



**SPRING 2018**

**SCHEDULE BULLETIN**

Office of the University Registrar  
[www.bowiestate.edu](http://www.bowiestate.edu)

Academic Calendar .....	II
General Information.....	III
New Student Orientation .....	VII
Institutional Placement Testing and Advising.....	VIII
Registration Process .....	IX
Schedule Adjustment after Registration .....	XI
Add/Dropping Courses.....	XI
Withdrawal after Schedule Adjustment.....	XI
Withdrawal from the University.....	XI
Financial Aid Information .....	XII
Payment Information .....	XIV
Late Registration Fees .....	XIV
Final Examination Schedule .....	XVII
Academic Progress .....	XVIII
Student Services and Resources .....	XIX
Graduate and Undergraduate Class Offerings	
For accurate class availability log onto Bulldog Connection	
This PDF file does not reflect current classes or available space	
In classes.	
All forms, applications, and instructions are available on line at:	
<a href="http://www.bowiestate.edu">www.bowiestate.edu</a>	
<a href="http://www.bulldogconnect.bowiestate.edu">www.bulldogconnect.bowiestate.edu</a>	

**For Your Information**

**Spring 2018 classes begin**  
**January 24, 2018**

Late Registration Dates and a \$50.00 late fee applies beginning 01/24/2018 – 01/30/2018 for all students who register late.

Payment or pay arrangements must be made before attending classes.

Currently enrolled students must see an advisor before they can register. Get connected with Bulldog Connection.

It is your responsibility to drop your classes should you decide not to attend Bowie State University. **EFFECTIVE** Fall 2009 student's' must petition for removal of a class or term **before the end** of the effective term. Request after the close of the term will not be honored.

**English Proficiency Examination**

Effective Fall 2017, the English Proficiency Examination will no longer be a graduation requirement for students with the admit term of Fall 2017. Students admitted prior to Fall 2017, if you have not completed ENGL 101 and 102 with at least the grade of C or better, you cannot register for ENGL/PRO. **This is a graduation requirement for undergraduate students.**

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**Emergency Closings**

In the case of inclement weather, notification of school closing will be available on Baltimore/Washington television channels and radio stations. Closings and delays will be recorded on the campus information line 301-860-4000.

## January 2018

First Day of Classes (Regular and 1 <sup>st</sup> Eight Week)	24
Late Registration	24-30
Last Day to Add/Drop/ Register for Class	30

## February 2018

Presidents Spring 2018 Matriculation Convocation	7
English Proficiency Examinations	8,9
Last Day to Apply for May 2018 Graduation	16
Last Day to Withdraw 1 <sup>st</sup> Eight Week Courses	16

## Graduate & Undergraduate Class Schedules

All class/course information is available by logging into Bulldog Connection. The PDF schedule on the webpage is not the most accurate copy of the schedule of classes and is subject to change.

Get connected with Bulldog Connection-On line student services for enrollment, check grades, make tuition payment or apply for graduation.

\*\*\*\*\*

### Withdrawals and Audits

If you are receiving financial aid prior to Withdrawing (**W**) or Auditing (**AU**) a course check with the Office of Financial Aid to make sure that your financial aid status will not be affected by the decision to Withdraw or Audit a course.

\*\*\*\*\*

## Advisement for Summer/Fall Classes Advisement for Student with <59 credits

April 9-13

### Academic Advisement Center

Students must sign up to see an Academic Advisor in the Advising Center prior to registration to have the Academic advisement hold removed. Students should be advised and ready to register when registration opens on April 16<sup>th</sup>.

## March 2018

Last Day to remove Fall 2017 Grades of "I" (Incomplete)	2
Graduate Comprehensive Examination	10
Mid-term exams for Undergraduate students	12 -16
End of 1 <sup>st</sup> Eight Week Classes	16
Spring Break	19-23
Classes Resume	26
Second Eight Week Classes Begin	26
Last day to Add/Drop for 2 <sup>nd</sup> Eight Week Session	30

## April 2018

English Proficiency Examinations	5,6, and 7
Advisement Week (Undergraduates)	9-13
Last Day to Change from Credit to Audit	13
Last Day to Drop Course With a Grade of "W"	13
Summer/Fall 2018 Registration Begins	16
Last Day to Withdraw or Audit from 2 <sup>nd</sup> Eight Week Session	20

## May 2018

Final Examinations for May 2018 Graduation Candidates	4-10
Last Day of Classes	10
Grades for Graduating Students due <b>Noon</b>	11
Reading Day	11
Graduation Clearance	14-18
Final Exams for Continuing Students	14-18
2 <sup>nd</sup> Eight Week Classes End	18
Mandatory Commencement Rehearsal	18
Final Grades Due by 3 P.M.	21
May Commencement	22
End of Semester	23

## MAY 2018 GRADUATION

**Tuesday, May 22, 2018**

All students must be both **financially** and **academically** cleared to participate in the Commencement ceremony.

<b>Campus Information</b> .....	301-860-4000
Academic Affairs .....	301-860-3460
Academic Advisement Center-----	301-860-4072
<b>Admissions</b>	
Undergraduate .....	301-860-3415
Graduate .....	301-860-3415
Alumni Relations .....	301-860-3939
Athletics.....	301-860-3570
Bookstore/Follett .....	301-860-4350
Bowie Card – Student Identification Card.....	301-860-3792
Career Development Center.....	301-860-3826
Campus Safety/Police.....	301-860-4040
Commuter Affairs & Community Services.....	301-860-3844
D.I.T. Help Desk.....	301-860-4357
Disability Support Services.....	301-860-4067
Financial Aid.....	301-860-3540
Health and Wellness Center .....	301-860-4170
Honors Program .....	301-860-4090
Housing and Residence Life.....	301-860-5000
Intramural & Recreational Sports Program.....	301-860-3812
Library .....	301-860-3850
Media Operations .....	301-860-3900
New Student Orientation .....	301-860-4406
Office of the Registrar/FERPA.....	301-860-3430
Veteran Services.....	301-860-3432
Office of Student Life.....	301-860-3835
Student Government Association .....	SGA@bowiestate.edu
Student Accounts .....	301-860-3490
TTY .....	301-860-4000
University Relations & Marketing.....	301-860-4311

**Bowie State University**  
**14000 Jericho Park Road**  
**Bowie, Maryland 20715**

**Dr. Aminta Breaux**  
**President**  
Henry Administration Building

**Guy-Alain Amoussou,**  
**Ph.D.**  
**Interim Provost & Vice**  
**President**  
**For Academic Affairs**  
Henry Administration Building  
301-860-3460

**Ms. Karen Johnson**  
**Shaheed**  
**Executive Vice President**  
**and General Counsel**  
**Chief of Staff to the**  
**President**  
Henry Administration Building  
301-860-3555

**Dr. Karl Brockenbrough**  
**Vice President for**  
**Administration and Finance**  
Henry Administration Building  
301-860-3470

**Dr. Artie Travis**  
**Vice President for Student**  
**Affairs & Campus Life**  
Henry Administration Building  
301-860-3390

**Ms. Yvette Caldwell**  
**Interim Vice President for**  
**Institutional Advancement**  
Henry Administration Building  
301-860-4303

**E. Wayne Rose**  
**Vice President for**  
**Information Technology**  
Marshall Library  
301-860-3957

**Mr. Clyde Doughty Jr.**  
**Athletic Director**  
James Gym  
301-860-3571

**Cassandra M. Robinson**  
**Director of University**  
**Relations & Marketing**  
Henry Administration Building  
301-860-3555

COLLEGE of ARTS & SCIENCE	COLLEGE of BUSINESS	COLLEGE of PROFESSIONAL STUDIES
<b>Dr. George Acquah, Dean</b> Computer Science Building (CSB) 3 <sup>rd</sup> Floor 301-860-3320	<b>Dr. Anthony Nelson, Dean</b> Center for Business & Graduate Studies (BGS) 3 <sup>rd</sup> Floor 301-860-3596	<b>Dr. Elliott Parris, Interim Dean</b> Center for Learning & Technology (CLT) 3 <sup>rd</sup> Floor 301-860-3100
<div data-bbox="115 401 553 468" style="border: 1px solid black; padding: 5px; text-align: center;"><b>ACADEMIC DEPARTMENTS</b></div> <p><b>Communications</b>            Dr. Otis Thomas, Chair            MLK 301-860-3711</p> <p><b>Computer Science</b>            Dr. Seonho Choi, Chair            CSB 301-860-3967</p> <p><b>English &amp; Modern Language</b>            Dr. David Basena, Chair            MLK 301-860-3670</p> <p><b>Fine &amp; Performing Arts</b>            Dr. Gail Medford, Chair            DFPA 301-860-3755</p> <p><b>History &amp; Government</b>            Dr. Diarra Robertson, Chair            MLK 301-860-3613</p> <p><b>Mathematics</b>            Dr. Nelson Petulante, Chair            CRA 301-860-3352</p> <p><b>Military Science</b>            Col. Joel Thomas            James Gym 301-860-3562</p> <p><b>Natural Sciences</b>            Dr. Alan Anderson, Chair            CRA 301-860-3337</p>	<div data-bbox="613 401 1040 468" style="border: 1px solid black; padding: 5px; text-align: center;"><b>ACADEMIC DEPARTMENTS</b></div> <p><b>Accounting, Finance &amp; Economics</b>            Samuel Duah, Chair            BGS 301-860-3594</p> <p><b>Management, Mktg, Public Adm.</b>            Dr. David Abrahams, Chair            BGS 301-860-3637</p> <p><b>Management Information Systems</b>            Dr. David Anyiwo, Chair            BGS 301-860-3599</p>	<div data-bbox="1094 401 1521 468" style="border: 1px solid black; padding: 5px; text-align: center;"><b>ACADEMIC DEPARTMENTS</b></div> <p><b>Behavioral Sciences and Human Services</b>            Charles Adams, Interim Chair            CLT 301-860-4703</p> <p><b>Nursing</b>            Dr. Rena Boss-Victoria, Chair            CLT 301-860-3219</p> <p><b>Psychology</b>            Dr. Cheryl Blackman, Chair            CLT 301-860-3257</p> <p><b>Social Work</b>            Dr. Makeba Green, Chair            CLT 301-860-3250</p>
<div data-bbox="87 1283 570 1892" style="background-color: black; color: white; padding: 10px;"> <p><b>CAMPUS BUILDING LEGEND</b></p> <p>BGS Business &amp; Graduate Studies</p> <p>CSB Computer Science Building</p> <p>CSMN Center for Natural Science, Math, and Nursing</p> <p>JEP James E. Proctor Center for Learning Technology</p> <p>CRA Crawford Science Center</p> <p>FPAC Fine and Performing Arts Center</p> <p>HA Henry Administration</p> <p>MLK Martin Luther King, Jr. Bldg.</p> <p>PE James Gym</p> <p>RH Robinson Hall</p> </div>	<div data-bbox="591 869 1066 995" style="background-color: #cccccc; text-align: center; padding: 5px;"><b>COLLEGE Of EDUCATION</b></div> <p><b>Dr. Rhonda Jeter-Twilley, Dean</b>            Center for Learning &amp; Technology            CLT 301-86-3230</p> <div data-bbox="613 1142 1040 1203" style="border: 1px solid black; padding: 5px; text-align: center;"><b>ACADEMIC DEPARTMENTS</b></div> <p><b>Department of Counseling</b>            Dr. Rosalyn Green, Chair            CLT 301-860-3234</p> <p><b>Teaching Lrn and Professional Dev</b>            Dr. Constance Brooks, Chair            CLT 301-860-3122</p> <p><b>Educational Studies and Leadership</b>            Dr. J. Winona Taylor, Chair            CLT 301-860-3232</p>	<div data-bbox="1078 963 1521 1052" style="background-color: #cccccc; text-align: center; padding: 5px;"><b>OFFICE OF TESTING SERVICES</b></div> <p><b>Nedra Mahone</b>            CLT 301-860-3113</p>
	<div data-bbox="591 1614 1066 1698" style="background-color: #cccccc; text-align: center; padding: 5px;"><b>HONORS PROGRAM</b></div> <p><b>Dr. Monika Gross, Director</b>            Thurgood Marshall Library            RM 279D 301-860-3394</p>	<div data-bbox="1078 1241 1521 1320" style="background-color: #cccccc; text-align: center; padding: 5px;"><b>ACADEMIC ADVISEMENT CENTER</b></div> <p><b>Dr. Yvette Galloway, Director Academic Advisors</b></p> <p>Ms. Gloria Alexander 301-860-4065            Dr. Michael Hughes 301-860-4067            Ms. Dorsha Goodman 301-860-4072            Mr. Allen Mosley 301-860-4069            Ms. LaToya Walters 301-860-4066</p> <div data-bbox="1078 1646 1521 1734" style="border: 1px solid black; padding: 5px; text-align: center;"><b>OFFICE OF STUDENT AFFAIRS AND CAMPUS LIFE</b></div> <p><b>Dr. Artie Travis</b>            Vice President Student Affairs            Henry Administration 301-860-3394</p>

### OFFICE OF ADMISSIONS

Henry Administration Building, 1<sup>st</sup> Floor Suite 1400  
301-860-3415 - Fax 301-860-3518

#### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.  
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### OFFICE OF THE REGISTRAR

Henry Administration Building, 1<sup>st</sup> Floor Suite 1200  
301-860-3730 - Fax 301-860-3438

#### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.

Transcripts are available through Bulldog Connection.

<https://www.bowiestate.edu/academics-arch/registrars-office/transcript-services/>

### OFFICE OF FINANCIAL AID

Henry Administration Building, 1<sup>st</sup> Floor Suite 1100  
301-860-3540 - Fax 301-860-3549

#### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.  
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### OFFICE OF STUDENT ACCOUNTS

Henry Administration Building, 1<sup>st</sup> Floor Suite 1300  
301-860-3490 - Fax 301-860-3488

#### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.

#### CASHIER

Monday 8:00 A.M. – 4:30 P.M.  
Tuesday 8:00 A.M. – 4:30 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 4:30 P.M.  
Friday 8:00 A.M. – 4:30 P.M.

### ACADEMIC ADVISEMENT CENTER

Thurgood Marshall Library Suite #082  
301-860-4072 FAX 301-860-4086

#### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.  
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### NEW STUDENT ORIENTATION PROGRAM

Student Center  
301-860-3835 - Fax 301-860-3838

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### BOOKSTORE-FOLLETT

Student Center  
301-860-4350  
Fax 301-805-4628

#### SERVICE HOURS

Monday & Tuesday 9:00 A.M. - 7:00 P.M.  
Wednesday & Thursday 9:00 A.M. - 5:00 P.M.  
Friday 9:00 A.M. - 3:00 P.M.  
\*\*\*\*\*

### BOWIECARD-STUDENT IDENTIFICATION Card

Student Center  
301-860-3793

#### SERVICE HOURS

Monday –Friday 8:00 A.M. - 5:00 P.M.  
\*\*\*\*\*

### COMPUTER CENTER (STUDENT LABS)

Thurgood Marshall Library, Basement  
Computer Science Building  
301-860-4357

#### SERVICE HOURS

Monday-Friday 8:00 A.M. - 12:00 A.M.  
Saturday-Sunday 10:00 A.M. - 5:00 P.M.  
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### THURGOOD MARSHALL LIBRARY

Reference & Special Collections, 2nd Floor  
301-860-3850 - Fax 301-860-3848

#### SERVICE HOURS

Monday-Thursday 8:00 A.M. - 12:00 A.M.  
Friday 8:00 A.M. - 5:00 P.M.  
Saturday 9:00 A.M. - 6:00 P.M.  
Sunday 1:00 P.M. - 9:00 P.M.

**A passing score on the Bowie State University  
English Proficiency Examination  
is a **graduation requirement**  
for all  
**continuing** undergraduate students, all transfer, and  
all second-degree students who were admitted **before**  
**FALL 2017.****

**Note:**

Effective FALL 2017, the English Proficiency Examination will no longer be a graduation requirement for students with the admit term of FALL 2017

**What must you do to take this examination?**

You must register for the examination in the Office of the Registrar by the last day of the *Add/Drop* period and you must bring to the examination two #2 pencils, two 8 1/2 x 11" blue books (available in most college bookstores and not sold at the test site), and a form of identification with a photograph. You must have received a "C" or better in ENGL 101 and ENGL 102 (or transferred equivalent to BSU) to sit for this examination.

You will have two hours\* to complete the handwritten examination and will be prohibited from using a dictionary, thesaurus, or prepared materials or aides. You will be provided several topics and asked to write a well-developed essay with an introductory paragraph, which includes a thesis, *at least* two to four paragraphs of support, and a concluding paragraph. The elements of the five-paragraph essay you were required to write for English 102 will suffice.

**What support services are available to you?**

If you anticipate difficulty, please visit the Computer-Assisted Writing Center in the Department of English and Modern Languages or Student Support Services in the Student Success and Retention Center to seek assistance.

\*You will, however, be asked to set aside three hours for the examination, an hour of which is required to seat students.

**Check the academic calendar for dates, times and locations  
of the English Proficiency Exam**

**February 8<sup>th</sup> and 9<sup>th</sup>**

**April 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>**

**The EPE Exam will not be given during the mini-semester.**

**Institutional Placement Testing and Academic Advisement are services provided to assist students in transitioning to college.**

**All first-year undergraduate and transfer students who are required to take the Placement Examination must do so prior to attending The New Student Orientation Conference.**

# Prepare for Life

## INSTITUTIONAL PLACEMENT TESTING

### First-Time Freshmen

**All first-year undergraduate students are required to take the Reading, English, and Mathematics Placement Examination.**

### Transfer Students

**All transfer students who do not transfer English Composition with a “C” or better are required to take the English Placement Examination.**

**All transfer students whose transfer evaluation does not indicate credits for MATH 116 or a higher mathematics course must take the Mathematics Placement Examination.**

**In-state transfer students who hold an associate degree are not required to take a placement test.**

**For additional information, please contact University Testing Services at 301-860-3295.**

### **ADV HOLD – SERVICE INDICATOR**

**You will not be allowed to register if you have not met with your advisor to have your schedule approved and to have the Advising Hold removed.**

## ACADEMIC ADVISEMENT

### **UNDERGRADUATE STUDENTS**

Before registering for any classes, first-year undergraduate students who have not officially declared a major and all students whose GPA is less than 2.00 must report to the Academic Advising Center for academic advising. The Advising Center is located in the Center for Business and Graduate Studies 2nd floor.

All transfer and returning students who have declared a major must report to their respective academic department for advising. Each Department Chair will direct his/her majors to assigned faculty advisors who will ensure that their advisees are following prescribed programs of study.

More detailed information about academic advisement can be obtained in the academic departments and unknown majors can contact OTS at 301-860-3295.

### **GRADUATE STUDENTS**

All new graduate students should schedule a meeting with their advisor prior to registration.

### **DECLARATION OF MAJOR**

Bowie State University requires that every undergraduate student declare a major by the beginning of his/her sophomore year. To declare a major, each student must obtain a Declaration of Major Form from the Office of the Registrar. He/she completes, secures the appropriate signatures, and returns the completed form for processing to the Office of the Registrar.

### **ASSIGNMENT OF ACADEMIC ADVISOR**

Once a student officially declares a major, he/she must verify with the academic departmental chairperson that the major and advisor assignments are correctly recorded.



## Fall 2018 REGISTRATION

### Currently Enrolled Spring 2018 students:

Make sure to check your Personal Portfolio prior to registering for classes.

[Payment is due before attending classes at BSU](#)

[Summer 2018 payment is due upon registration.](#)

### NEW TO BSU?

**Newly Admitted Fall 2018 Students:** New undergraduates and transfer students must attend an orientation program and, if necessary and take a placement examination, where they will be advised, then register for Fall 2018 courses.

Accepted graduate students will receive advisors and registration information in the mail.

**Re-admitted Students:** Submit an application to be readmitted to BSU. After receiving acceptance letter, view academic calendar for registration dates and times.

**Housing:** Contact the Housing Office, to request and complete all housing transactions to reside on-campus. 301- 860-5000.

## HEALTH and WELLNESS CENTER

BSU requires all students to provide documentation of measles, mumps, rubella and tetanus/diphtheria. It is your responsibility to provide information to the University Health and Wellness Center prior to the beginning of the semester.

This requirement is mandatory. To learn more about the services available and for further information call 301-860-4170.

All International students must show proof of a negative TB skin test or a normal chest x-ray. Without these, registration will not be permitted.

### STEP 1:

#### PLAN YOUR SCHEDULE

Read course listings carefully and pay special attention to course descriptions for prerequisites and notes associated with each course for restrictions or locations and days/times.

### STEP 2:

#### MEET WITH YOUR ACADEMIC ADVISOR

**Advising is mandatory prior to registering.** Your academic major department assigns your academic advisor. Discuss your schedule, receive approval and pin number to register on-line.

### STEP 3:

#### RESOLVE REGISTRATION HOLDS

Registration blocks must be resolved before your registration will be processed. If you owe money to the University, you are not eligible to register you clear your accounts.

### STEP 4:

#### OBTAIN SPECIAL PERMISSION

Some courses may have specific requirements, prerequisites or require special permission. You must meet all special permission and advising requirements before registering. Obtain a PERMISSION NUMBER which allows you to register for the course from the specific department chair.

**Course restrictions** are listed with the individual course listing. Some courses are open to honor students only; majors only; others have GPA or cumulative credit requirements or may require permission.

Actions requiring a dean's approval are exceptions to any of the restrictions listed below that require approval prior to registering. Remember to register for the course after obtaining any special permission.

**Maximum Credit Limit:** Full-time undergraduate students are generally limited to registering for 18 credits. Graduate students are generally limited to 9 credits. If you desire to register for additional credits, you must have written approval from the dean. You must maintain a minimum of six hours for financial aid.

**Request/situations that would require special permission:** Closed course/oversubscribe (**Dean only**)

- Studying at a different school/Permission to Enroll or inter-institution registration with other MD schools
- Academic difficulties, Independent study,
- consortium agreements, special populations/services

### STEP 5:

#### REGISTER FOR CLASSES USING BULLDOG CONNECTION

Prior to course entry, make sure all special permissions and advising requirements have been met. Be prepared to have an alternate class schedule. After completing steps 1 through 4, you may register for your classes. Make sure you have obtained confirmation of your registration transaction.

### STEP 6:

#### PAYMENT OF TUITION AND FEES

**Billing Information:**

### STEP 7:

**Bowie Card-Student Identification Card:** All students are required to have a student identification card. After registering, apply for the Bowie Card. You can receive financial aid credit for the purchase of books and supplies, along with library, copying, and computer lab privileges on your Bowie Card. The Bowie Card Office is located in the Wiseman Centre, 118. 301-860-3793.

### STEP 8:

**Parking:** All students/visitors are required to display a valid parking permit. You must pay for your parking permit at Student Accounts and pick-up the permit from Campus Safety, Robinson Hall to avoid being ticketed.

**Health Services:** BSU requires all students to provide documentation of measles, mumps and rubella and tetanus/diphtheria. This requirement is mandatory. Contact Health Services at 301- 860-4170 for details.

## SCHEDULE ADJUSTMENT AFTER REGISTERING

**The last day to ADD or DROP  
is  
Tuesday, January 30, 2018**

### ADDING AND DROPPING COURSES

You must use the **Schedule Adjustment Form** to add or drop courses during the schedule adjustment period. If you desire schedule changes you must complete the following steps:

- o Contact your advisor for approval to change your schedule.
- o Submit the **Schedule Adjustment Form** to the Office of the Registrar. You can adjust your schedule on-line.

Call or visit the Office of Student Accounts for payment or adjustments of tuition/fees at 301-860-3490.

## WITHDRAWAL AFTER SCHEDULE ADJUSTMENT

**The last day to WITHDRAW or AUDIT  
(receive the grade of W or AU)  
is  
April 13, 2018**

### COURSE WITHDRAWAL or AUDIT

To withdraw from a course, you must log-in to Bulldog Connection and select the drop option to withdraw from a class. It is recommended that you consult your academic advisor and financial aid counselor prior to making this decision as it could have a negative impact on your educational objectives. Special Note: Graduate students cannot Audit after late registration closes.

### WITHDRAWAL FROM THE UNIVERSITY

To officially notify Bowie State University that you will stop attending or not return to BSU, you must meet with your advisor to officially withdraw official from Bowie State University.

**Withdrawal from BSU does not eliminate your financial obligation. This process cannot be completed on-line. If you never attend but do not officially drop classes you are responsible for tuition and fees.**

**It is *your* responsibility to ensure proper registration and to drop all classes prior to the beginning of the term to avoid being charged.**

## Bowie State University

### Compliance Statement

It is the policy of Bowie State University to provide equal opportunity for all persons and to prohibit discrimination for reasons of race, color, religion, age, ancestry or national origin, gender, sexual preference, physical or mental disability, marital status, or veteran status. All policies, programs, and activities of Bowie State University are and shall be in conformity with all pertinent federal and state laws on nondiscrimination. Inquiries or complaints concerning this policy may be directed to the Office of Equal Employment Opportunity at 301-860-3450.

### Disclosure Statement

The University reserves the right to make changes without prior notice to the information contained in this publication, including the alteration of various fee schedules and the revision or cancellation of particular courses due to low enrollment and other unforeseen circumstances. Consequently, course offerings are not guaranteed and are subject to change (times, days, cancellations, etc.).

### Family Educational Rights and Privacy Act of 1974

**Bowie State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act.**

### Directory Information is defined as:

The University maintains students' educational records in accordance with the *Family Educational Rights and Privacy Act of 1974* as amended (Buckley Amendment). Records of students are not released without their consent, except for that information that the institution classifies as Public Directory Information. Public Directory Information may be given to any inquirer. Bowie State University designates the following as **Public Directory Information**: Student's name, address, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and most recently and/or previous educational agency or institution attended.

Questions concerning FERPA may be referred to the University Registrar, located in the Henry Administration Bldg. 301-860-3430..

The Office of Financial Aid is dedicated to providing students, parents and all constituents of Bowie State University with the most recent and accurate information regarding financial aid and related services. In our attempt to make the entire process from applying to disbursement of aid as successful as possible, our office strives to ensure that all federal, state and institutional guidelines are met as we attempt to assist with alleviating financial barriers.

## FINANCIAL AID PROCEDURES CHECKLIST

(THIS CHECKLIST WILL HELP YOU WITH YOUR FINANCIAL AID APPLICATION PROCESS)

Complete the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) for 2017-2018, if you are interested in receiving aid for Spring 2018. Don't forget to complete your 2018-2019 FAFSA for the upcoming school year, be sure to include BSU school code 0020620.

**Review your Student Aid Report (SAR)** for accuracy, Corrections can be made at [www.fafsa.gov](http://www.fafsa.gov)

**Complete verification if necessary.** If you are selected for verification you must submit all requested information to the Office of the Financial Aid. Documents may include but are not limited to, federal tax documents, verification worksheets, income information and proof of citizenship.

**Check Bulldog Connect** for information regarding your financial aid award(s). Review your awards and decide which to accept and/or decline. Awards are subject to change is subject to change pending federal verification and verification of your enrollment status. If you are a first –time borrower at BSU, you must complete an online entrance interview and Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov)

**Report all expected scholarship funds.** Scholarship funds must be forwarded to the Office of Financial Aid and should include the student's name and Student ID.

### **Enrollment Requirements and Award Adjustments**

Students must be enrolled at least half time to be eligible to receive financial aid. Students eligible for a Federal Pell Grant must be enrolled in at least three credit hours. Adjustments will be made to financial aid awards pending any change in the student's enrollment status and or reported financial information. The Office of Financial Aid is required by federal regulations to monitor the progress of financial aid recipients. Financial aid recipients must comply with the standards for Satisfactory Academic Progress (SAP) as a condition of continued eligibility for financial aid. Student's academic records will be reviewed at the end of each academic year to determine whether the student has maintained SAP. Please note that financial aid SAP requirements differ from University academic satisfactory progress policies. See "Academic Regulations".

Financial aid is awarded under the assumption that students will attend school for the entire academic period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the financial aid funds that the student was originally awarded. Financial Aid will be pro-rated based on the actual period of enrollment. For additional information regarding Return of Title IV funds, please visit <https://www.bowiestate.edu/admissions-financial-aid/financial-aid/financial-aid-eligibility-requ/return-of-title-iv-funds/>

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### **BOWIE CARD INFORMATION**

If you have a credit balance after all required charges for the semester have been satisfied, you may allocate up to \$1000.00 per semester to your Bowie Card. Funds can be added to the Bowie Card one time per semester. Additional information on the procedure for applying funds to your card can be found on line via Bulldog Connection.

**Final Examination Schedule for SPRING 2018  
(May 14-18)**

<b>MWF CLASSES</b>	<b>EXAMINATION DATE</b>			<b>TIME</b>
8:00 a.m.	Monday	(M)	May 14, 2018	10:00 a.m. - 11:50 a.m.
9:00 a.m.	Wednesday	(W)	May 16, 2018	10:00 a.m. - 11:50 a.m.
10:00 a.m.	Friday	(F)	May 18, 2018	10:00 a.m. - 11:50 a.m.
11:00 a.m.	Monday	(M)	May 14, 2018	1:00 p.m. - 2:50 p.m.
12:00 p.m.	Wednesday	(W)	May 16, 2018	1:00 p.m. - 2:50 p.m.
1:00 p.m.	Friday	(F)	May 18, 2018	1:00 p.m. - 2:50 p.m.
2:00 p.m.	Monday	(M)	May 14, 2018	3:00 p.m. - 4:50 p.m.
3:00 p.m.	Wednesday	(W)	May 16, 2018	3:00 p.m. - 4:50 p.m.
4:00 p.m.	Friday	(F)	May 18, 2018	3:00 p.m. - 4:50 p.m.

  

<b>TR CLASSES</b>	<b>EXAMINATION DATE</b>			<b>TIME</b>
8:00 a.m.	Tuesday	(T)	May 15, 2018	10:00 a.m. - 11:50 a.m.
9:30 a.m.	Thursday	(R)	May 17, 2018	10:00 a.m. - 11:50 a.m.
11:00 a.m.	Tuesday	(T)	May 15, 2018	1:00 p.m. - 2:50 p.m.
12:30 p.m.	Thursday	(R)	May 17, 2018	1:00 p.m. - 2:50 p.m.
2:00 p.m.	Tuesday	(T)	May 15, 2018	3:00 p.m. - 4:50 p.m.
3:30 p.m.	Thursday	(R)	May 17, 2018	3:00 p.m. - 4:50 p.m.

  

<b>SPECIAL EXAMINATIONS</b>	<b>EXAMINATION DATE</b>			<b>TIME</b>
ENGL	Monday	(M)	May 14, 2018	8:00 a.m. - 9:50 a.m.
BIOL	Tuesday	(T)	May 15, 2018	8:00 a.m. - 9:50 a.m.
MATH	Wednesday	(W)	May 16, 2018	8:00 a.m. - 9:50 a.m.
COSC	Thursday	(R)	May 17, 2018	8:00 a.m. - 9:50 a.m.
COMM	Friday	(F)	May 18, 2018	8:00 a.m. - 9:50 a.m.

Graduation candidate's final exams: May 4-10  
Evening and 2<sup>nd</sup> 8 week class final examinations are scheduled during regular class time.  
(May 14-18)

Saturday & Sunday final examinations are scheduled during regular class time.

Graduate School final examination period is May 14-18  
Examinations are given in the same classroom used during the semester.

Academic departments will announce special location for examinations. The professor must arrange examinations for all applied music, TBA, independent study, T.V. courses, and other special courses.

**ATTENTION SPRING 2018 FACULTY**  
**FINAL GRADES ARE DUE 72 HOURS AFTER EXAMINATION**

**ATTENTION STUDENTS:**  
**Check your grades on line – [www.bowiestate.edu](http://www.bowiestate.edu)**

# ACADEMIC PROGRESS

## Undergraduate Students

### GRADE POINT AVERAGE (GPA)

Requirements for satisfactory academic progress are based solely upon grade point average. This is computed by dividing the total number of quality points accumulated in courses for which a grade of A, B, C, D, or F has been assigned by the total number of credits attempted in those courses. Each letter grade has a numerical value: A = 4; B = 3; C = 2; D = 1; F = 0. Courses for which a grade of "P", "US", "W", "I", or "NG" has been assigned are not included in computing the G.P.A.

### ACADEMIC PERFORMANCE

A student whose cumulative grade point average is at least 2.0 will be considered to be making satisfactory academic progress at Bowie State University. Within any given semester, a student who completes 12 or more credits (excluding grades of "P" and "NG") with a semester grade point average of 3.5 or higher will be awarded academic honors.

Students with a cumulative grade point average of less than 2.0 will be placed into one of three categories: **unsatisfactory performance, academic warning, or academic dismissal.** Their academic progress will be monitored during the semester.

Students displaying less than satisfactory academic progress will be advised to seek tutorial assistance and/or academic or personal counseling services.

Mid-semester examination results are provided to all undergraduate students and are available for academic advisors and departments as an indicator of academic progress.

The cumulative grade point average that defines each of these categories varies according to the credit level, as noted:

### UNSATISFACTORY PERFORMANCE

Students within this category at the end of any semester will be urged, in writing, to seek additional assistance from an academic advisor.

### ACADEMIC WARNING

Students will be notified in writing to consult with an academic advisor prior to the beginning of the next semester. Students who do not meet with an advisor will not be allowed to drop or add courses, or to register for the following semester. In addition, students receiving an academic warning will be required to report to the Student Success and Retention Center, CLT 3<sup>rd</sup> floor.

### ACADEMIC DISMISSAL

Depending on the credit level attempted, students will be academically dismissed at the end of any semester when their cumulative grade point average falls into the academic dismissal range.

**After attempting 45 or more credits, any student who receives an academic warning for two consecutive semesters will be automatically dismissed.**

## Graduate Students

### STANDARDS OF ACADEMIC WORK

In order to remain in good standing, candidates for the master's degree must maintain a 3.00 GPA after being advanced to candidacy. If the cumulative average falls below 3.00, the student will be placed on probation. After completing nine additional hours of work, if the cumulative average returns to the acceptable level of 3.00, the student will be restored to good standing. A student on probation will not be permitted to take the Comprehensive Examination, Seminar, or Practicum. Required courses in which the candidate earns a grade of "F" must be repeated. Students who lack sufficient academic aptitude or who fail to show evidence of serious purpose may be requested by the Graduate Dean to withdraw from the Graduate School.

### DISMISSAL POLICY

A graduate student whose cumulative grade point average falls below 3.0 is placed on academic probation; any student on academic probation is permitted to take a maximum of nine credit hours to raise the GPA to 3.0; **failure to obtain a 3.0 GPA will result in academic dismissal.**

The duration of the dismissal is one semester. The period of dismissal for a graduate nursing student is one year. In order to be considered for re-admission, the student must petition the Dean of the School of Graduate Studies. The seven-year time limitation for degree completion shall include the period of dismissal. A student dismissed for academic dishonesty may not re-apply.

Visit [www.bowiestate.edu](http://www.bowiestate.edu) to view the on-line catalog.



## HONORS PROGRAM

**Thurgood Marshall Library, 279 ..... 301-860-4090**

The major benefit of any honors program is the intellectual growth that results from meeting rigorous intellectual challenges. The goals of Bowie State University's Honors College are to provide to well-motivated and highly talented students additional academic challenges and appropriate rewards for meeting the challenges; and to foster excellence in scholarship during the entire four-year college experience. Also the Honors College seeks to develop a group of students from the freshman to senior year levels who can serve as academic models for BSU. Thus, the Honors College has three major components: academic, cultural enhancement, and community service.

## DIVISION OF INFORMATION TECHNOLOGY (D.I.T.)

**Thurgood Marshall Library Basement ..... 301-860-4357**

The Office of Information Technology (OIT) provides technological services and training to the University community. Training sessions are available for currently enrolled BSU students, faculty and staff throughout the academic year. Internet connectivity from residence hall rooms is available for students with properly configured computers.

## JUDICIAL AFFAIRS

**Henry Administration, 0230 ..... 301-860-3394**

The Judicial Affairs Officer (JAO) administers and enforces the Student Code of Conduct. The JAO is primarily responsible for the overall coordination of all disciplinary proceedings on campus and the recommendation of sanctions offered to students for infraction of the University's policies and procedures. The JAO conducts student hearings; ensures standards of due process; and consults with faculty, staff and students regarding student conduct issues.

## MILITARY SCIENCE/ROTC

**L. James Physical Education Complex..... 301-860-3560**

The Army ROTC program has been developed to give college men and women training and experience in the art of organizing, motivating, and leading others. This program includes instruction to develop self-discipline, physical stamina, and bearing qualities that are important parts of leadership and that contribute to success in any career.

## OFFICE OF TESTING SERVICES

**Center for Learning and Technology 312.....301-860-3295**

Academic advisement is mandatory for all undergraduate students enrolled at Bowie State University. Therefore, upon acceptance to the university each student is assigned an academic advisor who guides the student regarding educational and career goals and assists the students in developing long range academic plans.

## SCIENCE, ENGINEERING AND MATHEMATICS

**Computer Science BLDG, 1<sup>st</sup> floor.....301-860-3999**

FREE tutoring services are available to ANY Bowie state University student taking a course within the SEM domain in (biology, chemistry, computer science, computer technology, mathematics, physical science and physics) from trained tutors. Tutoring may be schedule but walk-ins are welcome.

## GRADUATE STUDENT ASSOCIATION

**Student Center.....SGA@bowiestate.edu**

The Graduate Student Association (GSA) serves as a vehicle to communicate the interests and concerns of the graduate students. It also provides graduate students with an opportunity to participate in social, academic, and professional pursuits. The Association membership consists of all non-degree and degree seeking graduate students.

## ACADEMIC ADVISEMENT CENTER

**Thurgood Marshall Library .....301-860-4072**

Academic advisement is mandatory for all undergraduate students enrolled at Bowie State University. Therefore, upon acceptance to BSU, each student is required to follow the outlined steps for Placement Testing, Advising and Registration, which are located on the Bowie State University webpage at [www.bowiestate.edu](http://www.bowiestate.edu). Immediately after Placement Testing, students are advised by the Academic Advisement Center staff. Advisors guide the student through the process of developing a graduation plan, a two year educational plan based on career goal, and assist with the selection of courses

## CAMPUS SAFETY

**Robinson Hall .....301-860-4040**

The Bowie State University Police Department (BSUPD) is available to serve the University community. Its jurisdiction is the Bowie State University campus. Its law enforcement officers are charged with the responsibility of enforcing state, county and local laws, including the rules and regulations of the University.

To report a crime, suspicious activity or a motor vehicle accident, call the BSUPD at (301) 860-4040. An officer will be dispatched to the location of the campus incident, or a report can be made in person at the duty desk of the BSUPD.

## CAREER DEVELOPMENT CENTER

**Student Center.....301-860-3826**

For each semester that a Cooperative Education student is on an assignment, he/she must register for cooperative education credits and pay the appropriate fees. Students who apply for internships must also register for the internship prior to reporting to the assigned agency. Failure to register properly may result in a loss of the assignment.

## COUNSELING SERVICES

**MLK 3<sup>rd</sup> floor.....301-860-3295**

The Counseling and Student Development Center at Bowie State University is a vital component of the University community. A comprehensive center serving the entire campus populations, it places its major focus on the retention activities that are critical to the needs of freshman students, emphasizing this group as a target group that is vulnerable to the effects of attrition as it relates to the University-at-large. Generally, the Center provides counseling services in the academic, social/personal psychological and career areas.

## OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS/LEGAL COUNSEL

**Thurgood Marshall Library.....01-860-3442**

The Office of Equal Employment Opportunity (EEO) Programs/Legal Counsel ensures fair practices throughout the University community for students, faculty, and staff. The office is authorized to investigate when an employee, student, parent, or interested third party alleges a violation of any state or Federal laws or regulations. Finally, the office monitors actions that could result in potential litigation, with the express mandate of the President to take any and all measures to prevent litigation or minimize or eliminate the impact such litigation would have on the University.

## **BOWIE STATE UNIVERSITY PORTFOLIO**

The Portfolio Program is designed to assist adults who have been out of school for several years and who wish to pursue an undergraduate degree, assess their life experiences, and seek undergraduate credit for appropriate experiential learning. Experiential learning may result from work, volunteer experiences, travel, recreational activities, hobbies, non-credit workshops, training, independent reading, licenses, special certification, and military experience. Students may earn up to 30 undergraduate credit hours by developing a Portfolio that describes and documents learning acquired through life experiences and relating it to degree requirements.

The Portfolio student must register for the program with the School of Continuing Education and Extended Studies and has up to one year from the date of registration to complete and submit the portfolio. The student must have applied to and been accepted by the undergraduate school prior to the submission of the portfolio.

### **Program Charges**

Portfolio Fee: \$55.00 (includes workbook)

Portfolio Assessment Fee: \$55.00

Students are charged the current tuition rate for credits earned through the Program.



**The Computer Science Certificate Program** is designed to strengthen the expertise of professionals in key computer science areas. The certificate program is especially valuable to individuals already in the workforce who seek to advance or redefine their careers by updating a particular area or exploring a new career direction. Students acquire direct experience with state-of-the-art hardware and software. This Certificate Program provides an excellent opportunity to explore post-baccalaureate study. The Certificate is earned by completing 12 credits in one of the following tracks: Data Base Management; Networks and Distributed Systems; Scientific Software Development; Software Engineering; Graphic and User Interfaces, and Geographical Information Systems and Image Processing. For information contact the Department of Computer Science at 301-860-3961.

**The Applied and Computational Mathematics Certificate Program** is designed to prepare individuals for careers as mathematical scientists engaged in the technical work in complex computer-driven industries. The Certificate Program consists of the following six courses (18 credits): MATH 300 Real Analysis; MATH 525 Ordinary Differential Equations; MATH 540 Operations Research I; MATH 544 Applied Statistics; COSC 304 Data and Information Structures; and, COSC 541 Numerical Analysis I. The Certificate is awarded to those students who successfully complete the required courses and pass a comprehensive examination. For information call the Department of Mathematics at 301-860-3352.

**The Information Analyst Certificate Program** prepares management professionals to serve as liaisons between functional units and the information processing/computer operations unit in organizations. The program emphasizes the assessment of information management needs and designing systems to meet those needs. Twelve (12) credits are required to earn the certificate: INSS Software Structures; INSS 530 Information Systems in Organizations; INSS 540 Information Management Analysis and Design, and INSS Data Base Management and Decision Systems. For information call the Department of Business, Economics and Public Administration at 301-860-3621.

The Department of Counseling offer certificate programs designed to meet the needs of mental health practitioners for professional development. Certificate programs tailored to assist students to function effectively in a specific mental health setting, include: **Family Counseling**; and **Human Services** which may be earned congruently with a master's degree or taken as a stand-alone program. The **Psychotherapy Certificate Program** is a post-master's degree program consisting of 30 credits. This program provides a means of securing either 48-hours for the National Board of Certified Counselors (NBCC) Examination or Maryland Professional Counselor Certification at the 60-hour level. All certificate programs may be taken with an Adlerian or Eclectic focus.

For information call the Counseling Department at 301-860-3239.

# NOTES