be submitted to the Graduate College. The signature on this form indicates that the graduate coordinator, chair, or director has been informed of the student’s intent to take on supplemental work. Each degree program is encouraged to establish guidelines for deciding the appropriate extent of supplemental employment.
The Graduate Assistant Supplemental Payment form separates the approval of supplemental employment for graduate assistants from that for faculty and staff; it clearly states the limitations on supplemental employment by graduate assistants. It calls for the graduate coordinator or chair/director (and the assistantship supervisor in the event that this individual is outside the program in which the student is enrolled) to certify that the supplemental work will not interfere with the student’s academic program and assistantship responsibilities. The signature of the Graduate Dean will be routine unless the magnitude of the supplemental employment raises concerns.

**Twelve-Hour Graduate Credit Requirement**

Students receiving assistantships from the Graduate College during the Fall and/or Spring semesters must enroll for at least 12 hours of non-audit, graduate-level credit per term during the academic year and for 9 hours of non-audit, graduate-level credit during the summer. Students will automatically be enrolled in GradSTEP (GRAD 600) during the semester in which they receive their first assistantship contract. This course will count for 2 hours of enrollment. If, as a result of dropping a course in a given term, a student’s remaining semester hours fall below the 12 hour requirement, he or she should enroll in another course (or series of courses) to raise the total enrolled semester hours to a minimum of 12. In certain instances, graduate coordinators may request a waiver of the 12 hour requirement on behalf of a student. These requests should be directed to the Graduate College.

Occasionally, and on a case-by-case basis, graduate coordinators may request that an individual student on assistantship enroll in a 400-level undergraduate course even though doing so causes the student to drop below the required 12 hour load. Requests should be sent to the Graduate College.

**Registration Requirement**

Graduate assistants are required to register for at least 12 hours of non-audit, graded (A-F or S/U) graduate-level work during the fall and spring semesters. If the coordinator or advisor decides a student needs to take one undergraduate course, the Graduate College asks that the graduate coordinator request a waiver of the 12 hour requirement on behalf of the student. This request should be directed to the Assistant Dean for Graduate Admissions.

**Summer Guidelines and Rates**

Information for Summer assistantships is available on the Graduate College web site: www.bgsu.edu/colleges/gradcol/documents/index.html.

**Dissertation Fellowships (Non-Service) Guidelines**

Information for Dissertation Fellowships is available on the Graduate College web site: www.bgsu.edu/colleges/gradcol/documents/index.html.

**I-9 Employment Verification**

In accordance with the Immigration Reform and Control Act, all new domestic GAs must provide proper documentation to the Graduate College to verify their employment eligibility as soon as possible upon their arrival on campus. Any student who cannot provide appropriate documentation may not begin their GA contract and they will not be eligible for any benefits listed in the contract.

International students must work with the Center for International Programs to process I-9 forms.

Typical identification documents may include:

- a current passport or a valid driver’s license
- an original U.S. social security card or a student photo ID or military ID
- a social security card or birth certificate.

*Photocopies of these documents will not be accepted.*

**Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) Form**

In accordance with section 2909.34 of the Ohio Revised Code, all public employees, including graduate assistants, must complete the DMA form before they can be placed on the University payroll.

The form is a questionnaire which certifies that all new employees have not provided “material assistance” to a terrorist organization. Failure to complete the form, answering yes to a question, or failing to respond to one of the questions are all considered a positive response. This form is mailed to all new graduate assistants with their assistantship contract. More information about the form is available at the following website: www.homelandsecurity.ohio.gov/dma/dma.asp.
ACADEMIC INFORMATION

Courses for Graduate Credit
All courses numbered 500 through 700 carry graduate credit. Courses not approved for graduate credit cannot be added to a student’s degree program for graduate credit.

The course numbering scheme is as follows: 500-level courses can be co-listed with 400-level courses; 600-level courses are primarily for master’s students; 700-level courses are primarily for doctoral students. The only courses that can be cross-listed at the graduate and undergraduate level are 500- and 400-level classes.

Any graduate student enrolled in a graduate class open to undergraduates (500 level) is required to do additional work of an individual nature to earn graduate credit for the course. The instructor is responsible for designating the type and amount of additional work.

It is never appropriate for a graduate student to attend 100-, 200-, or 300-level courses as partial fulfillment of a graduate-level independent study course. If a graduate student wishes to take 100-, 200-, or 300-level undergraduate courses, the courses must be taken for undergraduate credit.

At the discretion of the instructor, a graduate student may attend a 400-level undergraduate course that has not been approved for graduate credit in partial fulfillment of a 500-level independent study course. It is never appropriate to do this for 600- and 700-level independent study courses.

Independent Study Registration
Please encourage students to demonstrate their abilities to work independently by registering for independent studies.

Registration for independent study should not occur for the following reasons:

- to avoid a particular course or professor.
- as a mechanism to raise the student’s GPA.
- to provide credit a second time for a course taken as an undergraduate.
- as a mechanism to take a graduate course that has not been approved by the Graduate Council.
- to take an undergraduate course for graduate credit.

Generally, students should not take more than 9 hours of independent study at the master’s or doctoral level.

Language Requirement/Tool Courses-Doctoral Level
The manner in which students can fulfill the foreign language requirement, when it is mandatory, varies according to the individual doctoral program. In general, doctoral students who are required to fulfill a language requirement by their program can do so by completing a foreign language exam, certain computer science courses, or tool courses.

Students who are required by their program to take a foreign language exam should complete a Language Examination Application form. The language exam form must be signed by the student, the graduate coordinator, and the individual administering the exam. The completed form should be kept on file in the department.

Students who complete tool courses do not need to submit a form to the Graduate College.

Grading Policy for Graduate Courses
Graduate courses approved for letter grade (A-F) and listed as such cannot be taken on a S/U basis (unlike undergraduate courses). The grading policy for individual graduate courses is approved by the Graduate Council based upon the recommendation of the graduate program in which the course is offered.

Students should be advised that the grading policy for graduate-level tool courses is identical to that of all other graduate courses. As a result, graduate courses approved for letter grade (A-F) which are taken as tool courses do affect the graduate grade point average of the student.

Tentative Degree Program (TDP)/Degree Audit Report System (DARS)
The Tentative Degree Program (TDP) is a listing of courses students plan to take to meet the requirements for their graduate degree program. The TDP serves two purposes. First, it gives focus and direction to individualized graduate degree programs by defining the student’s course of study. Second, an approved TDP constitutes an agreement that successful completion of the proposed course of study, and the general degree requirements set down in the Graduate Catalog, will result in the awarding of the degree. However, the TDP may be revised if necessary. The Graduate College checks the student’s records to verify eligibility.
for graduation. Adhering to the Tentative Degree Program (TDP) Information and Instructions sheet when completing the TDP will result in significant time savings for the student, the graduate coordinator, and the Graduate College.

The TDP is to be submitted to the Graduate College during the semester in which the student enrolls for the 15th hour of credit toward their degree program. (TDP and other Graduate College forms are available online) The TDP is to list only those courses required for completion of the degree program. The graduate coordinator will need to sign the TDP form to indicate that it is complete and accurate to date. When a TDP lists a University approved specialization, the graduate coordinator’s signature confirms that all requirements for that particular specialization are documented on the TDP.

All TDPs are submitted to the Graduate College for approval (except for those programs who have approved degree audits in place). However, the TDP will not be processed until the student has received full-regular admission status. If a student needs to change the TDP agreement after the TDP form has been approved by the Graduate College, they should complete the TDP Addendum form, have it approved and signed by their graduate coordinator, and submit it to the Graduate College. The addendum is used to document any course additions, deletions, or substitutions made after the original TDP was approved by the Graduate College.

Certain degree programs are now using Degree Audit (DARS) in lieu of the TDP process. Those students in degree programs using DARS do not need to submit a TDP. The Graduate College is currently piloting an electronic-TDP (e-TDP). Those students in degree programs using the e-TDP should submit an electronic TDP, not a paper TDP.

Dual Degree TDPs
When a student is enrolled in a dual degree program, they are to submit one TDP that outlines the coursework for meeting the dual degree requirements for both areas. The graduate coordinator of each field of study is to approve and sign the TDP before it is submitted to the Graduate College. Dual degree candidates must submit their TDP in paper form.

Information Included on the Tentative Degree Program

Student and Degree Sought
In order to properly identify the student and the degree sought, the following information is needed:

1. Student’s Name and BGSU Identification Number.
2. Degree Sought. (Master of Arts, Master of Industrial Technology, Specialist, Ph.D., etc.). Specify Dual Degree, if relevant.
3. Field. In some degree programs (Master of Science, Master of Education, Ph.D., etc.) the program (e.g., biological sciences, elementary education, etc.), in which the student is enrolled constitutes the field and must be specified on the TDP. In other degree programs (Master of Family and Consumer Sciences, Master of Business Administration, Master of Rehabilitation Counseling, etc.), the field (family and consumer sciences, business administration, rehabilitation counseling, etc.) is part of the degree title and does not have to be specified on the TDP.
4. BGSU approved specialization. In some degree programs, students are pursuing specializations. These specializations must be delineated on the TDP in order to be included in the student’s transcript. The graduate coordinator’s signature on the TDP confirms that all requirements for the specialization are documented on the form.
5. Plan I (Thesis) or Plan II (Non-Thesis). Some master’s degree programs allow students to select between writing a thesis (Plan I), or completing a comprehensive examination, a special project, or a culminating option (Plan II). The selected plan must be specified on the TDP.

Program of Study (Preparing the TDP)
List only minimum degree requirements. Many students take more than the minimum number of credits required to meet program and general degree requirements. We request that only those credits required by the program and general degree requirements be listed on the TDP.

Indicate alternative ways of meeting a degree requirement if needed. When a degree requirement may be met by taking one of two different courses (because of courses offered during specific semesters), this should be shown on the TDP as an “or” statement in the NOTES column (for example, English 622 or English 637).

Elective Hours
Some degree programs include elective credits which may be satisfied by taking any graduate level courses. For these credits, enter “electives” under “course title” and the number of credits under “semester hours.” It is assumed that graduate credits taken
in any department will satisfy these elective credits unless a particular department is specified. Where appropriate, the qualification "as approved by advisor" should be noted after elective hours. If the program wants the Graduate College to check to make sure the approved electives have been taken, a copy of the approved TDP with the course titles of the approved electives written in should be submitted prior to the student’s graduation.

Transfer Credit
When a degree requirement is to be satisfied by transferring credits earned at another institution, this is displayed on the TDP or DARS by showing the department, course number, title, and semester hours and also indicating the institution from which the credit is being transferred in the "Transfer From" column. These hours will not be transferred without an official transcript submitted to the Graduate College. For DARS course substitutions or transfer credit, please see the degree program graduate coordinator.

Thesis Research (699) or Dissertation Research (799) hours
Master’s students selecting the Plan I Thesis option are required to include at least 3, but no more than 6, semester hours of Thesis Research (699) on their TDP or DARS. Thesis Research hours (699) count toward degree requirements only for students in the Plan I option. Doctoral students are required to include at least 16, but no more than 30, semester hours of Dissertation Research (799) in the degree program. Some students take more hours than those required for the degree program. Do not include more than 6 hours of 699 or 30 hours of 799 on the TDP or DARS.

Teacher Certification
It is the student’s responsibility to consult with the certifying agency and the appropriate program director on campus concerning requirements for a particular certification, including course requirements, teaching, or administrative experience, and successful completion of the state-prescribed examination. The Graduate College bears no responsibility for an individual’s completion of teaching certification. Approval of the TDP is for degree requirements only and does not verify satisfaction of licensure or certification requirements.

Language/Research Tool Requirement
Some programs have a language or research tool requirement. If there is such a requirement, how the requirement will be satisfied must appear on the TDP.

Degree Completion Date
The date the degree is expected, as well as the planned completion dates for degree milestones associated with comprehensive/preliminary examinations and thesis/dissertation manuscripts, are useful for advising purposes. If actual dates are not known at the time of TDP or DARS completion approximate dates may be entered.

Dated Signatures
Student’s Signature and Date. Indicates student’s acceptance of the proposed course of study presented on the TDP.

Advisor’s Signature and Date
Indicates the advisor’s acceptance of the proposed course of study as appropriate to both the degree program and the student’s goals.

Graduate Coordinator’s Signature and Date
Indicates that the proposed course of study satisfies the program’s degree requirements. If the TDP or DARS lists a specialization, the graduate coordinator’s signature also confirms that all requirements for the valid specialization are documented on the form.

Graduate Dean’s Signature and Date
Indicates acceptance of the proposed course of study. Successful completion of the proposed course of study, and the general degree requirements set down in the Graduate Catalog, will result in the awarding of the degree sought.

Revisions to the TDP
If a student needs to change the TDP agreement after the TDP form has been approved by the Graduate College, they should complete the TDP Addendum form, have it approved and signed by their graduate coordinator, and submit it to the Graduate College. The addendum is used to document any course additions, deletions, or substitutions made after the original TDP was approved by the Graduate College. A new TDP is only necessary if revisions are extensive. For exceptions to the DARS requirements students should contact the degree program graduate coordinator.

Certificate Plan of Study (CPS)
Students enrolled in a certificate program should complete the Certificate Program of Study form to indicate their certificate course of study. The Certificate Plan of Study is to be submitted to the Graduate College during the semester in which the student enrolls for the 9th hour of credit toward his/her certificate program. The student’s advisor and the Graduate Coordinator must approve
the Certificate Plan of Study before it is submitted to the Graduate College.

Transfer of Credit
In order to be eligible for transfer to a graduate degree program, a course must be part of a graduate degree program at a regionally accredited university and, in the judgment of the graduate coordinator, be of appropriate content and quality to warrant inclusion in the student’s planned course of study. Courses that have already been applied in whole or in part in any way toward any other degree or certificate may not be transferred.

Processing Transfer Credit
Transfer of credit is approved by the Graduate Dean designate upon the recommendation of the graduate coordinator of the program in which the student is enrolled. It is the responsibility of students to document that course(s) are appropriate for their course of study by submitting the following items to their graduate coordinator:

1. Verification that the course is part of a degree program at the institution where it was taken. This verification can be either:
   a. A copy of the page from the graduate catalog of that institution which indicates that the course counts toward a degree program, or
   b. A letter to this effect from the graduate dean of that institution
2. An official transcript sent from the institution directly to the Graduate College showing the credit earned for the course. Transcripts “issued to student” will not be accepted.

It is suggested that the graduate coordinator review the documentation to determine whether the course has the appropriate content and quality to warrant inclusion in the student’s planned course of study.

Credits to be transferred must be:
1. listed on the student’s TDP or entered as an exception in DARS. Only graduate-level courses can be transferred to graduate degree programs;
2. within the six year time limit for completion of a master’s degree or within eight years for the doctoral degree. Transfer credit cannot be revalidated; and
3. only courses in which the student received a grade of A or B. Credit for an S grade will only be permitted if documentation shows that a grade of S is regarded as a B or better.

Credit hours, not grades, are transferred to the student’s degree program. Therefore, transfer credit does not affect the student’s cumulative grade point average at BGSU. NOTE: Courses taken for “professional development” cannot be transferred for graduate credit.

A student may transfer up to a maximum of 9 semester hours of post-baccalaureate credit into a master’s program subject to approval of the program and the Graduate College.

A student may transfer up to a maximum of 9 semester hours of post-master’s credit into a doctoral program subject to approval of the program and the Graduate College. This is in addition to the 30 hours that transfer from a master’s program.

Credit by Examination
Students who feel qualified to receive credit by examination may submit a formal petition to the Graduate College setting forth evidence of previous study and/or specific experience which they believe should permit them to take such an examination (see www.bgsu.edu/colleges/gradcol/documents). Students who successfully pass an examination for credit receive a grade of S. Students who fail an examination for credit have a notation to that effect entered in the appropriate place on the record. A maximum of six graduate credit hours may be taken by examination. Both degree seeking and non-degree students may earn credit by examination.

The Application/Report for Course Credit by Examination form is to be completed and signed by the student and the graduate coordinator before being presented to the Graduate College.

Theses and Dissertations

Thesis Committee Membership
A thesis committee must have at least two members from the student’s area of major concentration (including the chair). Some programs have additional requirements regarding committee membership.

For students earning a dual degree, the committee should include two professors from each department for a minimum total of four members. Dual degree committees may have either one chair or two chairs (co-chairs).
A non-voting committee member (known as a “reader”) does not count toward the minimum number of members required for the committee. All committee members need to be regular or provisional graduate faculty. If a member is not graduate faculty, he or she may receive a courtesy appointment to the graduate faculty. To request a courtesy appointment, the department Chair or program Director should send a completed Request for Courtesy Appointment form to the Graduate Dean, indicating the scholarly expertise of the individual for whom the courtesy appointment is being sought. The topic approval application will not be processed until all committee members have been approved for the graduate faculty.

**Thesis Topic Approval**
All Plan I (thesis) master’s students should submit a request for thesis topic approval, with original signatures, to the Graduate College on the Thesis/Dissertation Topic Approval form. To be eligible for topic approval, the student’s GPA must be 3.0 or higher. If human subjects or animals are involved in thesis research, the student must have an approval number from the Human Subjects Review Board or the Institutional Animal Care and Use Committee before submission to the Graduate College.

The graduate coordinator must sign the topic approval form. For students in a dual degree program, the graduate coordinators from both departments must sign the form.

A Student Records Team member will send a letter to the student when the topic is approved. Committee members and the graduate coordinator will receive a copy of the letter.

After the thesis topic has been approved and submitted to the Graduate College, students may not change their thesis advisor or committee members without the mutual consent of all parties. Any change must be transmitted to the Graduate College in writing and with the graduate coordinator’s approval.

**Dissertation Committee Membership**
A dissertation committee must have at least three members (including the chair) from the student’s program and a graduate faculty representative. A non-voting committee member (known as a “reader”) does not count toward the minimum number of members required by the student’s program. Doctoral students may change committee members after passing the preliminary examination, provided the changes are approved by the Graduate Coordinator, and the Graduate Dean (or the Dean’s designate) is notified of the change.

The dissertation committee chair must have regular graduate faculty status. All other committee members should be regular or provisional graduate faculty. If a committee member is not on the graduate faculty, he or she may be eligible for a courtesy appointment to the graduate faculty. To request a courtesy appointment, the department chair or program director must write a letter to the Graduate Dean, accompanied by the appropriate documentation indicating the scholarly expertise of the individual for whom the courtesy appointment is being sought.

**Dissertation Topic Approval/Admission to Candidacy**
Doctoral students must submit a request for dissertation topic approval to the Graduate College on the Thesis/Dissertation Topic Approval form. Approval of the topic by the Graduate College admits the student to doctoral candidacy. To be eligible for candidacy, the student must have a GPA of 3.2 or higher, have completed any foreign language requirements, where required, and have passed the preliminary examinations.

If human subjects or animals are involved in dissertation research, the student must have an approval number from the Human Subjects Review Board or the Institutional Animal Care and Use Committee. The applications to these compliance committees must be submitted in the name of the student with the student conducting the actual research work.

The graduate coordinator, the student, and all committee members must sign the topic approval form. If the graduate coordinator has not signed the form, it will be returned for the appropriate signature.

A Student Records Team member will send a letter to the student when the topic is approved along with an indication that the student has been admitted to candidacy. Committee members and the graduate coordinator will receive a copy of the letter.

After the dissertation topic has been approved and submitted to the Graduate College, students may not change their dissertation advisor or committee members without the mutual consent of all parties.

**Graduate Faculty Representative**
The graduate faculty representative appointed to a student’s preliminary examination committee also serves on the dissertation
committee. The graduate faculty representative is a full committee member who participates in all deliberations and actions.

In general, the graduate faculty representative to a Ph.D. committee has two primary responsibilities: (a) to assure the University that all minimum standards of the Graduate College, both written and implied, have been met in all aspects of the preliminary examination process and in the writing of the dissertation; and (b) to ensure that the student is treated fairly and equitably in all aspects of the examination and dissertation processes.

As with any member of the committee, the representative is expected to read and critique the dissertation. Any comments and suggestions carry equal weight with those of all other committee members. The representative is not to sign the dissertation unless the suggestions have been considered, the questions have been answered, and there is evidence that the student has successfully completed the requirements of the Ph.D. degree.

**Thesis and Dissertation Handbook**
The final version of the manuscript must conform to the formatting guidelines provided in the Thesis and Dissertation Handbook.

**Submission of Completed Manuscript**

**Deadlines**
The results of the final examination (e.g., dissertation defense) for the doctoral degree must be received in the Graduate College by the published deadlines each semester.

**Required Forms**
When the completed manuscript (or the title page and abstract only in the case of MFA-Creative Writing students) is ready to be submitted electronically to the Graduate College via OhioLINK, the original ETD Approval/Submission form with all committee member's signatures, along with a copy of the title page and abstract, must be submitted directly to the Graduate College. The final manuscript will not be approved until this form is on file in the Graduate College and must be received by the published deadline each semester.

The Graduate Council has approved the implementation of electronic submission of theses and dissertations beginning with Fall 2005 for all graduate programs. Paper copies will no longer be accepted by the Graduate College for students graduating in December 2005 and beyond.

Students in the MFA-Creative Writing program must submit a hard copy of the thesis to the Graduate College and a title page and abstract electronically via OhioLINK. Please refer to the Thesis and Dissertation Handbook for more information: [www.bgsu.edu/colleges/gradcol/tdhandbook/index.html](http://www.bgsu.edu/colleges/gradcol/tdhandbook/index.html)

The Graduate College expects that the official University copy of the submitted manuscript will be error-free and ready for publication on the World Wide Web.

In addition, the Survey of Earned Doctorates (SED) must be completed and submitted to the Graduate College. Please visit the Graduate College Documents and Forms webpage for more SED information: [www.bgsu.edu/colleges/gradcol/documents/index.html](http://www.bgsu.edu/colleges/gradcol/documents/index.html)

**Examinations**
The Graduate College regulation concerning a satisfactory performance in the comprehensive, preliminary, and final oral examinations states that, "For a student to pass this examination, the committee shall either cast a unanimous vote or there may be one dissenting vote. If the committee should decide to pass the student with conditions, the conditions must be met before the examination is recorded as satisfactory."

**Plan I Master's (Thesis)**
Plan I students should submit the ETD Approval/Submission form to the Graduate College, indicating the results of their final oral examination (thesis defense) and approval of their manuscript with original signatures. Under the "Results of the Final Examination for the Degree" heading, all committee members (including the chair) and the graduate coordinator must sign and indicate the results of the exam and manuscript approval.

Dual Degree students should submit the ETD Approval Submission-Dual Master's form to the Graduate College indicating the results of their final oral examination (thesis defense) and approval of their manuscript with original signatures. Under the "Results of the Final Examination for the Degree" heading, all committee members (including the co-chairs) and both graduate coordinators must sign and indicate the results of the exam and manuscript approval. The ETD form must be dated with month, day, and year (mm/dd/yyyy).
Plan II Master’s (comprehensive exam, presentation, final project, recital, portfolio, etc.)

Plan II Deadline
The Graduate College deadline by which students must take and pass the comprehensive examination or complete their final project in order to be able to graduate is posted every semester, and is approximately three weeks before commencement. As with all Graduate College deadlines, programs are free to establish an earlier deadline if desired.

Students who take the examination or complete their final project after the posted date will not be eligible to graduate until the following term. However, if all degree requirements are met before 5:00 p.m. of the first day of the following term, students will not be required to register for the term in which they graduate.

Plan II Results
Departments and programs must submit the results for Plan II students on the Master’s Plan II Report form (or the specially-designed forms for art and performance studies in music). Under the "Plan II: Non-Thesis" heading, the graduate coordinator must sign the original form and indicate the results of the exam and/or completion of the final project. The Plan II result form must be dated with month, day, and year (mm/dd/yy). Any student who fails the comprehensive examination may, upon recommendation of the program's graduate coordinator and approval of the Graduate College, be granted permission to take a second examination. Upon failing a second examination, the student is dropped from the Graduate College.

Preliminary Examinations (Doctoral)
All doctoral students should submit a Preliminary Examination Application to the Graduate College approximately four weeks prior to the date of the examination. The graduate coordinator, the student, and all committee members must sign the application.

Application
When the preliminary examination application is submitted, a Student Records Team member will review the student's file to determine if the student is eligible to take the exam. To be eligible, the student must have a GPA of 3.2 or higher, and a submitted TDP or DARS.

Committee Membership
A preliminary examination committee must have at least three members (including the chair) from the student's area of major concentration, in addition to a graduate faculty representative. A non-voting committee member (known as a "reader") does not count toward the minimum number of members required by the student's program.

The committee chair must have regular graduate faculty status. All other committee members should be regular or provisional graduate faculty. If a committee member is not on the graduate faculty, he or she may be eligible for a courtesy appointment to the graduate college. To request a courtesy appointment, the department chair or program director must write a letter to the Graduate College, accompanied by the appropriate documentation indicating the scholarly expertise of the individual for whom the courtesy appointment is being sought.

Graduate Faculty Representative
The Graduate College will assign the graduate faculty representative to the student's preliminary committee. Committee members, the graduate faculty representative, the graduate coordinator, and the student will receive written notification of the appointment.

In general, the graduate faculty representative to a doctoral committee has two primary responsibilities: (a) to assure the University that all minimum standards of the Graduate College, both written and implied, have been met in all aspects of the preliminary examination process and in the writing of the dissertation; and (b) to ensure that the student is treated fairly and equitably in all aspects of the examination and dissertation processes.

The graduate faculty representative on the preliminary examination and dissertation committees is a full member and must be a participant in all deliberations and actions. As it is for any member of the committee, results of examinations conducted without the participation of the representatives are not acceptable. The representative is expected to contribute to the preliminary examinations of a student in order to ensure the Graduate College of the satisfactory quality of the student's performance.

Exam Results
Ph.D. and Ed.D. students must submit the results of their preliminary exams to the Graduate College on the Preliminary Examination Application/Report form. The form must be signed by all members of the committee including the graduate faculty representative. The form must be dated with month, day, and year (mm/dd/yyyy).
A Student Records Team member will record the results and the date of the exam.

For a student to pass the preliminary examination, the committee must either cast a unanimous vote or a vote with one dissenter. If a student is allowed to pass an exam with one dissenting vote, the Graduate College requests that the faculty member who casts the dissenting vote articulate his or her objections in a letter to the Dean.

If the committee decides to pass the student with conditions, the conditions must be met before the exam is recorded as satisfactory. These conditions must be conveyed in writing to the Dean of the Graduate College.

If the student fails the preliminary examination, she or he may (after a lapse of six months or more) take a second examination upon the recommendation of the departmental doctoral committee. Dismissal from the doctoral program will result if the second examination is failed.

Incomplete Grades
An INC (incomplete) may be given only when, for some justifiable reason, a student fails to take the final examination or to fulfill a specified requirement in a course.

An INC may be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Graduate College. The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:

- Fall semester: June 1
- Spring semester: September 1
- Summer semester: January 1

However, an individual instructor may come to an agreement with his or her student for an earlier deadline for removal of an incomplete grade.

The graduate dean designate has the authority to extend the deadline for an incomplete. The student must petition the graduate dean designate for such consideration in writing and prior to the expiration of the deadline. The instructor’s support is required for approval of the request. See www.bgsu.edu/colleges/gradcol/documents/index.html for “Incomplete Extension Request.”

For courses taken S/U, any mark of INC not removed by these deadlines will change to U. For courses taken for a letter grade, any mark of INC not removed by these deadlines will change to F. A student cannot graduate with a grade of INC in a graduate level course.

Two or More Incompletes
The Graduate College may inform all graduate coordinators about students who accumulate more than two incompletes on their academic record. The Graduate College may ask the graduate coordinator to review the student’s academic progress and to consult with the student as appropriate. Students who accumulate three or more incompletes on their transcript may not be eligible for a graduate assistantship.

Incomplete Grades at Graduation
All incompletes in course work (with the exception of thesis and dissertation hours) must be finished by the graduation deadline and the grade must be received in the Office of Registration and Records by the final graduation deadline in order for the student to be approved for graduation. The graduation deadlines take precedence over any other deadlines.

Grade Appeal Process
Grades received in courses may be appealed under the Grade Appeal Policy (see below). Concerns about sexual, racial, and ethnic harassment may be pursued under the policies pertaining to those matters (see Student Handbook). Students may also pursue concerns about training and work assignments, financial disputes involving graduate assistant contracts or awards, and academic problems not related to courses (such as good academic standing and comprehensive and preliminary examinations), under the Graduate College Grievance Procedures established for this purpose. The Graduate College procedures do not supersede the other grievance policies and procedures set down in the Student Handbook and the BGSU Governance Documents.

As a general rule, the graduate coordinator should make every effort to resolve the complaint at the departmental or program level. If resolution at this level proves difficult, the student should be made aware of the various steps involved in lodging a formal complaint with the Graduate College. Students seeking advice on the academic grievance process may contact the Assistant Dean for Graduate Admissions.
In the event that a graduate student wants to appeal a grade that has been assigned by a faculty member in a course, the following steps are followed:

- The student submits a written grade appeal to the faculty member stating the nature of and grounds for the appeal. A grade appeal must be initiated by the end of the fifth week of the academic term following the issuance of the grade, with the exception of spring term in which case the appeal must be initiated by the end of the fifth week of the following fall term. All actions for grade changes must be concluded by the end of the next term, with the exception of spring term in which case action must be completed by the end of the following fall term. Although the Academic Charter provides for a grade appeal process, it unequivocally states, “However, the sole responsibility and authority for determining grades rests with the faculty member who assigned the grade” [B-II.G.9.b (1)].

- The faculty member reviews the written appeal and makes a decision. If the faculty member agrees that a change should be made, then the faculty member submits a written request for a grade change to the Dean (i.e., line college Dean and the graduate college Dean). According to University policy, a faculty member may change a grade only on the basis of a grade appeal or for “a demonstrable mechanical error,” such as transferring the wrong grade for a student from the grade book to the grade roster. Both the faculty member's dean (i.e., the line college Dean) and the graduate student's dean (i.e., the Dean of the Graduate College) must be notified in writing of a change in grade issued by a faculty member. If the faculty member does not agree that a change in grade is appropriate, the faculty member notifies the student of that decision.

- If a graduate student wants to appeal the faculty member's decision not to change the grade, she or he may contact the chair of the faculty member's department and ask for the name of the department's grade appeal agent. The department chair will either appoint a grade appeal agent or inform the student of the department's existing grade appeal agent. According to University policy, a grade appeal agent hears the complaint, gathers information, talks with both the student and faculty member, mediates the grade dispute when possible, and/or identifies the appropriate channel(s) for resolving the problem(s). If the grade appeal agent does not support the appeal, she or he must communicate that decision to the student. The grade appeal agent submits a report on the grade appeal to the department chair.

- If the grade appeal agent is unable to resolve the grade dispute, the student may state the full particulars of the appeal in writing and submit the statement to the department chair. Notes are to be kept on proceedings at this level. The department chair reviews the appeal and makes a recommendation as to whether the grade should or should not be changed. If the department chair supports the student's appeal, she or he may attempt to bring moral suasion to bear on the faculty member to adjust the grade. However, a department chair may not mandate a change of grade. If the department chair does not support the appeal, the department chair must communicate that decision to the student. Regardless of the outcome of the department chair's review, the department chair prepares a brief report on the grade appeal and forwards it to the Graduate College Dean.

- If the department chair is unable to resolve the grade dispute, the student may submit a grade appeal to the Dean of the Graduate College for review. The Dean will form and convene a five-member grade appeal committee following the guidelines for forming a grievance board as described on page 112 of the Graduate Coordinator’s Handbook. The grade appeal committee will make a recommendation to the Dean of the Graduate College who, in turn, makes a recommendation to the faculty member. If the appeal committee does not support the appeal, the committee must communicate that decision to the student.

- The Academic Charter does not provide for an appeal process beyond the Graduate College for grade appeals.

Grievance Procedures
Approved by the Graduate Council - 11/13/86
Revisions Approved by Graduate Council - 3/11/93

The Graduate College grievance procedures do not apply to cases processed under the jurisdiction of the University Student Code. The grievance procedures specifically apply to training and work assignments, financial disputes involving graduate assistant contracts or awards, and academic problems not related to courses (e.g., good academic standing, comprehensive and
preliminary examinations), whereas the Student Code applies to performance, conduct and behavior. Moreover, the procedures do not apply to academic honesty, sexual harassment nor racial and ethnic harassment.

The Graduate Student Senate, the official governance body of graduate students, may be consulted at any stage of the grievance process. A representative from the Graduate Student Senate may accompany any graduate student and help present any appeal processed by the Graduate College Grievance Policy.

Graduate student grievances must be considered carefully and fairly within the University. Grievance procedures used to resolve problems involving graduate students should be made at the lowest possible administrative levels. In some cases, the resolution of a problem may require, for the parties involved, a higher, formal and open channel for expressing grievances and for obtaining a fair and prompt hearing. A Grievance Board procedure has been established to investigate referred cases and to conduct hearings. Of primary concern to Grievance Boards are cases involving training and work assignments, financial disputes involving graduate assistant contracts or awards, and academic problems not related to courses. Moral and political behavior are not a concern of the Board because these are regulated by the Student Code of the University and by local, state and federal laws.

All students are granted due process rights in the resolution of academic and related problems at Bowling Green State University. However, it is the student’s responsibility to pursue such problems in a timely fashion. In order to be eligible to file a formal appeal in accordance with the procedures set down in this document, students must initiate at the department/ school/program level a discussion of the problem within four weeks of its occurrence as outlined in the following section, and must notify the Dean of the Graduate College that the problem has not been resolved within four weeks of the initiation of the discussion.

The following grievance procedures are to be used:

**Actions at Department/School/Program Level**

In order to resolve an issue rapidly and effectively, every attempt should be made to handle grievances at the departmental or level of origin. When a student has a complaint, he or she is strongly encouraged to discuss the problem with the instructor involved, the course supervisor, the graduate coordinator, or other appropriate individuals in the department/ school/program. If the problem is not resolved, the Chair/ Director or the Graduate Committee may be able to provide an effective solution. If a problem is not satisfactorily resolved at the department/ school/program level, the complainant may appeal the decision to the Dean of the Graduate College. An appeal to the Dean will result in the implementation of formal appeal procedures.

**Formal Appeal**

1. If all attempts to resolve a problem at the department/ school/program level have failed, the complainant may submit the problem along with the desired outcome in writing to the Dean. This formal written appeal should briefly summarize the pertinent facts of the case and describe the attempts made to resolve the issue at the department/school/program level.
2. The Dean’s designee shall investigate the complaint in an attempt to resolve the issue. The involved parties shall be informed of the results of the investigation and the proposed resolution within ten working days of the initial written appeal or as soon as possible thereafter.
3. If the complainant is not satisfied with the results of the investigation and proposed resolution, he or she may request, in writing, within five working days of receiving notice of the designee’s decision, that a Grievance Board be convened to hear the case. The Board shall operate on an ad hoc basis with membership as indicated below.

**Grievance Board Membership**
The Grievance Board membership categories outlined below include faculty and graduate students who have had no previous contact or involvement with the referred case.

1. Chair - A regular member of the Graduate Faculty, designated by the Dean of the Graduate College and from a department/ school/program not involved in the issue. The Chair will vote only in instances of a tie vote by the Board.
2. Members - Three members, not involved in the complaint, are to be appointed by the Dean of the Graduate College: (a) a graduate student in good academic standing from a discipline related to the program in which the complainant is enrolled; (b) a regular member of the Graduate Faculty from a discipline related to the program in which the complainant is enrolled; and (c) a regular member of the Graduate Faculty who is not a member of the complainant’s department. The fourth member, a
graduate student in good academic standing, not involved in the complaint nor a member of the complainant’s department, is to be appointed by the President of the Graduate Student Senate.

Hearing Procedures

1. All hearings and investigations by the appointed Grievance Board shall be conducted in closed sessions with only members of the Board and invited or approved persons present. The Board and the concerned parties in the case shall receive from the Dean of the Graduate College all the pertinent information compiled on the case. A final recommendation should be made to the Dean within ten working days of the complainant’s initial appeal to the Board or as soon as possible thereafter.

2. Balloting and voting by the Board will be secret. One faculty member and one student member will be tellers for each vote by the Board.

3. The complainant may have an advisor present, such as a graduate student, a member of the faculty, a friend, a relative or an attorney. The respondent (person or department) may also have an advisor present. Witnesses may be called to present evidence on behalf of either the complainant or the respondent.

4. All information on which a decision is to be based must be submitted before the Board in the presence of the student and decisions should be based solely upon such information. The complainant has the right to question all testimony and confront all witnesses.

5. A tape recording will be made of each Board meeting. A summary of all sessions of the Board shall be prepared by secretarial personnel from the Office of the Graduate College. Copies of the summary shall be distributed to the appropriate parties concerned and be kept on file in the Office of the Graduate College for two years following the last period of registration of the complainant.

6. The Board will reach a decision in the case and make a specific recommendation of action to the Graduate Dean. The Dean will review this recommendation, make a final decision in the case, and convey that decision to the appropriate parties concerned within five working days. The decision and disposition of the case will be filed with the minutes.

7. The assignment of any warranted sanctions or corrective actions rests with the Dean of the Graduate College, and will be implemented in a prompt manner.

The time limit for master’s level students to complete all degree requirements is six years from the end of the semester of the first course used to fulfill degree requirements on the TDP or DARS. The time limit for doctoral students to complete all degree requirements is eight years from the end of the semester of the first course used to fulfill degree requirements on the TDP or DARS.

Time-to-Degree Policy for Doctoral Students (effective Summer 2008)

If a doctoral student has not completed all degree requirements eight years after completing the first course required for the degree, he or she is no longer eligible to continue in the program until successfully taking a new, second preliminary examination. Upon passing this second preliminary examination, the student has four years to complete all degree requirements. Barring a verifiable personal emergency justifying an extension as determined by the dean designate of the Graduate College, a doctoral student shall not be permitted to take more than four additional years to complete the degree.

If a doctoral student has not taken and passed a preliminary examination within eight years after completing the first course required for the degree, she or he shall be dismissed from the program.

Course Revalidation Policy/Procedures

For Master’s students (and doctoral students entering before Summer 2008)

If the extension is approved by the Graduate Coordinator and the Graduate College, revalidation of outdated courses will be necessary. All courses that will be more than six years old for master’s students, or eight years old for doctoral students, at the time of graduation will require revalidation. All revalidations should be completed at the departmental level, endorsed by the Graduate Coordinator, and submitted to the Graduate College by 5:00 p.m. of the Friday of exam week. In the case of summer, all revalidations must be completed by 5:00 p.m. of the last day of classes.

The procedures for course revalidation for master’s students (and doctoral students entering before Summer 2008) are:

- The Graduate Coordinator will establish an ad hoc revalidation committee composed of a minimum of three Faculty, including the Graduate Coordinator.
• The committee will determine on a course-by-course basis the appropriate form of revalidation and communicate the nature and the results of the revalidation process to the Graduate College on this form.

• The maximum time allowed for the master’s degree with revalidation is seven years from the end of the earliest course used to fulfill degree requirement on the TDP. If outdated courses are needed to meet requirements, they must be retaken.

• For students entering prior to Summer 2008: The maximum time allowed for the doctoral degree with revalidation is nine years from the end of the earliest course used to fulfill degree requirement on the TDP. If outdated courses are needed to meet requirements, they must be retaken.

• Students may not revalidate courses with a grade of C or lower, an internship or practicum, or courses taken at other institutions.

• All three committee members must sign the revalidation form. Revalidation will be approved if two-thirds of the ad hoc committee members support approval.

• A $25, non-refundable fee must be paid to the Bursar for each course approved for revalidation. The Bursar will forward the revalidation form to the Graduate College for final approval.

Extension of Deadline for Completion of a Master’s (and Doctorate for students entering before Summer 2008) Degree
A master’s student may apply for an extension of up to one year if the request for an extension is made before the time limit has elapsed. An extension does not “stop the clock” on the time to degree limit so the student will be expected to revalidate all out-of-date course work.

A doctoral student, who entered before Summer 2008, may apply for an extension of one year if the request for an extension is made before the time limit has elapsed. Doctoral students may be granted two extensions, not to exceed a total of two calendar years. The student will be expected to revalidate all out-of-date course work with extension on time limit.

Approval of the request for an extension to complete the graduate degree rests with the Graduate College.

Leave of Absence Policy
Students who wish to request a leave of absence from the University must do so in writing. The letter must clearly explain the reason(s) for their request, when they need to begin their leave, and when they intend to return. Leaves of absence are not awarded without compelling reasons and, in the case of medical emergencies, supporting documentation from the student’s medical doctor should accompany their request. The letter of request must be endorsed by their graduate coordinator and the Chair of the department or Director of the program before it is forwarded to the Graduate College for approval.

A leave of absence must be for a designated period of time. Typically, a leave is from 6 to 12 months. If a student is on an approved leave of absence, the time of the leave does not count against the six- or eight-year time limit for degree completion; the student cannot use University services during a leave of absence. Students may not take a leave of absence for the purpose of taking undergraduate courses.

Academic Probation and Dismissal
It is the responsibility of the graduate coordinator and graduate advisor to help monitor the continuing academic progress of all students in their graduate program. The graduate coordinator and other members of the graduate faculty should help the student develop strategies for making satisfactory progress.

It is possible for a student to lose funding at the end of a semester and be placed on academic probation (without funding) for the subsequent semester.

Graduate students are required to demonstrate “satisfactory progress toward the degree” in order to maintain a teaching, administrative, or research assistantship. Failure to make “satisfactory progress toward the degree” normally results in academic probation and can lead to dismissal from the graduate program. As defined in the Graduate Catalog, “satisfactory progress” means that master’s students must maintain an overall GPA of 3.0 and doctoral students must maintain a 3.2 GPA. This 3.0 GPA requirement applies to all graduate students at BGSU, including those who are currently enrolled as non-degree seeking students.

Students who are placed on or continued on probation will be notified in writing by the Graduate College. Students are rarely dismissed after only one semester of low grades unless they were conditionally admitted. However, students should not normally
remain on probation for more than two semesters unless they are very close to a 3.0 or 3.2 and can demonstrate the ability to earn As. If it is determined that a student already on probation is not likely to earn As, dismissal should be considered in a timely fashion.

The Graduate College monitors all graduate student files at the end of each semester once grade reports have been issued. A report is generated to identify students whose GPA falls below 3.0 (for master’s students) or 3.2 (for Ph.D. students).

The following are criteria for determining unsatisfactory progress:
The accumulation of two or more Cs, a D or an F should cause the student and the graduate coordinator serious concern. These grades are indicators to the student in question that he or she is not making acceptable progress toward the degree. Students should be notified in person about their lack of satisfactory progress and the graduate coordinator or other members of the graduate faculty should articulate clearly what the student must do to be successful. If the Graduate College determines that a student is not in good academic standing at the end of a semester the Assistant Dean will review the student’s academic record and make one of the following recommendations:

1. place the student on academic probation for the following semester allowing the student the semester to remedy deficiencies, along with providing the student clear direction on what the student must do; or
2. continue the student on academic probation for an additional semester if academic progress is evident but the GPA is still below required levels; or
3. dismiss the student from the Graduate College if it is clearly evident that academic progress is not being made. NOTE: This decision is made only after the Graduate College has consulted with the student’s graduate coordinator and both agree that this is the appropriate course of action.

If the decision is made to dismiss the student from his or her program of study, the Graduate College will notify the student in writing and a letter will be sent to the Registrar indicating that the student’s name should be removed from the appropriate computer files. The student may:

1. continue graduate study as a degree-seeking student only if admitted into another degree program;
2. continue to take graduate classes as a non degree graduate student through the Office of Continuing & Extended Education; or
3. appeal the decision by submitting a written petition to the graduate coordinator in their program area.

It should be noted that when a student withdraws from a course in which his or her work is considered unsatisfactory at the point of withdrawal, a grade of WF will be assigned; this grade computes on the student’s transcript as a failing grade (0.0) in the cumulative grade point average.

If a student withdraws from the University with less than a 3.0 or 3.2 respectively, she or he must be readmitted to the Graduate College and the degree program before she or he can enroll in additional courses.
RESOURCES AND ADDITIONAL INFORMATION

Graduation

Applying for Graduation
To become a candidate for a graduate degree—master’s, specialist, or doctoral—the student must file an application for graduation by the published deadlines below.

Fall semester: September 18
Spring semester: January 26
Summer semester: June 5

Students applying for graduation must do so on-line through MyBGSU – Registration Services. Please consult the Graduation Checklist to ensure completion of degree requirements before submitting the application.

A student’s record will not be reviewed or approved for graduation until the student has submitted an application for graduation.

Enrollment Requirement for Graduating Students
Graduate College policy requires that all graduate students be registered for at least one semester hour during the term in which they graduate.

NOTE: the student does not need to be registered at BGSU if they are completing revalidation or if they are attending another institution where they are taking a course listed on their TDP that will be transferred back to BGSU.

As an exception, immediately following a semester of enrollment, students who have completed all degree requirements prior to 5:00 p.m. on the first day of classes in the term they officially graduate, do not have to register for one hour of credit if they can satisfy all of the following conditions:

1. Have enrolled in all required course work; and
2. Have submitted, via OhioLINK, an error-free copy of their dissertation or thesis* to the Graduate College for doctoral or Plan I (thesis) master’s students (MFA-Creative Writing students submit only an abstract to OhioLINK), or have completed comprehensive exam, presentation, final project, recital, portfolio, etc. if Plan II (non-thesis) master’s students; and
3. Have on file, in the Graduate College, the signed ETD Approval/Submission form dated with month, day, and year (mm/dd/yy) along with a paper copy of the title page and abstract; and
4. Will have removed all incompletes prior to the first day of classes in the term they graduate.

*For MFA-Creative Writing students a hard copy of the manuscript must be on file in the Graduate College.

Verification Prior to Graduation
The Graduate College will verify the following items before approval for graduation:

- **Full Admission to a Degree Program** - Students must have been fully admitted to a graduate degree program in order to graduate.
- **TDP or DARS** - An accurate, final TDP or DARS must be on file with the Graduate College. Any changes to the TDP or DARS should have been submitted in writing to the Graduate College.
- **GRE or GMAT Scores** - Valid GRE scores are required of all students, with the exception of those in business administration who must submit GMAT scores; those in organization development may submit either GRE or GMAT scores; those in Master of Fine Arts in Art are exempt.
- **Plan II (non-thesis) Results** - Plan II master’s students must have passed the capstone experience(s) and the results must have been reported to the Graduate College.
- **Thesis or Dissertation Topic Approval Form** - Plan I (thesis) master’s and doctoral students must have submitted a topic approval form to the Graduate College.
- **Thesis or Dissertation Manuscript Approval** - Plan I (thesis) master’s and doctoral students must have submitted a thesis or dissertation manuscript to the Graduate College before the official deadline for the semester during which they plan to graduate. In addition, Plan I master’s and Ph.D. students must have submitted a manuscript approval and dissertation defense form, signed by their committee members and graduate coordinator, with the manuscript.
- **Continuous Registration** - Once a student has registered for research credit (699 or 799), all Plan I master’s and doctoral students are required to maintain continuous registration for dissertation or thesis research credit for each semester, excluding summer sessions, until the manuscript is submitted to and approved by the Graduate College. Students who wish to graduate during the summer term must be enrolled in research credit during that term.
• **Transfer Credit** - For a student to fulfill degree requirements with transfer credit from another university, the Graduate College must receive an official copy of the student’s transcript directly from that university. Courses beyond the stated time-to-degree limits or receiving a grade of C or lower will not be transferred. NOTE: Courses taken as "professional development" cannot be transferred.

• **Incompletes** - All incompletes in course work listed on the TDP (with the exception of thesis and dissertation hours) must have been finished by the published graduation deadline and the grade have been received by the Office of Records & Registration. It is the student’s responsibility to complete the coursework in time to allow the instructor to meet the established deadline.

• **Time to Degree** – Six years for master’s and eight year’s for doctoral students.

• **Survey of Earned Doctorates (SED).**

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**Graduation Ceremony Walk-through**
Under Graduate College policy, a master’s student may participate in the graduation ceremony only if she or he has completed all work for the degree and a thesis by the last day of classes (not finals week). The student must submit, in writing, a compelling reason to walk-through (e-mail is acceptable) to the Graduate College once s/he has completed all requirements for the degree. Verification from the graduate coordinators is also required. Permission must be granted to "walk-through" from the Graduate Dean designate, who will notify other relevant offices. Depending on when the requirements have been completed and the request has been approved, there is no guarantee that the student’s name will be listed in the program booklet. **Doctoral students may not "walk-through" the graduation ceremony.**

**Graduate Student Research**
Thesis and dissertation research projects involving laboratory animals must be reviewed by the Institutional Animal Care and Use Committee (IACUC) prior to the initiation of the study. Such projects must receive approval from the committee before the thesis or dissertation topic can be approved by the Graduate College. An application for approval can be obtained from the Director of Animal Facilities or by contacting the Office of Compliance (www.bgsu.edu/offices/orc/).

Student research projects that involve collecting information from or about living persons must be reviewed by the Human Subjects Review Board (HSRB). This consultation should take place during the design stage of the research project; thesis or dissertation projects must receive approval from HSRB before a topic can be approved by the Graduate College. The identity of a department’s representative may be obtained from the departmental graduate coordinator or by contacting the Office of Compliance (www.bgsu.edu/offices/orc/).

Graduate students collecting data or carrying on correspondence in connection with a thesis or dissertation may not use the name of the University without special written permission of the dean designate of the Graduate College. Any questionnaires or other materials distributed outside the University must receive the prior approval of the instructor or advisor in charge of the study before a student seeks approval by the dean designate.

If you are advising a student who is conducting research on human subjects, both you and your advisee will need to have completed Human Subjects training. The Office of Compliance will be offering training sessions for faculty, staff and students conducting research with human subjects on a regular basis throughout the year. Please visit the Office of Compliance web site for more information.

In addition to these scheduled sessions, the Office of Compliance can conduct training sessions for individual departments (research groups, faculty meetings, individual classes). All workshops require a two-hour block of time and a location which can accommodate a PowerPoint presentation. Please contact Rich Rowlands to coordinate the scheduling details at 372-7716 or hrsrb@bgnet.bgsu.edu

Additional information concerning the policies applicable to student research projects can be obtained from the Office of Sponsored Programs and Research (SPAR).

**Research Support**

**Professional Travel Support**
Travel funds available through the departments are used to encourage and support graduate student attendance, participation, and paper presentations at regional and national conferences and professional meetings. To be eligible for a travel award, graduate students must (1) be fully admitted (i.e., without conditions) to a BGSU graduate degree program, (2) be in good academic standing, and (3) be enrolled at the time of the conference (preference is given to graduate students registered for at least 12 hours).
Thesis/Dissertation Support
Support funds available through the departments are intended to assist graduate students in meeting expenses of their research or creative activities. Awards may be made to (1) doctoral candidates engaged in dissertation research, (2) master’s students involved in thesis research under Plan I, and (3) M.B.A. students completing research projects for GBA 691. Only one award per degree may be granted. In order to be eligible, applicants must (1) be in good academic standing, (2) be enrolled at BGSU (preference is given to graduate students enrolled for at least 12 hours), and (3) have an approved topic. Applicants whose research involves collection of any kind of information from or about people by survey, interview, testing, observation, examination, specimen collection, or review of records must obtain prior approval from the Human Subjects Review Board. Applicants whose research involves laboratory animals must obtain prior approval from the Animal Care and Use Committee.

Applications for professional travel and/or thesis/dissertation support should be made directly to the graduate coordinator of each unit receiving funds. Applicants are encouraged to apply early to prevent delays in their research.

Distinguished Thesis and Dissertation Awards
The Graduate College grants a Distinguished Thesis and a Distinguished Dissertation Award annually to honor outstanding research at the master's and doctoral levels. These awards consist of a student honorarium, a certificate of citation, and an award of recognition for the thesis/dissertation advisor. In addition, award winners automatically become the Graduate College nominee for various other regional and national awards. For more information about the awards and nomination procedures, contact the Graduate College.

Katzner/University Bookstore Funds for Graduate Student Research and Professional Development
The Katzner and University Bookstore Funds for Graduate Student Research and Professional Development are designed to supplement costs for graduate student research (project, thesis, or dissertation) and professional development activities. Proposals will be evaluated based on their ability to promote high quality, independent research. Up to 20 (10 in Spring and 10 in Fall) awards of no more than $1000 may be awarded each year.

Any fully admitted graduate student who is currently enrolled and in good academic standing is eligible to apply. Graduate Departments/Programs may submit up to one application per semester. Students may not apply for this award during the semester in which they graduate.

One application from each program (one from a masters degree program and one from a doctoral degree program) will be accepted for consideration. The graduate coordinator for each program should select the applicant from each program that will enter the competition.

A faculty committee will evaluate the quality of research, contribution to professional development of the student, and appropriateness of budget request.

Shanklin Award
The Graduate Student Senate supports the annual Shanklin Award competition, which recognizes outstanding original research by graduate students in three areas: arts and humanities; social and behavioral sciences; and sciences and mathematics. Finalists give public presentations on their research and are eligible to receive cash awards for first and second places. Review committees for the competition, which takes place during the spring semester, are comprised of BGSU faculty members. Please visit the Graduate Student Senate website at www.bgsu.edu/offices/gradstudentgovernment/gss/page22818.html for more information about this award process.

Graduate Student Senate Funding for Professional Development (FPD)
The Graduate Student Senate offers supplemental financial support to BGSU graduate students who participate in professional development activities (i.e. conferences, workshops, recitals, etc.). The application process for the Funding for Professional Development (FPD) takes place in the fall, spring, and summer semesters. Please visit the Graduate Student Senate website for more information: www.bgsu.edu/offices/gradstudentgovernment/gss/page22817.html.

Student Legal Issues
For situations related to student grievances and legal issues, please refer to the Student Handbook: www.bgsu.edu/offices/studentdisciplinary/page13842.html.
University Policies on Sexual, Racial, and Ethnic Harassment
For information regarding University policies related to sexual, racial, and ethnic harassment, please refer to the student handbook:

Sexual Harassment - www.bgsu.edu/offices/sa/studentdiscipline/page13902.html

Racial and Ethnic Harassment - www.bgsu.edu/offices/sa/studentdiscipline/page13901.html

Graduate College Forms
Please visit www.bgsu.edu/colleges/gradcol/documents/index.html for a complete listing of all forms available on-line.

Student Emergency/Crisis Plan
Please visit the following web site for further information: www.bgsu.edu/offices/sa/counseling/

Policy in the Event of the Death of a Student
In the event of the death of a graduate student, the following procedures are to be followed:

1. The Dean of the Graduate College is to be notified immediately.
2. The Graduate College office handles the following institutional responsibilities—Departments should take appropriate action as well.
   a. Notification of the following offices and individuals:
      i. President's and Provost's offices
         1. President’s Office is responsible for lowering the flag
      ii. Dean of the College in which the department is housed
      iii. Faculty members
         1. Current instructors
         2. Graduate Coordinator
         3. Chair/Director
      iv. Graduate Student Senate
      v. International Programs (if an international student)
      vi. Registration and Records (if the deceased is a student)
      vii. Bursar (if the deceased is a student)
      viii. Payroll (if the deceased is a graduate assistant)
   b. Send appropriate flowers/memorial/etc. from the Graduate College.
   c. Send a letter of sympathy to the family on behalf of the Graduate College.
   d. Attend services

3. In cases where the student is very close to graduation at the time of death, interested faculty may petition for the awarding of a posthumous degree. Such petitions are approved quite sparingly. Thus, it is inappropriate to say anything to the deceased's family or friends about the possibility that a degree will be awarded posthumously until such time as the Provost may approve the petition. The petition includes a brief statement about the student's progress at BGSU and the rationale for recommending the awarding of a degree posthumously. The petition requires review and approval at the following levels:
   i. Departmental approval—the petition must carry the approval of the graduate committee, the department, and the chair/director.
   ii. Collegiate approval—the petition must carry the approval of the Dean of the College in which the department is housed.
   iii. Graduate College approval—the petition must carry the approval of the Dean of the Graduate College.
   iv. Institutional approval—the Provost makes the final determination concerning the appropriateness of the petition.