



2008-2009 STUDENT  
SURVIVAL

# handbook

One University Drive  
Huron, Ohio 44839  
419-433-5560 or 800-322-4787  
[www.firelands.bgsu.edu](http://www.firelands.bgsu.edu)

# Mission

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 academic environment grounded in intellectual discovery and guided by rational discourse and civility.

Bowling Green State University serves the diverse and multi-cultural communities of Ohio, the United States and the world.

The mission of BGSU Firelands is fourfold:

1. to provide general education and pre-professional curricula designed to facilitate transfer to four-year institutions;
2. to grant technical and paraprofessional associate degrees which prepare students for work settings;
3. to offer continuing education opportunities to serve the personal and professional development needs of the region; and
4. to provide place-bound students in the Firelands community with access to selective BGSU bachelor's degree and master's degree completion programs at the BGSU Firelands campus.

## Equal Opportunity Policy

Bowling Green State University is committed to providing equal educational opportunity. The University provides access to educational programs and activities without regard to race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a Special Disabled or Vietnam-era veteran. The policy with respect to sexual orientation does not apply to the University's relationship with outside organizations, including the Federal government, the military, and ROTC. The Office of Equity and Diversity, 705 Administration Building, is responsible for equal educational opportunity compliance.

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OFFICE OF THE DEAN  
Foundation Hall, Suite 104

OFFICE OF ADMISSIONS  
West Building, Room 103

OFFICE OF BUDGET AND OPERATIONS  
Foundation Hall, Room 136

OFFICE OF THE BURSAR  
Foundation Hall, Room 103c

OFFICE OF CAREER SERVICES  
Foundation Hall, Room 103e

OFFICE OF COLLEGE RELATIONS  
Foundation Hall, Room 114b

OFFICE FOR EDUCATIONAL OUTREACH  
Cedar Point Center, Room 1007

OFFICE OF FINANCIAL AID  
Foundation Hall, Room 103d

OFFICE OF INSTITUTIONAL RESEARCH  
Foundation Hall, Room 114c

OFFICE OF REGISTRATION  
West Building, Room 135

OFFICE OF STUDENT SERVICES  
West Building, Room 101

OFFICE OF STUDENT AND CAMPUS ACTIVITIES  
North Building, Room 137

## **DEPARTMENT OF APPLIED SCIENCES**

Dr. Cynthia L. Miglietti, Chair, West Building, Room 329a

Disciplines within the Department of Applied Sciences include the following:

- Accounting
- Accounting Technology
- Allied Health
- Applied Statistics
- Business Administration
- Business Education
- Business Management Technology
- Communication Arts Technology
- Computer Science
- Computer Science Technology

Economics  
Electronic and Computer Technology  
Environmental Health Technology  
Finance  
Health Information Technology  
Legal Studies  
Management  
Management Information Systems  
Manufacturing Technology  
Marketing  
Mechanical Design  
Medical Technology  
Public Health  
Radiologic Technology  
Respiratory Care Technology  
Visual Communication Technology

### **DEPARTMENT OF HUMANITIES**

Dr. Joel D. Rudinger, Acting Chair, West Building, Room 300c

Disciplines within the Department of Humanities include the following:

Art  
Art Education  
Art History  
Creative Writing  
Early Childhood Education  
English  
French  
Humanities  
Interpersonal Communication  
Journalism  
Music Education  
Philosophy  
Physical Education  
Popular Culture  
Spanish  
Theatre and Film  
Women's Studies

### **DEPARTMENT OF NATURAL AND SOCIAL SCIENCES**

Dr. Victor U. Odafe, Chair, West Building, Room 320c

Disciplines within the Department of Natural and Social Sciences include the following:

Astronomy  
Biology  
Chemistry  
Criminal Justice  
Environmental Studies  
Ethnic Studies  
Geography  
Geology  
History  
Human Services

Mathematics  
Physics  
Political Science  
Psychology  
Sociology  
Social Work

## **NURSING PROGRAMS**

Liaison, LCCC Nursing and Nursing  
Ms. M. Ellen Naderer, Program Coordinator  
West Building, Room 225

## **REGISTRATION and RECORDS**

### **COURSE SCHEDULES**

Course schedules, proposed course schedules, and changes to the schedules are posted on the BGSU Firelands website ([www.firelands.bgsu.edu](http://www.firelands.bgsu.edu)) and on the Main Campus website ([www.bgsu.edu/classes](http://www.bgsu.edu/classes)). It is each student's responsibility to check for schedule changes.

### **REGISTRATION FOR CLASSES**

A student may register for classes on the dates specified by BGSU. These dates may be found at [www.bgsu.edu/offices/registrar](http://www.bgsu.edu/offices/registrar) under the important dates.

Additions to a student's schedule may be done on MyBGSU through the first seven calendar days of the fall or spring semester. Thereafter permission from the instructor must be granted on the schedule change form.

Drops and change of grade options to a student's schedule may be done on MyBGSU through the first fourteen calendar days of the fall or spring semester. Thereafter a Schedule Change form must be completed and the signature of the instructor must be on the form along with a drop pass or drop fail and the last day of attendance.

The schedule change form is available in the hall outside the Registration Office, 135 West Building.

Advising is available to all students. Advising is recommended for all students who are registering for twelve (12) or more credit hours of course work. Also, any student, who is not familiar with course content, course prerequisites, or course sequencing is strongly encouraged to consult with an adviser. However, since students bear all responsibility for meeting their graduation requirements, consulting an adviser is always recommended. For further information on advising, contact the Student Services Office, 101 West Building.

### **RELEASE OF STUDENT INFORMATION**

University regulations and the federal Family Educational Rights and Privacy Act (FERPA) indicate that the following information may be released about a student without prior written authorization: name, address, telephone number, date and place of birth, major field of study, participation in official activities/organizations, dates of attendance, degrees and honors/awards received and most recent educational institution attended prior to attendance at BGSU Firelands or Bowling Green State University.

Students not wishing to have the above information released should complete a form indicating such at the BGSU Firelands Office of Registration, 135 West Building.

All other information must be approved by the student with a special release-of-information form. This form is included in the first Bursar Billing or may be found at [www.bgsu.edu/offices/bursar](http://www.bgsu.edu/offices/bursar) follow the forms and FERPA links.

### **SELECTIVE SERVICE REGISTRATION**

On September 25, 1986, a state law became effective requiring male students who are Ohio residents to register with the Selective Service in order to be considered as in-state students for fee purposes. Failure to comply with this requirement results in an additional assessment equivalent to the out-of state surcharge for each ensuing term of enrollment until the student has complied with the Selective Service registration requirement.

### **STUDENT ENROLLMENT PROBLEMS**

A student whose name does not appear on an instructor's class roster should notify the Office of Registration, 135 West Building, immediately.

## STUDENT ENROLLMENT STATUS

To be considered a full-time student, an undergraduate student must be registered for 12 or more credit hours (8 credit hours for graduate students) during a semester or a summer session. A student enrolled for fewer than the minimum number of credit hours is considered part-time.

## TRANSCRIPTS

Students desiring transcripts for other colleges or universities or for prospective employers should obtain a Transcript Request form from the Office of Registration, 135 West Building.

## ACADEMIC POLICIES

### ACADEMIC FORGIVENESS POLICY

A student who returns to the University after an extended absence and who demonstrates the ability to do well academically, as described below, may use Academic Forgiveness to remove the effect of earlier unsatisfactory grades. Such students are strongly encouraged to meet with an adviser to develop an academic plan and to discuss this policy.

The Academic Forgiveness Policy and its conditions are as follows:

1. To be eligible, a student must:
  - a. be readmitted to the University after an absence of at least three calendar years;
  - b. have attempted at least 24 letter-graded hours since re-admission;
  - c. have earned at least a 2.5 GPA in all courses attempted since readmission; and
  - d. request Academic Forgiveness in writing from the Office of Registration and Records.

This request must be made before the end of the semester immediately following the one in which requirement b was met.

2. After a student elects Academic Forgiveness and eligibility is verified, the following adjustments are made to the student's academic record.
  - a. all grades earned at BGSU prior to re-entry are excluded from the calculation of the GPA (i.e., forgiven)
  - b. credit hours earned for courses prior to re-entry with the grade of at least "S" or "C" are retained;
  - c. credit earned for courses prior to re-entry with a grade of "D" are not retained;
  - d. each grade that is subject to this policy will remain on the official transcript but will be noted as "forgiven".
3. All grades, including those that have been forgiven, are used in calculating eligibility for membership in honor societies and graduation with honors.
4. A student can have the Academic Forgiveness policy applied to his or her academic record only one time, and Academic Forgiveness must be prior to the award of the degree for which the hours and grades involved will be applicable. (For example, a student who is pursuing a baccalaureate degree and has earned an associate degree from BGSU cannot apply the policy to any credit earned prior to the completion of the associate degree.)
5. Students are not eligible for GPA improvements under the Course Retake Policy after Academic Forgiveness has been applied.
6. A student who has been granted Academic Forgiveness must earn a minimum of 30 credit hours from the point of readmission to be eligible to receive a baccalaureate degree.
7. Any academic probation, suspensions, or dismissals from forgiven semesters will not be forgiven. They will count when the Unsatisfactory Academic Progress Policy is applied to the student's record after re-admission.

This policy was effective beginning Fall 2001. The conditions of this policy cannot be appealed.

## **ACADEMIC HONESTY CODE**

Cases of academic dishonesty shall be reported to the dean of the college in which the student is enrolled, to the dean of the college in which the course is taught and to the Vice President for Academic Affairs, either by the instructor or by a student in the class where the incident occurs. A memorandum stating the nature of the report and the disposition of the case shall be sent to the Academic Honesty Committee and to the Vice President for Academic Affairs by the student's dean. The student shall be informed in writing of the charges made and of his/her rights of due process in all hearings related to the matter.

PENALTIES FOR OFFENSES ARE DEFINED AS FOLLOWS:

**Expulsion**-Dismissal with no provision for readmission.

**Dismissal for a stated period of time**-After the time has elapsed, the student may apply for readmission on the same basis as any student entering from another school.

**Suspension for a stated period of time**-May not register again until stated period of time has elapsed. The student is subject to all regulations dealing with his or her status at the time of suspension, such as academic warning.

**Suspended penalty**-Where any of the first three penalties have been totally or partially suspended, a student who subsequently violates the academic honesty policy is subject not only to the penalty prescribed for that subsequent offense but also to the suspended portion of the previously imposed penalty.

**Failure in course**-The student should be withdrawn from the course and a grade of WF assigned.

**Failure in part of a course** (test, paper, etc.)-In accordance with practices of instructor.

**Warning**-Assigned by the academic dean. Facts are recorded in student's record.

Each penalty shall be considered a punishment of greater degree than the punishment listed before it (assuming dismissal time is at least as long as suspension time). Academic credit earned at another institution during a period of suspension or dismissal for violation of the University policy on academic honesty will not be accepted at Bowling Green State University. The table on pages 11-13 is excerpted from the 2007-2008 Bowling Green State University Student Handbook available on the BGSU website at <http://www.bgsu.edu/downloads/sa/file15768.pdf>. For second offenses, the maximum penalty may be increased to a longer period of suspension or dismissal or to a greater degree of punishment.

## **ACADEMIC DEAN'S LIST**

Fully admitted undergraduate students who demonstrate excellence in academic work have their names placed on the academic Dean's List. The requirement for achieving the academic Dean's List is a grade point average of 3.5 or above in the preceding semester with not less than 12 letter-graded credit hours per semester included in the grade point average.

## **ACADEMIC HONORS LIST**

Part-time, fully admitted undergraduate students who demonstrate a high level of academic achievement are placed on the Academic Honors List. To be eligible for this recognition, a student must receive a minimum grade point average of 3.5 in the preceding semester with 6-11 letter-graded credit hours attempted.

## **ASSOCIATE DEGREE REQUIREMENTS**

Students who are pursuing an associate degree must:

1. Satisfy all University entrance requirements.
2. Earn a minimum of 62 credit hours, the last 15 of which must be taken at BGSU.
3. Earn a cumulative grade point average of at least 2.0 for all coursework attempted.
4. Complete the freshman English composition sequences.
5. Complete all course requirements for a degree program as listed in the appropriate section of the BGSU Undergraduate Catalog.
6. File an on-line application for graduation according to the following schedule:
  - a. For graduation in December, an application must be filed by the end of the second week of the fall semester.

- b. For graduation in May, the deadline for filing an application is the end of the second week of the spring semester.
- c. For graduation in August, the filing date deadline is the end of the first week of the summer session.

### **CHANGE OF COLLEGE/CAMPUS**

Students planning to transfer to a college on the main campus must process a Transfer of College form through the Office of Student Services at BGSU Firelands. This should be done one semester in advance of the transfer. Students must have a 2.0 grade point average to transfer to main campus. Students having fewer than 60 credit hours must make arrangements for on-campus housing.

### **CHANGE OF MAJOR**

Changes of major are handled by the Office of Student Services, 101 West Building. Students interested in changing their associate degree majors or undeclared majors should notify that office as soon as a decision is made.

### **CLASS ATTENDANCE**

Students are expected to attend regularly all classes for which they are enrolled. Instructors usually announce individual attendance policies during the first week of classes.

### **CLASS WORKLOAD EXPECTATIONS**

Given the pace and intensity of university courses, students should plan to spend, on average, two hours of study time outside of class for every hour in class. This preparation time may include completion of reading and writing assignments, work with computer software, work with audio or videocassettes, field work, library research, completion of projects, group discussion with classmates, and preparation for exams. Since student experience and course design vary widely, students should expect some variation in necessary preparation time as well. Some people may require significantly more than two hours for each class hour and some may require less preparation time.

### **GRADE APPEAL POLICY**

#### **STEP ONE**

The student must first request an explanation from the faculty member. Procedures must be started by the end of the fifth week of the term following the issuance of the grade (spring and summer grades MUST be appealed by the fifth week of the fall term). All actions for grade changes must be completed by the end of the next semester except for Spring Semester and summer sessions. For Spring Semester and summer sessions, the action must be completed by the end of the following Fall semester. If the Student disagrees with the faculty member's explanation, he or she may proceed to Step Two.

#### **STEP TWO**

The Student contacts the Department Chair for a referral to a Department Representative to hear the grade appeal. The Department Representative talks with the student, gathers information, talks with the faculty member, mediates disputes when possible, and identifies appropriate channels for solving problems.

If the matter is not mediated, proceed to Step Three.

#### **STEP THREE**

The Student submits full detail of the appeal in writing (including copies of support documents) to the Department Chair. The Department Chair keeps notes of the proceedings to resolve the matter and communicates the decision to the Student.

The Student may desire to proceed to Step Four only if new evidence, procedural error, or an error in the interpretation of the evidence has occurred at Step Three.

#### **STEP FOUR**

The Student submits the reason and full details of the appeal (including copies of support documents) to the Associate Dean. The Associate Dean accepts valid appeals and convenes the Academic Review Board. If the Academic Review Board supports the student's appeal it will apply moral suasion on the faculty member. **However, the sole responsibility and authority for determining grades rests with the faculty member who assigned the grade.** The Instructor, agreeing with the change, submits a grade change form through the Department Chair before the end of the semester. The Academic Review Board not supporting the student's appeal will transmit that decision unequivocally to the student.

## GRADING POLICIES

Courses are graded as follows:

A-excellent; B-good; C-acceptable; D-poor but passing; F-failure; WF-withdrawn failing; INC-incomplete, and I-incomplete calculated as F.

Certain courses (including student teaching, some internships, remedial courses and physical education courses) are graded S/U or S/NR only and are so indicated in the course descriptions. S means satisfactory and indicates course credit was earned. U means unsatisfactory and indicates no credit. NR means that there is no record of the course having been taken. A student may also elect the S/U grading option in no more than 16 credit hours in a baccalaureate degree program (beyond those hours graded S/U only). Any S/U hours beyond this limit will not count toward graduation. The grading option must be declared at the Office of Registration, 135 West Building, no later than fourteen calendar days after the beginning of classes for a semester. Many departments do not accept courses taken under the S/U option for credit in major or minor requirements; students should consult departmental officials. More than 12 semester hours of S/U grades may increase the grade point average needed for graduation with honors.

The grade of S is interpreted as falling within the range of A to C and carries full credit. The grade of U is interpreted as D to F and carries no credit. S and U grades do not affect the cumulative grade point average.

A student who wishes to attend a class without receiving credit for it may register to audit that course.

A student who withdraws from a course may receive a grade of W (withdrawn) or WF (withdrawn failing). W is assigned when a student withdraws in good standing during the third through ninth weeks of a course in the fall and spring semesters, the fourth class day through the eighteenth class day of a five-week summer term, and the fourth class day through the twenty-first class day of an eight-week summer term. WF is assigned if the student is failing at the time of withdrawal from the course prior to the withdrawal deadline, withdraws after the withdrawal deadline has passed or stops attending but does not process an official withdrawal in the Office of Registration, 135 West Building. This provision applies to all grading options, including S/U. The grade of WF is used in computing the grade point average.

When a faculty member fails to submit a final grade for a student, the mark of NGR (no grade received) is assigned. Any NGR notation in an undergraduate course will be changed to a grade of "WF" if the NGR is not changed to a final grade by the instructor, according to the deadlines used for incomplete grades. A "WF" will be assigned even if the student registered for the class on an S/U basis. The policy does not apply to graduate courses.

Deadlines:

- Fall Semester: March 1
- Spring Semester: August 1
- Summer Semester: November 1

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

## GRADUATION REQUIREMENTS

A student must file an application for graduation according to the following schedule:

- a. For graduation in December an application must be filed by the end of the second week of the fall semester.
- b. For graduation in May, the deadline for filing an application is the end of the second week of the spring semester.
- c. For graduation in August the filing deadline is the end of the first week of the summer session.
- d. Students graduating with an associate degree from Bowling Green State University are eligible to graduate with the honors designations of "With Distinction" and "With Highest Distinction."

Students with a grade point average of 3.5 to 3.89 are eligible for graduation "With Distinction." Students who have a grade point average of 3.9 to 4.0 are eligible for graduation "With Highest Distinction." In order to be eligible for graduation with honors, students must have completed total of 28 credit hours, 21 of which must be letter graded.

Students can apply for graduation on-line via MyBGSU.

Other general requirements for the associate degree can be found in the BGSU Undergraduate Catalog.

## INCOMPLETE MARKS

The mark of I (incomplete) is given when, for some reason acceptable to the instructor, a student fails to meet a definite requirement in a course as established by the instructor. In courses graded only on an S/U basis and in courses elected to be taken on an S/U basis, a grade of U is recorded until the work is satisfactorily completed. The mark of I or U may be removed and a grade (if taken for a grade) or the letter S (if taken S/U) may be substituted for it by a student making up the deficiencies established by and to the satisfaction of the instructor.

Unless an extension of time is granted by petitioning the Associate Dean, a mark of I or U must be removed by March 1, August 1 and November 1 for the fall and spring semesters and summer session, respectively. Incompletes not removed by these deadlines will be computed as F in the cumulative grade point averages of all undergraduate students with or without an extension of time. The student who has been granted an extension, however, will have the opportunity to have his or her grade point average recalculated and the incomplete changed to the grade assigned.

## POINTS AND POINT AVERAGES

The following quality points are assigned for each hour to each mark: A-4; B-3; C-2; D-1; F or WF-0; I-0 (after the deadline for removal).

A student's point average is obtained by dividing the total number of points earned by the total number of hours taken excluding courses in which the mark S, U, or W are recorded. The hours for which a mark of I is recorded are excluded from point average computation until after the deadline for removal.

As an example, suppose a student receives the following grades for a semester:

English (a 3-hour course)	B
French (a 4-hour course)	A
Biology (a 4-hour course)	C
Sociology (a 3-hour course)	C

First, determine the number of quality points earned for each course. For example, each hour of A is worth 4 points and a 3-hour A is worth 12 points (3 X 4). Using this conversion scheme, the above grades translate into quality points as follows.

3 times 3 (B) =	9
4 times 4 (A) =	16
4 times 2 (C) =	8
3 times 2 (C) =	6
14 hours	39 quality points

Now, divide the number of quality points by the number of hours taken for a letter grade (39/14). The grade point average for this example is 2.7857 or 2.78. Grade point averages are not rounded up to the nearest hundredth of a point.

## PRE-GRADUATION PENALTIES

### OFFENSE

Cheating, fabrication or plagiarism on examinations or other assignments in a course by an undergraduate student

**Minimum Penalty** Partial or no credit on examination or assignment

**Maximum Penalty** Withdrawal from the course and assignment of penalty grade "WF" in course

Original Jurisdiction      Instructor in course

**OFFENSE**

Cheating, fabrication or plagiarism on examinations or other assignments in a course by a graduate student

**Minimum Penalty** Partial or no credit on examination or assignment

**Maximum Penalty** Expulsion

Original Jurisdiction      Instructor in course\*

\*If the instructor's recommendation is suspension or higher, then the jurisdiction is with the graduate college dean.

**OFFENSE**

Using a person or agency to prepare papers or other assignments in a course

**Minimum Penalty** Suspension

**Maximum Penalty** Dismissal (undergraduate student); expulsion (graduate student)

Original Jurisdiction      Academic Dean

**OFFENSE**

Substitution in an examination

**Minimum Penalty** Suspension for both enrollee & substitute (undergraduate student); expulsion for both enrollee & substitute (graduate student)

**Maximum Penalty** Dismissal for both enrollee & substitute

Original Jurisdiction      Academic Dean

**OFFENSE**

Plagiarism, fabrication or forms of dishonesty by a graduate student associated with non-formal course material thesis, dissertation, preliminary or comprehensive examination, field experiences

**Minimum Penalty** Suspension

**Maximum Penalty** Expulsion

Original Jurisdiction      Academic Dean

**OFFENSE**

Stealing, duplicating, or selling examinations or examination books to be given

**Minimum Penalty** Suspension

**Maximum Penalty** Expulsion

Original Jurisdiction      Academic Dean

**OFFENSE**

Possession and/or use of stolen examination, papers, or other course assignments

**Minimum Penalty** Suspension

**Maximum Penalty** Expulsion

Original Jurisdiction      Academic Dean

**OFFENSE**

Misrepresentation of academic credentials

**Minimum Penalty** Suspension

**Maximum Penalty** Expulsion

Original Jurisdiction      Academic Dean

**OFFENSE**

Other Cheating

**Minimum Penalty** Warning (undergraduate student); Suspension (graduate student)

**Maximum Penalty** Suspension (undergraduate student); Expulsion (graduate student)

**OFFENSE**

Facilitating academic dishonesty \*\*

**Minimum Penalty** Warning (undergraduate student); Suspension (graduate student)

**Maximum Penalty** Suspension (undergraduate student); Expulsion (graduate student)

Original Jurisdiction      Academic Dean

\*\* A student charged with facilitating academic dishonesty shall be subject to the minimum/maximum penalty for the academic honesty violation that was facilitated. If the offense is cheating, fabrication, or plagiarism on examinations or other assignments and the facilitator is not in the course, the facilitator is given a warning which constitutes a first offense. The minimum penalty for a graduate student in such a case is suspension.

**OFFENSE**

Second academic honesty violation other than misrepresentation of academic credentials

**Minimum Penalty** Suspension

**Maximum Penalty** Expulsion

Original Jurisdiction      Academic Dean

**RETAKEING A COURSE**

A student may retake a course in which a grade of D, F, I, U or WF was received. If a student retakes such a course at the University, it must be retaken under the same grading option as selected initially. If the course is retaken for the purpose of auditing, no grade will be given.

If a student retakes a course at the University in which a grade of D, F, I or WF was received, then the credit hours and quality points for the original registration and all subsequent retake registrations will be used in computing the student's cumulative grade point average, with the following exception:

- a. For the first two such courses retaken at the University, the credit hours and quality points for the original registration will not be used in computing the student's cumulative grade point average. For these two courses, the credit hours and quality points for each repeat registration will be used in computing the student's cumulative grade point average.
- b. If a student retakes a course at the University in which a grade of U was received, it will have no effect on the cumulative GPA.
- c. Except for purposes of auditing, a student may not retake a course in which a grade of C or better (including S) was received.
- d. No grade is removed or erased from a transcript by retaking a course.
- e. If the student retakes a course in which a grade of D was received, no additional credit hours are thereby earned.
- f. If a student receives a grade of D, F, I or WF in a course and then receives credit for that course by successful completion of a similar course at another institution, the credit hours and quality points for the first registration will continue to be used in computing the student's grade point average.

**UNSATISFACTORY PROGRESS POLICY**

A student whose cumulative BGSU GPA (grade-point average) is at least 2.00 is considered to be in good academic standing at the University. The following table describes the conditions under which the student has unsatisfactory academic progress:

Standing	Hours Earned	Warning	Probation/Suspension
Freshmen	00-29	1.50-1.99	0.00-1.49
Sophomores	30-59	1.70-1.99	0.00-1.69
Juniors	60-89	1.80-1.99	0.00-1.79
Seniors	90+	1.90-1.99	0.00-1.89

A student whose cumulative BGSU GPA falls below 2.00 at the end of a semester will be placed on academic warning, unless the student's GPA falls in the probation/suspension/dismissal range. If the student's GPA is in the probation/suspension/dismissal range, the student will be:

1. placed on probation if the student has attempted\* fewer than 12 letter-graded credit hours at BGSU, or if the student's cumulative GPA is in the probation/suspension/dismissal range for the first time;
2. placed on suspension if the student has attempted\* 12 or more letter-graded credit hours at BGSU, and if the student has been placed on probation in any previous semester;
3. dismissed if the student has attempted\* 12 or more letter-graded credit hours at BGSU, and if the student has been placed on suspension in any previous semester.

\*Attempted hours include all courses that contribute to the GPA, including those for which the student received credit by earning grades of A, B, C, or D for which the student did not receive credit due to grades F, WF, or I.

#### **Note regarding transfer credits:**

Students who are not in good academic standing at the University may not transfer credits from another institution until they have returned to good standing at BGSU. Grades are not transferred to BGSU from other institutions. Courses taken at another institution may not be used to remove a "D" "F" or "WF" received at BGSU or to otherwise improve the student's GPA at BGSU. Incoming transfer credits keep the grades from the other institution, including the grade of 'D', which will be reported on an official transcript.

#### **Academic warning**

If a student's cumulative BGSU GPA is in the warning range, the student is placed on academic warning and is encouraged to limit enrollment to no more than 12 hours in a given semester until the student is in good academic standing. Students on academic warning are expected to seek appropriate advice and services from their adviser or another academic support area. Students on academic warning are expected to increase attention to academic activities and decrease hours committed to non-academic activities.

#### **Academic probation**

If a student's cumulative BGSU GPA is in the probation/suspension/dismissal range, the student will be placed on probation:

1. if the student has attempted fewer than 12 hours of letter graded credit at BGSU; or
2. if the student has a cumulative GPA in the probation/suspension/dismissal range for the first time.

To improve their cumulative GPA to at least the warning range, students on academic probation are strongly advised to enroll for no more than 12 credit hours in any semester and are expected to work with their adviser to develop a plan for improving their academic performance. Students on probation are expected to increase attention to academic activities and decrease hours committed to non-academic activities. It should be noted that teams, clubs and other student organizations have the right to use academic standards to limit participation in their organization. In addition, the students on academic probation must adhere to any conditions as determined by the dean of their college.

Students who do not improve their cumulative GPA to at least the warning range will be placed on academic suspension if they have attempted 12 or more hours of letter-graded credit at BGSU.

#### **Academic Suspension**

If a student's cumulative BGSU GPA is in the probation/suspension/dismissal range, the student will be placed on suspension:

1. who has attempted 12 or more hours of letter-graded credit at BGSU; and
2. who has been placed on probation in any previous semester.

A student who has been suspended may not enroll at the University for a period of two consecutive semesters, including summer term. Students suspended following the fall semester may not return to the University in the subsequent spring semester or in any session of the subsequent summer term. Students suspended following the spring semester may not return in any session of the subsequent summer term or in the subsequent fall semester. Students suspended following the summer term may not return for the subsequent fall or spring semesters. The student may file a written appeal to the Academic Review Board and, if successful, be allowed to attend classes during the next semester.

A student who is suspended may continue enrollment if the student meets one of the following conditions:

1. if during the previous semester, the student earned a semester GPA of at least 2.00; or
2. if permitted as a result of a successful written appeal to the dean of the college.

Until the student's cumulative GPA is raised to 2.00 or above, the student continuing enrollment or returning to the University following academic suspension is strongly advised to enroll for no more than 12 credit hours in any semester. Students are also expected to work with their adviser to develop a plan for improving their academic performance. Students on suspension are expected to increase attention to academic activities and decrease hours committed to non-academic activities. In addition, students on suspension must adhere to any condition determined by the dean of the college.

### **Academic Dismissal**

If a student's cumulative BGSU GPA is in the probation/suspension/dismissal range, the student will be dismissed from the University:

1. who has attempted 12 or more hours of letter-graded credit at BGSU; and
2. who has been placed on suspension in any previous semester.

A student who has been academically dismissed may not enroll at the University for a period of three calendar years. The student may file a written appeal to the Academic Review Board and, if successful, be allowed to attend classes during the next semester. The student may appeal only once during the dismissal period.

A student who is dismissed may continue enrollment if the student meets one of the following conditions:

1. if during the previous semester, the student earned a semester GPA of at least 2.00; or
2. if permitted as the result of a successful written appeal to the dean of the college.

Until the student's cumulative GPA is raised to 2.00 or above, the student continuing enrollment or returning to the University following academic dismissal is strongly advised to enroll for no more than 12 credit hours in any semester. Students are also expected to work with their adviser to develop a plan for improving their academic performance. Students on dismissal are expected to increase attention to academic activities and decrease hours committed to non-academic activities. In addition, students on dismissal must adhere to any conditions as determined by the dean of the college.

\*Attempted hours include all courses that contribute to the GPA, including those for which the student received credit by earning grades of A, B, C, or D or for which the student did not receive credit due to grades of F, WF, or I.

### **WITHDRAWAL FROM THE UNIVERSITY**

A student who withdraws with permission from the University will have all courses from the semester dropped and no grades recorded unless the student has previously withdrawn from a course with a WF. A student who withdraws from the University within five weeks of the end of the semester is not permitted to enroll for the next semester except with special permission of the dean of the college. Students are not permitted to withdraw during a final exam period of the fall or spring semester, or during the last two days of any summer session.

When, in the judgment of the medical staff of the Student Health Services (or designee), the physical or mental condition of a student might be disadvantageous to the health or welfare of that student or others on the campus, the University may require the withdrawal of the student from the University.

A student needing to withdraw must do so in the Office of Student Services, 101 West Building. If the student is receiving financial aid/scholarships it is also necessary to contact the Financial Aid Office, 135 West Building.

## **COLLEGE/UNIVERSITY REGULATIONS**

### **ALCOHOL POLICY**

Beginning Spring Semester 2001, the BGSU Firelands administration adopted a new policy regarding the use of alcohol at college activities and events. This policy is to supplement the rules and regulations set forth in the BGSU Student Handbook.

- I. All laws of the State of Ohio, ordinances of Erie County, regulations of the Ohio State Department of Liquor Control, and policies of Bowling Green State University must be observed and enforced in regard to alcohol consumption. All groups that utilize University facilities to sponsor functions where alcohol is present are expected to conduct themselves in accordance with civil law and the University alcohol policy,
- II. Student alcohol consumption, possession, serving, and sale is prohibited at all BGSU Firelands events, whether on-campus or off-campus, except with the written approval of the Dean of BGSU Firelands or his designee.
- III. Violation of this policy can result in persons/groups being held accountable and subject to appropriate discipline as outlined in the BGSU Student Handbook and is applicable to all students regardless of age.

**Approved by College Council, February 9, 2001**

### **CODE OF STUDENT CONDUCT**

As a public institution, BGSU Firelands has a duty and the corollary disciplinary power to protect its educational purposes by setting standards of conduct for its students. It has the responsibility of upholding the federal, state, and local laws. A student enrolling at BGSU Firelands assumes an obligation to conduct himself/herself in a manner compatible with the College's function as an educational institution.

The following misconduct is subject to review and possible disciplinary action (probation, suspension or dismissal) and/or prosecution in the civil courts:

1. Theft, defacement or damage to property of the College or of a member of the BGSU Firelands community or a campus visitor.
2. Obstruction or disruption of teaching, administration, public service functions or other College-sponsored activities by obscene or disorderly conduct.
3. Physical or verbal abuse which threatens, offends, or endangers the health or safety of a member of the College community or a campus visitor.
4. Failure to comply with directives of College officials acting in the performance of their duties, including refusing to furnish identification upon request.
5. All forms of dishonesty, including cheating, plagiarism, forgery, alteration to use of BGSU Firelands documents or instruments of identification with the intent to defraud.
6. Illegal use, possession or distribution of narcotics and other drugs as described by Ohio Revised Code, sections 3719.01 to 3719.99, and 4729.28.
7. Violation of local, state or federal laws on College premises. BGSU Firelands acknowledges its serious concern about the abuse of narcotics and other dangerous drugs, both legal and illegal. In light of its educational purposes, the institution has the responsibility to educate its members concerning the issue.

In fulfilling this responsibility, the College will continue to provide and expand the following educational programs:

1. Making authoritative literature on the subject of drugs available to members of the campus community through the resources of the BGSU Firelands Library.
2. Providing professional and confidential counseling resources to members of the campus community to increase their understanding of drug use and its implications.
3. Planning and conducting educational programs, lectures, seminars and films on various aspects of drug usage.

## **FEES AND CHARGES**

Listings of the instructional and general fee charges for undergraduate and graduate students are available online at [www.bgsu.edu/offices/bursar](http://www.bgsu.edu/offices/bursar) and at the Office of Registration.

Both undergraduate and graduate students registering for more than 18 credit hours pay an excess credit fee of \$50 per credit hour (subject to change).

An \$8 registration fee is assessed to all students who enroll for credit courses. This fee permits students to change schedule without charge, provides students with free transcripts after graduation and eliminates the former graduation, guest application and readmission fees.

The final date for payment of fees for each semester is the next to last operating day before the official date for the beginning of the semester.

Students who find it difficult to pay all fees prior to the start of classes may participate in the Installment Payment Plan. This plan permits students to distribute their fee payments over four or five equal installments. Application forms for the Installment Payment Plan are available online at [www.bgsu.edu/offices/bursar/ipp.html](http://www.bgsu.edu/offices/bursar/ipp.html). The final date for payment of fees for each semester is the next to last operating day before the official date for the beginning of the semester.

Anyone having difficulty with payment should contact our Student Financials Officer at 419-372-0605 or go to 112a West building.

### **REFUND OF FEES**

In the case of a student's formal withdrawal in any semester, fees, except for the admission fees, are refunded on the following basis: during the first calendar week (Sunday through Saturday) in which classes begin, 90 percent; during the second calendar week, 80 percent; during the third calendar week, 60 percent; during the fourth calendar week, 40 percent; after the fourth week, no refund. Students withdrawing under discipline forfeit all rights to the return of any portion of their fees.

Summer session fees are refunded for the eight-week session as follows: 90 percent during the calendar week in which classes begin; 80 percent during the second calendar week; 60 percent during the third calendar week; 40 percent during the fourth calendar week; no refund after the fourth calendar week. A different refund schedule applies to students withdrawing from three-week or five-week summer terms. Contact the Office of Registration for more information.

If a student drops a course which reduces the fee status from full-time to part-time, the hourly rate schedule will be applicable to the remaining courses. Any refund is subject to the percentage refund schedule.

A student who stops attending classes and does not complete a formal withdrawal notice is not entitled to any refund. Refunds take approximately four (4) weeks to be processed.

### **JUDICIAL ADMINISTRATOR**

The Judicial Administrator is responsible for the administration and operation of the Code of Student Conduct which is explained in detail in the BGSU Student Handbook (the BGSU Student Handbook is available online at <http://www.bgsu.edu/downloads/sa/file15768.pdf>). University jurisdiction and discipline extends to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives. A student or organization will be subject to this Code of Conduct for any action found to be in violation of this Code which occurs on University property, at University-sponsored events or off-campus if the action adversely affects the University community and/or the pursuit of University objectives.

### **MOTOR VEHICLE REGULATIONS**

All persons driving motor vehicles to campus must comply with the BGSU Firelands Motor Vehicle Regulations for 2008-2009. Decals/permits are to be displayed as specified in the motor vehicle regulations. Regulations may be obtained at the Office of Budget and Operations, 136 Foundation Hall. Students must register their vehicles on the web via MyBGSU (<http://my.bgsu.edu>).

Students are advised to become familiar with penalties for violations as enumerated in the Motor Vehicle Regulations. Fines are paid at the BGSU Firelands Office of Budget and Operations or to the University bursar. Grades of students are withheld at the conclusion of the semester for those who have fines due.

### **POSTING OF PRINTED MATERIALS POLICY**

(Posters, Notices, Handbills, Fliers and Banners)

1. Students, faculty, staff and other members of the BGSU Firelands community may post posters, notices, handbills and fliers on the College's general purpose bulletin boards only. These boards can be identified by signs that read "For Public Use" and are located across from the elevator on the first and second floors of the West Building and on the wall at the south end of the Student Lounge in the campus' North Building. All postings must include the name of the sponsoring individual, organization or department and date of posting.
2. Notices may remain posted for a period of one month or until the completion of a scheduled event.
3. Use of bulletin boards designated for department or program use only will be in accordance with the rules of the department or program director.
4. Individuals not affiliated with the College must receive prior approval through the Student Services Office before posting written materials on general purpose bulletin boards.
5. No posting is allowed on windows, doors, posts, walls or other areas without specific permission from the Student Services Office.
6. Banners, sandwich boards, tent cards and other self-standing temporary forms of announcements must be approved for posting by the Student Services Office.
7. The use of tape, paint, chalk or other substances used to convey a message on University property is prohibited.
8. Any notices that are posted in violation of this policy will be removed. Individuals or groups posting notices not in accordance with this policy may face further sanctions for violation of University policy.

## **RACIAL AND ETHNIC HARASSMENT POLICY\***

The policy of BGSU Firelands is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors in a manner consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and University guidelines governing racial discrimination.

### I. Definition

Racial and ethnic harassment constitutes any physical or verbal behavior that subjects an individual to an intimidating, hostile or offensive educational, employment or living environment. Such harassment:

- A. Denigrates or stereotypes an individual because of his or her racial or ethnic affiliation;
- B. Demeans or slurs an individual through pictorial illustrations, graffiti or written documents or material because of his or her racial or ethnic affiliation;
- C. Makes unwarranted and disparaging references or innuendoes in attributing an individual's personal conduct, habit or life-style to his or her racial or ethnic affiliation.

### II. Regulations

- A. It is a violation of University policy and the Student Code of Conduct for any member of the faculty, administrative and classified staff or student body to engage in harassment as defined above.
- B. It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of racial or ethnic harassment.

### III. Responsibilities

- A. On a University-wide basis, the Office of Equity and Diversity is responsible for the coordination and implementation of BGSU Firelands' Racial and Ethnic Harassment Policy. This office will serve as the resource with regard to all matters of this nature.
- B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported unresolved incidents or racial and ethnic harassment to the Office of Equity and Diversity.
- C. As a University policy, it is the responsibility of each faculty member, administrative staff member and classified staff member to ensure adherence to this policy within his or her area of responsibility.
- D. It is the responsibility of all members of the University community to discourage harassment, report such incidents and cooperate in any investigation which might result.

#### IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with allegations of racial or ethnic harassment. They are intended to be responsive to particular situations and to be as formal or informal as allegations dictate.

##### A. Procedure for the Complainant

1. Any individual who believes that he or she has been racially or ethnically harassed should contact the Office of Equity and Diversity. Staff in this office initially will discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.
2. Initial discussions with staff in the Office of Equity and Diversity should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.
3. The complainant will be encouraged to submit a detailed written statement of the allegations before the Office of Equity and Diversity begins its investigation.
4. The role of the Office of Equity and Diversity in the processing of the complaint will include, but is not limited to the following:
  - a. consultation with the complainant,
  - b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,
  - c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the complainant and the respondent.
5. If the complainant is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's action. The President will review the appeal and respond, in writing, to all parties-respondent, complainant, Director of Equity and Diversity, and the Vice President concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

##### B. Procedure for the Respondent

1. The role of the Office of Equity and Diversity in the processing of the complaint will include, but is not limited to the following:
  - a. consultation with the respondent,
  - b. discussion with the appropriate persons suggested by respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,
  - c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President for appropriate administrative action. A copy will also be sent to the complainant and the respondent.
2. If the respondent is not satisfied with the action by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of the notification of the Vice President's action. The President will review the appeal and respond, in writing, to all parties-respondent, complainant, Director of Equity and Diversity and the Vice President concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after the appeal.

##### C. Principles

In investigating complaints of racial or ethnic harassment, the following principles will be adhered to:

1. Each complaint will be handled on an individual, case-by-case basis, considering the complete record and all relevant circumstances.

2. Investigation will be conducted as fairly and expeditiously as possible.
3. In investigating complaints of racial or ethnic harassment, complete confidentiality will be maintained in consideration of both the complainant and the respondent.
4. An individual bringing forth a complaint of racial or ethnic harassment will not suffer any type of retaliation regardless of the outcome of the complaint.
5. The complaint will be resolved in a manner in which is consistent with this policy and also fair and equitable to all parties concerned.
6. Nothing in this policy should be interpreted as interfering with the practice of academic freedom at BGSU Firelands.
7. The purpose of this policy is to end racial and ethnic harassment, and therefore it may not be used by a complainant to achieve personal goals not in conformity with the purpose of this policy.

\*Taken from the 2006-2007 Student Handbook

### **SEVERE WEATHER CLASS CANCELLATION**

In the event of severe weather or an emergency, every effort will be made to notify these radio and television stations of operating conditions as follows:

- by 6:30 a.m. for cancellation of MORNING classes;
- by 10:30 a.m. for cancellation of AFTERNOON classes;
- by 3:00 p.m. for cancellation of NIGHT classes;

WOHF (92.1) FM	Bellevue/Clyde
WLEC (1450 AM)	Sandusky
WCPZ (102.7 FM)	Sandusky (website: <a href="http://www.mix1027.com">www.mix1027.com</a> )
WMJK (100.9 FM)	Sandusky
WEOL (930 AM)	Elyria
WFRO (900 AM; 99.1 FM)	Fremont
WLKR (1510 AM; 95.3 FM)	Sandusky
WKFM (96.1 FM)	Sandusky
WKYC-TV 3	Cleveland
WTVG - TV 13	Toledo
WJW - TV 8	Cleveland
WUAB - TV 43	Cleveland
WOIO - TV 19	Cleveland
WEWS - TV 5	Cleveland
BGSU Firelands Website:	<a href="http://www.firelands.bgsu.edu">www.firelands.bgsu.edu</a>
Sandusky Register Website:	<a href="http://www.sanduskyregister.com">www.sanduskyregister.com</a>

Because of the emergency nature of such closings, students should NOT call the College for information, but should listen to their community radio or television stations.

When classes are cancelled by the College, the instructor has the option to make alternative arrangements for missed class time. Those who do so will make such arrangements known in the course syllabus at the beginning of the semester.

### **SEXUAL HARASSMENT POLICY\***

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative staff, classified staff and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

### **POLICY GUIDELINES & PROCEDURES**

1. DEFINITION

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic pursuits.
- B. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile or offensive working or educational environment.

## 2. REGULATIONS

- A. It is a violation of University policy for any member of the faculty, administrative and classified staff, or student body to engage in sexual harassment, as defined in Section 1.
- B. It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of sexual harassment.

## 3. RESPONSIBILITIES

- A. On a university-wide basis, the Office of Equity and Diversity is responsible for the coordination of BGSU Firelands' sexual harassment policy. This office will serve as the resource with regard to all matters of this nature.
- B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual harassment to the Office of Equity and Diversity.
- C. It is expected that each faculty member, administrative staff member and classified staff member will ensure adherence to this policy within his or her area of responsibility. Such efforts are largely a matter of good faith.
- D. It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation which might result.

## 4. GRIEVANCE PROCEDURES

The procedures outlined below are designed to provide sufficient flexibility in which to deal with the wide range of incidents which fall under the term "sexual harassment." They are intended to be responsive to the particular situation at hand and will be as formal or informal as the allegations under review indicate.

### A. Procedure for the Complainant

- 1) Any individual who believes that he or she has been sexually harassed should contact the Office of Equity and Diversity. Staff in this office will initially discuss the matter with the complainant to ascertain as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.
- 2) Initial discussions with staff in the Office of Equity and Diversity should not make reference to the name of any accused person unless the complainant is ready to file a complaint and proceed with an investigation.
- 3) The complainant will be encouraged to submit a detailed written statement of the allegations before the Office of Equity and Diversity begins its investigation.
- 4) The role of the Office of Equity and Diversity in the processing of the complaint will include, but is not limited to, the following:
  - a) consultation with the complainant,
  - b) discussion with appropriate person suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,
  - c) preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the respondent.

- 5) If the complainant is not satisfied with action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's decision. The President will review the appeal and respond, in writing, to all parties-- respondent, complainant, Director of Equity and Diversity and the Vice President— concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B. Procedure for the Respondent

- 1) The role of the Office of Equity and Diversity in the processing of the complaint will include, but is not limited to, the following:
  - a) consultation with the respondent,
  - b) discussion with appropriate person suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint.
  - c) preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President or appropriate administrative action. A copy will also be sent to the complainant and the respondent.
- 2) If the respondent is not satisfied with the action taken by the Vice President, he or she may appeal in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of the notification of the Vice President's decision. The President will review the appeal and respond, in writing, to all parties-- respondent, complainant, Director of Equity and Diversity, and the Vice President--concerning his or her disposition of the appeal. This must be done with in ten (10) calendar days after receiving the appeal.

C. Principles

In investigating complaints of sexual harassment, the following principles will be adhered to:

- 1) Each complaint will be handled on an individual case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.
- 2) The investigation will be conducted as fairly and expeditiously as possible.
- 3) In investigating complaints of sexual harassment, confidentiality will be accorded the utmost respect for both the complainant and the respondent.
- 4) An individual bringing forth an honestly perceived complaint of sexual harassment will not suffer any type of retaliation regardless of the outcome of the complaint.
- 5) The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.

**SUPPORT SERVICES**

**ACADEMIC ADVISING**

Ms. Amy L. McKinley, Manager of Academic Advising and Student Services

West Building, 106A

Mr. David A. Janik, Manager of College Access Programs

West Building, 106B

Ms. Karen P. Osterling, Student Services Office Manager

West Building, 101

An integral part of the BGSU Firelands experience is the relationship established between a student and an academic adviser. Advising at BGSU Firelands is not limited to help with course selection; rather, it is a process involving career exploration, personal goal setting and referral for tutoring and study skills development.

Each undergraduate student is assigned a faculty or staff adviser at the beginning of his or her first semester. Adviser assignments are made by Student Services on the basis of the chosen major field. Changes in adviser assignment can be made by contacting the Student Services Office.

Advising is available free of charge to all students. Advising is recommended for all students who are registering for twelve (12) or more credit hours of course work. Also, any student, who is not familiar with course content, course prerequisites, or course sequencing is strongly encouraged to consult with an adviser. However, since students bear all responsibility for meeting their graduation requirements, consulting an adviser is always recommended. For further information on advising, contact the Student Services Office (101 West Building).

### **AUDIO-VISUAL SERVICES**

Mr. Earl B. Lisk III, Audio Visual Specialist  
Mr. David Gilmore, Audio Visual Theater Technician  
Ms. Sheryl Smith, Secretary 2  
Cedar Point Center, Room 1012

Audio-Visual Services provides assistance to faculty and staff in all areas involving audio-visual presentations and other educational media services, including training and use of the Digital Video Streaming Service. This office also provides technical and liaison support for all interactive video distance learning classes taught in the Cedar Point Center.

### **BOOKSTORE**

Ms. Bonnie G. Lindsley, Sales Manager  
Foundation Hall

Hours are 8:30 am to 4:30 pm Monday through Friday, and until 6:45 pm during the first week of each semester. Other times are available by special arrangement with the Bookstore.

#### Buyback Policy

The BGSU Firelands Bookstore will buy back selected textbooks during specific days except during the semester rush period. An extended buyback period is held during finals week of each semester during the academic year.

#### Refund Policy

All textbooks purchased from the BGSU Firelands Bookstore may be returned for a full refund within seven (7) days from the date of purchase. Textbooks purchased prior to the beginning of the summer may be returned within three (3) days from the first day of class. All textbooks returned for refund must be clean, unmarked, in original packaging and accompanied by the applicable cash register receipt.

### **OFFICE OF THE BURSAR**

Ms. Sharon Velliquette  
Foundation Hall, Room 103c

The Office of the Bursar at BGSU Firelands assists students with payment plans and takes payments (check or money order only) for student bills. This office also maintains the Bursar holds on student accounts.

### **CAREER SERVICES**

Mr. John L. Clark, Coordinator  
Foundation Hall, Room 103e

#### Career Planning

To help students make productive decisions about their choice of academic major and career direction, Career Services offers individual career counseling, career-related classes, and information about various careers. Several career interest inventories are available, including FOCUS, a self-guided internet-based program, and the Strong Interest Inventory. UNIV 129, a credit-bearing career planning class, is offered each semester.

### Job Search

Students or alumni seeking part-time or full-time employment can find assistance through Career Services. Individual counseling and UNIV 130, a credit-bearing job search preparation class, can assist students in writing resumes, learning effective interviewing techniques, and in using the Internet to find positions and post resumes. Students wishing to have their resume reviewed are encouraged to contact John Clark. Many area employers advertise job openings at BGSU Firelands. These opportunities are advertised on Employment Opportunities bulletin boards outside the Career Services office. Students who place a copy of their resume on file with Career Services can have their resume referred to interested employers for appropriate positions. Students are encouraged to check the Employment Opportunities boards for notices of upcoming on-campus recruiting visits by employers, and of area and on-campus job fairs. Students are encouraged to utilize the Internet in their job search. Additionally, Career Services sponsors a job fair in November, and actively promotes job fairs and other events on the Bowling Green campus.

## **COUNSELING SERVICES**

Counseling service referrals are available through the Academic Enhancement staff in the Teaching and Learning Center for help in personal, social, educational, vocational and interpersonal problems.

All discussions about counseling are confidential.

## **DISABILITY SERVICES**

Ms. Penny L. Nemitz  
Coordinator, Academic Enhancement  
Ms. Brigitte Green-Churchwell  
Special Needs Assistant  
North Building, Room 230

BGSU Firelands is committed to providing persons who are physically challenged or who have learning disabilities with the opportunity for a college education. Accommodation for these students is individualized as needed. Special parking facilities, tutoring, free use of tape recorders, career counseling and acting as a liaison between rehabilitation agencies are some of the services available at BGSU Firelands.

Students with disabilities need to contact the Teaching and Learning Center for assistance and information about the broad range of services and opportunities available to disabled persons at BGSU Firelands.

## **FINANCIAL AID**

Ms. Debralee Divers, Director  
Foundation Hall, Room 103a  
Ms. Cheryl L. Chafee, Admissions/Financial Aid Officer  
Foundation Hall, Room 103b  
Ms. Julie A. Freitas, Student Services Counselor  
Foundation Hall, Room 103d

Free applications for Federal Student Aid (FAFSA) forms and information about federal and state sponsored financial aid programs, as well as institutionally administered aid sources are available through the Financial Aid Office.

Applications for the BGSU Firelands Scholarship Program are located on the BGSU Firelands website at <https://sfa.bgsu.edu/firelands/default.asp>.

Financial aid reference materials are also available to students in the College Library.

## **LIBRARY**

Ms. Sharon Britton, Library Director

Ms. Patricia A. Antonelli, Assistant Librarian  
Ms. Margaret I. Barbour, Library Associate II  
Ms. Nancy D. McQuillen, Media Technical Assistant II  
Ms. Deborah A. Miller, Clerical Specialist  
202 Foundation Hall

The Library is open from 8:00 am to 8:30 pm Monday through Thursday, 8:00 am to 5:00 pm Friday and 9:00 am to 1:00 pm Saturday when classes are in session. Summer hours are 7:30 am to 6:00 pm Monday through Thursday, 7:30 am to 11:30 am Fridays, and closed Saturdays and Sundays. A BGSU photo ID must be presented to check out materials. The Library provides books, periodicals, audiovisual materials and electronic resources to support the curriculum. The Library is also a member of OhioLINK which gives students access to fulltext articles from scholarly databases, as well as books and other materials from the Main Campus and most university libraries in Ohio. Main Campus books arrive on Tuesdays and Thursdays, and from other libraries within a week.

The Library provides a wide variety of resources and a quiet place to study. Audiovisual equipment and programs are available for use in the Library and in connection with class assignments. Students must provide their own earphones to use CD-ROMs and other audiovisual materials.

The Library is a member of OhioLINK.

Many faculty put materials "on reserve" in the Library. Ask for these materials at the front desk.

It is strongly recommended that students enroll in a section of LIB 221 - The Electronic Library. This course will provide them with an introduction to research skills and to various electronic information sources.

For a more detailed description of Library services, policies and information on doing research, please visit <http://www.firelands.bgsu.edu/library/index.html>.

#### **MAIN CAMPUS LIBRARIES**

The resources of the main campus libraries are also available to BGSU Firelands students. Students may travel to main campus to borrow books (in which case a BGSU photo ID must be presented) or they may use the twice-weekly shuttle service to have main campus materials sent to BGSU Firelands. In either case, additional information about the location, materials available and services of the main campus libraries is available at the BGSU Firelands Library.

#### **THE TEACHING & LEARNING CENTER**

Ms. Penny Nemitz, Coordinator, Academic Enhancement  
Ms. Brigette Green-Churchwell, Special Needs Assistant  
Ms. Mary Lou Stradtman, Reading Assistant  
Mr. Brent M. Fox, Math Coordinator  
North Building, Room 230

The Teaching and Learning Center is available to all students who want to learn more in less time with greater ease and confidence. The services include: free tutorial assistance in math, English, Word, and a variety of other courses; assistance for students who wish to form study groups which correspond to various classes; computer-assisted instructional disks which may be used for course enrichment, test review, or tutorial purposes; word processing, so students can type their papers on a computer and print them; a collection of printed and audiovisual materials which support various courses; and help with writing papers.

The Special Needs Assistant is available in the Teaching and Learning Center to assist those students with disability related barriers they may have as they pursue their education. Assistance with implementing tests, study skills review, and specialized tutoring are just a few of the many services available for students with disabilities.

The Teaching and Learning Center hours are Monday through Thursday, 8 am to 8 pm and Friday, 8 am to 5 pm when classes are in session.

#### **TECHNOLOGY SUPPORT SERVICES**

Ms. Julie A. Hamann, Director  
Technology Support Services

North Building, Room 234  
Mr. James A. Kimble, Web Production Manager  
West Building, Room 202  
Mr. Michael C. Myers, Server Manager  
North Building, Room 235  
Mr. Tyler R. Brandeberry, Technology Support Specialist  
North Building, Room 233  
Ms. Jackie S. McIntosh, Public Inquiries Assistant I

The BGSU Firelands Computer Laboratory is located on the second floor of the North Building. Computers are available to students for computer-related assignments and coursework. These computers are available on a walk-in basis (there are no reservations or sign-ups). Lab attendants are on duty to maintain operations of the computer equipment and to answer questions regarding the use of the equipment and the supported programs and languages. During fall and spring semesters, the Computer Lab is open from 8 am until 10 pm, Monday through Thursday, 8 am to 5 pm on Friday, and from 8 am to 12 pm on Saturday. During the summer semester, the lab is open 8 am to 9 pm, Monday through Thursday, 8 am to 5 pm on Fridays and closed on Saturdays.

Students are required to sign up for a MyBGSU account to get important information about what's happening at BGSU Firelands. To sign up for an account, please see any lab operator and bring your university ID number and a photo id.

#### PHOTO ID/One Card

Bowling Green State University photo identification cards are required at BGSU Firelands to use the Computer Lab, to do charges in the Bookstore, to check out Library materials, utilize vending and to view certain personal records in Student Services.

Pictures for photo IDs are taken in the Computer Laboratory during regular laboratory hours. Students will need to know their University ID number (P00 number) and an active BGNet account in order to have their photos taken. Completed IDs can be picked up in the Computer Laboratory immediately after the photos are taken.

There is a fee for all ID cards. Stolen cards should be reported immediately.

ID's are also known as BG One Cards. Students may load money to the card and utilize it in the bookstore and vending machines on campus.

#### Student E-mail Policy

(Use of e-mail for Official Correspondence with Students)

Official University e-mail 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 BGNET account. Students may anticipate that official university correspondence will come to them through this e-mail account and should access BGNET e-mail on a regular and timely basis.

Additionally, all students should recognize that their BGNET account is currently part of the authentication process used for accessing MyBGSU. MyBGSU is an essential University tool used for administrative and academic correspondence. Students will be required to use this tool to access administrative and academic services at the University, such as grade reports, class registration, and class assignments/announcements.

1. University use of e-mail

E-mail 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 e-mail 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 e-mail.

2. Assignment of student e-mail

Admitted students will receive an information packet that includes information necessary to create their BGNET account. Students on the main campus can use the web service or can register for an e-mail account by bringing their official BGSU ID to the Technology Support Center in 129 Hayes Hall. Firelands students can register for an account online or by visiting the main computer 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 e-mail accounts. Official e-mail addresses will be directory information unless a student requests otherwise.

3. Expectations about student use of e-mail

Students are expected to check their e-mail 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 e-mail," error in forwarding mail, or e-mail returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via e-mail. Additionally, no student should share his or her password with any other individual. Such sharing could facilitate violations of federal, state, and/or local laws and therefore is prohibited.

4. Redirecting of e-mail

If a student wishes to have e-mail redirected from their official BGSU address to another e-mail address (e.g., @aol.com, @hotmail.com), they may do so, but at their own risk. The University will not be responsible for the handling of e-mail by outside vendors. Having e-mail redirected does not absolve a student from the responsibilities associated with the official communication sent to his or her BGNET account. In order to forward e-mail, please contact the Technology Support Center (TSC) in 129 Hayes Hall or by telephone at 419.372.0999. BGSU Firelands students can go the computer lab in the North Building or call 419-433-5560, ext. 20743 or 20669, to have their e-mail redirected.

5. Authentication for confidential information

It is a violation of University policies, including the Code of Student Conduct to impersonate a University office, 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. Students should never share their passwords or other identifying information, except as requested by the University.

In these cases, students will receive e-mail correspondence directing them to MyBGSU, where they can access the confidential information only by authenticating. The confidential information will not be available in the e-mail 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.

6. Privacy

Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail 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 e-mail correspondence.

7. Educational uses of e-mail

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

See also the general BGSU Information Technology Services E-mail Information and Policies available at <http://www.bgsu.edu/offices/it/email>

For policies regarding appropriate use of University telecommunications, please consult the BGSU Acceptable Use Policy found at <http://www.bgsu.edu/offices/its/security/policiesfor> a refund must be clean and unmarked and accompanied by the applicable cash register receipt or charge sales receipt.

## **OFFICE OF STUDENT AND CAMPUS ACTIVITIES**

Ms. Sandra V. DiCarlo  
Coordinator of Student & Campus Activities  
North Building, Room 137

## **CLUBS**

The clubs listed here are organizations for BGSU Firelands students. Not all clubs are active every year. Clubs' existence and participation vary according to student needs. To start a new club or to register for a club listed, contact Student and Campus Activities. In addition to the clubs and organizations listed, Student and Campus Activities sponsor many educational, entertainment and social events.

If you would like to make suggestions or to get involved in student activities, please come to the Student and Campus Activities office in 137 North Building.

John Mitchell Book Club  
Campus Fellowship  
Science and Environment Club  
Firelands Chapter Ohio Student Education Association  
Firelands College Theatre

Healthy Lifestyles  
Intramural Club  
Model United Nations  
Peace & Justice Club  
Speech Activities Organizations/Theatre

Student Government  
VCTO  
Veteran's Club  
Women's Resource Group

Young Democratic Socialists  
Young Republicans

Dr. Jolene Buehrer  
Dr. Cynthia L. Miglietti  
Dr. Linda Cornell  
Ms. Linda Hamaide  
Dr. Frank Glann  
Dr. Jann G. Glann  
Ms. Patricia A. Antonelli  
Ms. Sandra V. DiCarlo  
Dr. Benjamin N. Muego  
Dr. Andrew J. Kurtz  
Dr. Frank W. Glann  
Dr. Ronald M. Ruble  
Ms. Julie A. Rogers  
Ms. Lisa A. Kidd  
Dr. Benjamin N. Muego  
Dr. Emily Hinnov  
Dr. Jolene Buehrer  
Dr. Michael Kimaid  
Ms. Penny Nemitz

Information about clubs and/or advisor email addresses can be obtained in the Office of Student and Campus Activities (Room 137 North).

## **GYMNASIUM USE**

All students must present a current valid BGSU or BGSU Firelands ID to use the gymnasium. No children are permitted in the gym.

Student Use Policy:

1. There are no open gym hours for students during the summer semester.
2. Gymnasium "open hours for students" begin the second week of fall and spring semesters through the last week of classes fall and spring semesters.
3. A schedule is posted on the doors of the gymnasium for available open hours at these times because the time varies according to courses being taught in the gymnasium.
4. Students must have a current valid BGSU identification card to use the gym.

Outside Group Policy

At All Times

1. Outside “groups” need to go through the Office Budget and Operations (facilities management) to arrange to use the gymnasium for special events. Common groups are schools using the gymnasium for sport camps such as football.
2. Children are not permitted to be in the gymnasium unless they are part of an organized group who made arrangements through the Office of Budget and Operations.

## **MAIN CAMPUS ACTIVITIES:**

### **BGSU STUDENT RECREATION CENTER**

With its two swimming pools, 14 handball/racquetball courts, running track, saunas, whirlpool spa, Universal/Nautilus areas and courts for basketball, volleyball, tennis, squash and badminton, among other facilities, is a focal point for BGSU recreational activities.

BGSU Firelands students may use the center for a nominal fee per day or a semester fee and presenting a valid BGSU photo ID.

### **BGSU MAIN CAMPUS SPORTING EVENTS**

BGSU Firelands students need a valid BGSU Firelands ID to attend sporting events. Home games are free to all students with a valid ID.

## **STUDENT RECOGNITION**

### **COMMENCEMENT**

In early May, BGSU Firelands holds a commencement ceremony for all students eligible to receive associate degrees or one-year certificates. The ceremony takes place in the Cedar Point Center and an individual of distinction is invited to address the graduates. The Dean presents diploma folders and recognizes graduates for academic achievement.

Students may purchase invitations and caps and gowns in the BGSU Firelands Bookstore. Family, friends and community residents are encouraged to attend the ceremony and the reception immediately following.

### **RECOGNITION PROGRAM**

Each spring a program honoring those students, faculty, staff, and community members, who have shown outstanding leadership in campus organizations and activities is held. Nominations for these awards are sought from administrative and classified staff, faculty and students. Recognition of outstanding academic achievement is given at this time as well. Information on qualifications for receiving awards and recognition can be obtained in the Student and Campus Activities Office (Room 137 North).

## **GENERAL INFORMATION**

### **ACTIVITY/SPEAKER POLICY**

A policy has been established for noontime activities/presentations in the Pit:

The television and pool table may be unavailable for use approximately one hour during these special activities & presentations.

### **CAMPUS SAFETY AND SECURITY INFORMATION**

BGSU Firelands is in full compliance with the Title II Crime Awareness and Campus Security Act of 1990.

A copy of the BGSU Firelands Campus Security and Crime Awareness information brochure is posted on bulletin boards and is available upon request from the office of Budget and Operations.

### **EMERGENCIES**

Students who have a physical condition which might require emergency attention should notify their instructors of the condition at the beginning of the semester.

Members of the Plant Operations and Maintenance staff are on duty seven days a week throughout the year and have been instructed to assist in all emergency situations including accident, fire, illness or physical plant problems.

During office hours, 8:00 am to 10:00 pm Monday through Thursday, and 8:00 a.m. to 5:00 pm Friday, call the switchboard and describe the emergency. After hours, a dedicated emergency (red) telephone is located inside the primary entrance of each building; it will automatically dial 911 whenever it is picked up.

## LOST AND FOUND

“Lost and Found” is located in the Foundation Hall reception area. Persons who have lost or found articles should contact the receptionist in Foundation Hall.

## SMOKING REGULATIONS

In compliance with Ohio Revised Code Chapter 3794, smoking is prohibited inside all buildings, structures, and vehicles owned or leased by Bowling Green State University (including the BGSU Firelands campus). On the BGSU Firelands campus, smoking is only permitted in one designated area, located in the Bell Courtyard between the West and North Buildings. The designated area is clearly marked with appropriate signage.

Ash receptacles are conveniently located near the sidewalks leading from each of the parking areas to allow for the extinguishing of cigarettes, cigars, etc. before proceeding further onto campus.

Information regarding the State of Ohio Smoking Ban can be found at [www.odh.state.oh.us/alerts/ohiosmokingban.aspx](http://www.odh.state.oh.us/alerts/ohiosmokingban.aspx).

## STUDENT HEALTH INSURANCE

Applications and claim forms for student health insurance are available from the Office of Student Services, 101 West Building.

(The BGSU Firelands Student Survival Handbook is intended as a general guideline for rules, regulations, policies and procedures at BGSU Firelands. For a complete listing of all University policies, please consult the most recent editions of the BGSU Undergraduate Catalog and the Student Handbook).

## WHOM TO SEE FOR HELP

<b>Problem:</b>	<b>Who can help:</b>	<b>Where:</b>
Academic Advising	Student Services	101 West
Academic Appeals	Student Services	101 West
Academic Enhancement	Ms. Penny L. Nemitz	230 North
Accounting Courses	Dr. Cynthia L. Miglietti	329a West
Accounts (student bills)	Office of the Bursar	103c FH
	Financial Aid	135 West
Add a Class (after 1st week)	Instructor and/or Adviser	
Admissions	Ms. Debralee Divers	103a FH
	Ms. Cheryl L. Chafee	103b FH
	Ms. Sharon R. Velliquette	103c FH
	Ms. Sandra K. Yandell	103 FH
Alert BG	MyBGSU	
Applied Sciences Department	Dr. Cynthia L. Miglietti	329a West
Applied Statistics Courses	Dr. Kay E. Strong	150 North
Art Courses	Mr. D. David Sapp	328d West
Associate Dean for Academics and Student Affairs	Dr. John P. Pommersheim	112 FH
Associate Dean for Outreach and Engagement	Dr. Andrew J. Kurtz	106 FH
Astronomy Courses	Dr. Jeffrey K. Wagner	320a West
Audiovisual Equipment Reservation	Audio-Visual Services	1012 CPC
Auto Registration and Decals	On-line	

Bachelor of Liberal Studies	Ms. Amy L. McKinley	106a West
Bachelor of Science in Applied Health Science	Student Services	101 West
Bachelor of Science in Criminal Justice	Dr. Timothy J. Jurkovic	305 West
Bachelor of Science in Education, Early Childhood Education	Dr. Anne Leser Dr. Ruth Steinbrunner Ms. Linda J. Hamaide Ms. Lori A. Pierce	324b West 324a West 324f West 321a West
Bachelor of Science in Nursing (RN/BSN Completion Program)	Ms. M. Ellen Naderer	225 West
Bachelor of Science in Technology, Manufacturing Technology	Dr. Cynthia L. Miglietti	329a West
Bachelor of Science in Technology, Visual Communication Technology	Ms. Lisa A. Kidd	317 West
Bettcher Industries Seminar Room	Ms. Loretta M. Peugeot	1007 CPC
Biology Courses	Dr. Christine A. Genovese Mr. Todd L. Marshall Ms. Tamara J. May	300a West 213a West 339 West
Blue Books for Exams	Ms. Bonnie G. Lindsley Receptionist Library Staff	Switchboard 202 F H
Books for Courses	Ms. Bonnie G. Lindsley	
Bookstore	Ms. Bonnie G. Lindsley	
Bulletin Boards	Student Services	101 West
Bursar at BGSU	Ms. Sharon Velliquette	112a West
Business Education Courses	Dr. Teresa A. Marano	311b West
Business/Industry Training Center	Educational Outreach	1007 CPC
Business Management Courses	Dr. Cynthia L. Miglietti	329a West
Career Counseling	Mr. John L. Clark	138 North
Caryl Crane Children's Theatre	Dr. Ronald M. Ruble	112b West
Chemistry Courses	Dr. Linda P. Cornell	328a West
Classrooms (assignment of)	Dr. John P. Pommersheim	112 FH
College Catalogs	On-line	
College Relations	Ms. Lesley G. Ruszkowski Ms. Jaymee Skelly	114b FH 114 FH
College Development	Mr. George R. Mayer	114a F H
Computer-Assisted Design (CAD) Courses	Dr. Haoyu Wang	152 North
Computer Lab	Ms. Julie A. Hamann	234 North
Computer Science Courses	Mr. Martin S. Anderson Ms. Rachelle M. Hippler	324d West 151 North
Continuing Education Programs	Ms. Loretta M. Peugeot	1007 CPC
Counseling, Career	Mr. John L. Clark	138 North
Counseling, Personal	Ms. Penny L. Nemitz	230 North
Credit-By-Examination: BGSU Courses	Dr. John P. Pommersheim	112 F H
Criminal Justice Courses	Dr. Timothy J. Jurkovic	305 West
Customized Training Programs (Lean Manufacturing, Six Sigma, ISO/QS9000 Supervision)	Ms. Loretta M. Peugeot	1007 CPC

Department Chairs:		
Humanities	Dr. Joel D. Rudinger	300c West
Applied Sciences	Dr. Cynthia L. Miglietti	329a West
Natural & Social Sciences	Dr. Jeffrey K. Wagner	320a West
Design Courses	Dr. Haoyu Wang	152 North
Disability Services	Ms. Penny L. Nemitz	230 North
	Ms. Brigitte Green-Churchwell	230 North
Drop a Class	Student Services	101 West
	Registration	135 West
Early Childhood Education	Dr. Anne Leser	324b West
	Dr. Ruth Steinbrunner	324a West
	Ms. Linda J. Hamaide	324f West
	Ms. Lori A. Pierce	321a West
Economics Courses	Dr. Kay E. Strong	150 North
Educational Assistance (tutoring and study aids)	The Teaching & Learning Center	230 North
Electronics Courses	Dr. Philip D. Weinsier	153 North
Emergency Loans	Ms. Sharon Velliquette	103c FH
Engineering Technology Courses	Dr. Haoyu Wang	152 North
English Courses	Dr. Katharine K. Dailey	300f West
	Dr. Emily M. Hinnov	309 West
	Dr. Andrew J. Kurtz	106 FH
	Mr. John C. Moor	311a West
	Dr. Jacqueline A. Justice	321 West
Enterprise Ohio/Workforce Development	Office of Educational Outreach	1007 CPC
Ethnic Studies Courses	Dr. Benjamin N. Muego	320d West
	Dr. O. Dale Schnetzer	300d West
Films and Film Catalogs	Audio-Visual Services	1012 CPC
	Library Staff	202 FH
Film Courses	Dr. Andrew J. Kurtz	106 FH
Financial Aid	Ms. Debralee Divers	103a FH
	Ms. Cheryl L. Chafee	103b FH
	Ms. Julie A. Freitas	103d FH
Firelands College Theatre Program	Dr. Frank W. Glann	323 West
First Aid	Student Services	101 West
FOCUS Program	Ms. Debralee Divers	103a FH
French Language Courses	Dr. Joel D. Rudinger	300c West
Geography Courses	Dr. Victor U. Odafe	320c West
Geology Courses	Dr. Jeffrey K. Wagner	320a West
Grade Appeal Process	Dr. John P. Pommersheim	112 F H
Graduation, Application for	Student Services	101 West
Graduation Information	Student Services	101 West
Harassment	Any Employee	
Health Information Technology	Ms. Mona M. Burke	324c West
Health Insurance (student)	Student Services	101 West
Health & Physical Education Courses	Dr. Joel D. Rudinger	300c West

History Courses	Dr. Michael A. Kimaid	341 West
Human Services Program	Dr. Tatiana W. Panas	300b West
Humanities Courses	Dr. Joel D. Rudinger	300c West
Humanities Department	Dr. Joel D. Rudinger	300c West
Huron Playhouse	Dr. Jann Graham Glann	329b West
ID Cards	Computer Lab	
Independent Studies Courses	Registration	135 West
Instructional Services	Ms. JoEtta R. Crupi	335 West
	Ms. Libby Campbell	335 West
	Ms. Denise Miller	335 West
Interpersonal Communication Courses	Dr. Frank W. Glann	323 West
Institutional Research		117 F H
Intramurals	Ms. Sandra V. DiCarlo	137 North
Judicial Administrator	Ms. Amy L. McKinley	106a West
Journalism Courses	Mr. John C. Moor	311a West
Keys	Budget & Operations	136 F H
Learning Center	See Teaching & Learning Center	230 North
Library	Library Staff	202 F H
Lifelong Learning	Educational Outreach	1007 CPC
Little Gallery	Mr. D. David Sapp	328d West
Locker/Locks	Ms. Bonnie G. Lindsley	Bookstore
LCCC Nursing Program	Ms. M. Ellen Naderer	225 West
Lost or Found	Switchboard	104 F H
Maintenance Problem	Mr. Mark R. Charville	136b F H
Manufacturing Courses	Dr. Haoyu Wang	152 North
Master of Education in Curriculum & Teaching	Mr. Larry Graser	Main Campus
Master of Science in Nursing	Ms. M. Ellen Naderer	225 West
Mathematics Courses	Dr. William N. Liu	320b West
	Dr. Victor U. Odafe	320c West
	Ms. Alyson Wilson	320f West
	Mr. William J. Huepenbecker	325 West
Minority Events	Ms. Sandra V. DiCarlo	137 North
Natural & Social Sciences Department	Dr. Victor U. Odafe	320c West
News Releases	College Relations	114 F H
Non-Credit Programs, Registration	Ms. Loretta M. Peugeot	1007 CPC
Notary Public	Ms. Loretta M. Peugeot	1007 CPC
	Ms. Sandra K. Yandell	100 West
Nursing Programs	Ms. M. Ellen Naderer	225 West
Office for Educational Outreach	Ms. Loretta M. Peugeot	1007 CPC
OhioLINK	Library Staff	202 FH
Parking and Auto Registration	Registration	135 West
Parking Tickets	Ms. Deborah J. Bennett	136 F H
Part-time Student Employment	Mr. John L. Clark	138 North
Philosophy Courses	Dr. O. Dale Schnetzer	300d West

Photo IDs	Computer Lab	
Physical Education Courses	Dr. Joel D. Rudinger	300c West
Physics Courses	Dr. Victor U. Odafe	320c West
Placement Services	Mr. John L. Clark	138 North
Political Science Courses	Dr. Benjamin N. Muego	320d West
Popular Culture Courses	Dr. Joel D. Rudinger	300c West
Post-Secondary Enrollment (PSEOP)	Mr. David Janik	106b West
Pre-Nursing Courses	Ms. M. Ellen Naderer	225 West
Program Advisement	Student Services	101 West
Psychology Courses	Dr. Christopher J. Mruk	303 West
	Dr. Tatiana W. Panas	300b West
Quality Control Courses	Mr. M. Peter Henning III	155 North
Radiologic Technology Courses	Ms. Sylvia Hermo-Fedro	301 West
	Ms. Valerie S. Glowacki	329 West
Reading Development	The Teaching & Learning Center	230 North
	Ms. Mary Lou Stradtman	230 North
Readmission Procedures	Registration	135 West
Records, Student	Registration	135 West
Refunds (Vending Machines)	Firelands Vending	Vendeteria
Registration Questions	Ms. Vicki B. Hillis	135 West
	Ms. Martha Sperry	135 West
Reinstatement after Being Dropped	Student Services	101 West
Reserve materials	Library Staff	202 F H
Respiratory Care Courses	Mr. Roddy C. Roark	328c West
	Ms. Carol M. Puder	154 North
Resume Writing	Mr. John L. Clark	138 North
Scholarships	Ms. Debralee Divers	103a FH
	Ms. Julie A. Freitas	103d FH
Science Courses	Dr. Victor U. Odafe	320c West
Sexual Harassment	Any Employee	
Social Sciences	Dr. Victor U. Odafe	320c West
Social Work Courses	Dr. Tatiana W. Panas	300b West
Sociology Courses	Dr. Timothy J. Jurkovac	305 West
Space for Classes	Dr. John P. Pommersheim	112 F H
Space for Community Meetings	Budget & Operations	136 F H
Space in Bettcher Industries Seminar Room	Ms. Loretta M. Peugeot	1007 CPC
Space in Library Classroom	Dr. John P. Pommersheim	112 F H
Spanish Language Courses	Dr. Joel D. Rudinger	300c West
Speakers Bureau	Ms. Jaymee D. Skelly	114 F H
Special Needs	Ms. Penny L. Nemitz	230 North
Speech Courses	Dr. Frank W. Glann	323 West
Student Activities and Programs	Ms. Sandra V. DiCarlo	137 North
Student Government	Student Government Officers	139 North
Study Skills	The Teaching & Learning Center	230 North
Switchboard		102 F H
Tech Prep	Mr. David Janik	106b West
Technology Support Services	Ms. Julie A. Hamann	234 North
Theatre Courses	Dr. Frank W. Glann	323 West

Transcript Requests	Registration and Records	135 West
Transfer to Main Campus	Student Services	101 West
Tutoring	The Teaching & Learning Center	230 North
Typewriters	Library Staff	202 F H
UT RN/BSN Program	Ms. M. Ellen Naderer	225 West
Veterans' Benefits	Mr. John L. Clark	103e FH
Visual Communication Technology	Ms. Lisa A. Kidd	317 West
	Mr. Barry A. Lee	318 West
WIA – Workforce Investment Act	Mr. John L. Clark	103e FH
Want to Put On A Program?	Ms. Sandra V. DiCarlo	137 North
Web Services	Mr. James A. Kimble	202 West
Web Site	<a href="http://www.firelands.bgsu.edu">www.firelands.bgsu.edu</a>	
Withdrawing from College	Student Services	101 West
Women's Studies Courses	Dr. Katharine K. Dailey	300f West
World Class Manufacturing Courses	Dr. Haoyu Wang	152 North
Writing Development	Dr. Jacqueline A. Justice	321 West
Xeroxing (for students)	Library Staff	202 F H
	The Teaching & Learning Center	230 North

CPC = Cedar Point Center

F H = Foundation Hall