SCHEDULE BULLETIN

SPRING 2016

SPRING 2016
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Graduate and Undergraduate Class Offerings
For accurate class availability log onto Bulldog Connection
This PDF file is not reflect current classes or available space
In classes.

All forms, applications, and instructions are available on line at:
www.bowiestate.edu
www.bulldogconnect.bowiestate.edu

For Your Information

Summer Session 2016
May 31 – August 5, 2016
Spring 2016 classes begin
January 25, 2016

Late Registration Dates and a $50.00
late fee applies beginning
1/23/2016 – 1/29/2016 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
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.

***************
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.
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—Online 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.

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Advisement for Summer/Fall Classes
Advisement for Student with <59 credits
April 11 – 15
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 18th.
**Campus Information** ................................. 301-860-4000

Academic Affairs ................................. 301-860-3460

Academic Advisement Center ............... 301-860-4072

Admissions

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
## ACADEMIC DEPARTMENTS

### COLLEGE of ARTS & SCIENCE

**Dr. George Acquaah, Dean**  
Computer Science Building  
(CSB) 3rd Floor  
301-860-3320

**Communications**  
Dr. Otis Thomas, Chair  
MLK  
301-860-3711

**Computer Science**  
Dr. Seonho Choi, Chair  
CSB  
301-860-3967

**English & Modern Language**  
Dr. David Basena, Chair  
MLK  
301-860-3670

**Fine & Performing Arts**  
Dr. Gail Medford, Chair  
DFPA  
301-860-3755

**History & Government**  
Dr. Sammye Miller, Chair  
MLK  
301-860-3664

**Mathematics**  
Dr. Nelson Petulante, Chair  
CRA  
301-860-3352

**Military Science**  
Col. Joel Thomas  
James Gym  
301-860-3562

**Natural Sciences**  
Dr. Patricia Ramsey, Chair  
CRA  
301-860-3330

### COLLEGE of BUSINESS

**Dr. Anthony Nelson, Dean**  
Center for Business & Graduate Studies  
(BGS) 3rd Floor  
301-860-3596

**Accounting, Finance & Economics**  
Samuel Duah, Chair  
BGS  
301-860-3594

**Management, Mktg, Public Adm.**  
Dr. Stevie Watson, Chair  
BGS  
301-860-4231

**Management Information Systems**  
Dr. David Anyiwo, Chair  
BGS  
301-860-3599

### COLLEGE of PROFESSIONAL STUDIES

**Dr. Jerome Schiele, Dean**  
Center for Learning & Technology  
(CLT) 3rd Floor  
301-860-4700

**Behavioral Sciences and Human Services**  
Dr. Elliott Parris, Chair  
CLT  
301-860-4703

**Nursing**  
Dr. Rena Boss-Victoria, Chair  
CLT  
301-860-3219

**Psychology**  
Dr. Cheryl Blackman, Chair  
CLT  
301-860-3257

**Social Work**  
Dr. Andre’ Stevenson, Chair  
CLT  
301-860-3250

### HONORS PROGRAM

**Dr. Monika Gross, Director**  
Thurgood Marshall Library  
RM 279D  
301-860-3394

### OFFICE OF TESTING SERVICES

**Nedra Mahone**  
CLT  
301-860-3113

### ACADEMIC ADVISEMENT CENTER

**Dr. Yvette Galloway, Director Academic Advisors**

- 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

### OFFICE OF STUDENT AFFAIRS AND CAMPUS LIFE

**Dr. Artie Travis**  
Vice President Student Affairs  
Henry Administration  
301-860-3394

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**CAMPUS BUILDING LEGEND**

- **BGS**  
  Business & Graduate Studies

- **CSB**  
  Computer Science Building

- **CLT**  
  Center for Learning Technology

- **CRA**  
  Crawford Science Center

- **FPAC**  
  Fine and Performing Arts Center

- **HA**  
  Henry Administration

- **MLK**  
  Martin Luther King, Jr. Bldg.

- **PE**  
  James Gym

- **RH**  
  Robinson Hall

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### OFFICE OF ADMISSIONS
Henry Administration Building, 1st 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.

### OFFICE OF THE REGISTRAR
Henry Administration Building, 1st 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.

Note: While You Wait Transcript Service
Wednesday 8:30 A.M. – 7:00 P.M.
There is a $10.00 Charge per Transcript.

### OFFICE OF FINANCIAL AID
Henry Administration Building, 1st 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.

### OFFICE OF STUDENT ACCOUNTS
Henry Administration Building, 1st 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.

### NEW STUDENT ORIENTATION PROGRAM
Student Center
301-860-3835 - Fax 301-860-3838

### 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.

### 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 undergraduate students, all transfer, and all second-degree and certification students.

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 11, 12, 13th
April 7, 8, 9th

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.

**INSTITUTIONAL PLACEMENT TESTING**

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

All transfer students who do not transfer English composition with a “C” or better must 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 have an associate degree are not required to take a placement test.

For additional information, please contact the Office of Testing Services at 301-860-3295.

**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 2016 REGISTRATION

Currently Enrolled SPRING 2016 students:
Make sure to check your Personal Portfolio prior to registering for classes.

Payment is due before attending classes at BSU

Summer 2016 payment is due upon registration.

NEW TO BSU?

Newly Admitted Spring 2016 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 Spring 2016 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 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 your advisor or 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 Friday, January 29, 2016

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:

- Contact your advisor for approval to change your schedule.
- 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 15, 2016

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: Student’s name, address, telephone listing, major field of study, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent and/or previous educational agency or institution attended may be released by the University without prior consent of the student. A student may request, in writing, that this information not be released.

Therefore, it is the University’s policy to permit students to inspect their education records; limit disclosure to others of personally identifiable information from education records without student’s prior written consent; and provide students with the opportunity to seek correction to their education records, where appropriate.

Questions concerning FERPA may be referred to the University Registrar, located in the Henry Administration Bldg. 301-860-3430.
The Office of Financial Aid strives to provide BSU students with up-to-date and accurate information on financial aid services and to facilitate the acquisition of financial aid in the form of grants, scholarships, loans, and federal work-study program. These services are provided to assist in alleviating financial barriers.

**BOWIE CARD INFORMATION**
If you have accredit balance on your validated bill, you may cover book expense with your BowieCard. Proceed the BowieCard Office with your validated/processed bill for monies to be added on the BowieCard, not to exceed $850.00 per semester. Students will be allowed to have monies added to their BowieCard only once per semester.

**COMMON ERRORS**
Students can easily avoid by using these few helpful hints:
1. Complete the correct application. Students must apply for financial aid every year. They often complete the application for the wrong year. Complete the 2016-2017 FAFSA for Fall 2016/Spring 2017.
2. Complete the FAFSA by the deadline. You may miss out on valuable scholarships/grant resources due to missing deadlines.
3. Inadvertently omitting or reversing numbers, such as your Social Security number, or date of birth, will cause an error and delay the processing of your FAFSA.
4. Review your Student Aid Report (SAR) for any missing or incomplete information that caused your application to be rejected. Follow the directions on the SAR to update or correct information.
5. Include BSU as one of the schools you would like to receive your application.

**BSU school code is 002062**

**Loan Borrower Entrance Interview:**
All first time Perkins and Direct Loan recipients at BSU must complete an entrance interview prior to receiving their loans. Perkins Loan recipients must schedule an entrance interview with the Perkins Loan Coordinator located in the Controller’s Office. The entrance interview for Direct Loan Borrowers is available online at the entrance interview will include information regarding your rights and responsibilities as a borrower.

**Return of Title IV Financial Aid Policies.**
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.

**FINANCIAL AID PROCEDURES CHECKLIST**

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

Complete the FREE APPLICATION FOR FEDERAL STUDENT AID (FASFA) for 2016-2017 which is available after January 1, 2016. You are encouraged to complete and submit the FAFSA online at www.fafsa.gov. Be as accurate as possible. Review your Student Aid Report (SAR). Each applicant SAR includes information reported on the FAFSA. Self-reported information on the FAFSA is cross-referenced with several databases including the Social Security Administration, Selective Service Administration, and the National Student Loan Data System (NSLDS). The SAR will include the Estimated Family Contribution (EFC) and indicate any missing or inconsistent information. You are responsible for making any necessary corrections. If a student submits an incomplete application, the US Department of Education will be unable to determine financial aid eligibility. You will not be eligible until financial aid eligibility is determined. You can make corrections to the SAR online at www.fafsa.gov.

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

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

Receive a Financial Aid Award Notifications. The Financial Aid Award postcard indicates have been awarded financial aid and it is available for your review via BullDog Connect. The award is subject to change pending verification of enrollment status, and other changes in status. Review your awards and decide which to accept and/or decline. If you are a first –time borrower at BSU, you must complete an online entrance interview and Master Promissory Note at www.studentloans.gov.

**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 status. Satisfactory 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”.

**IMPORTANT FINANCIAL AID DEADLINES**

June 1 The Financial Aid Office must receive a valid ISIR report to ensure an official financial aid offer prior to the start of the semester. If you are selected for verification you must submit all required documentation by this date.

**FEES CHECKLIST**

Phenomenal Information: See “Academic Regulations”. The entrance interview will include information regarding your rights and responsibilities as a borrower.
Final Examination Schedule for SPRING 2016
(May 12 - 18)

<table>
<thead>
<tr>
<th>MWF CLASSES</th>
<th>EXAMINATION DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Wednesday (W)</td>
<td>May 18, 2016</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Friday (F)</td>
<td>May 13, 2016</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>Monday (M)</td>
<td>May 16, 2016</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Wednesday (W)</td>
<td>May 18, 2016</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Friday (F)</td>
<td>May 13, 2016</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Monday (M)</td>
<td>May 16, 2016</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Wednesday (W)</td>
<td>May 18, 2016</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Friday (F)</td>
<td>May 13, 2016</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>Monday (M)</td>
<td>May 16, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TR CLASSES</th>
<th>EXAMINATION DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Tuesday (T)</td>
<td>May 17, 2016</td>
</tr>
<tr>
<td>9:30 a.m.</td>
<td>Thursday (R)</td>
<td>May 12, 2016</td>
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<tr>
<td>11:00 a.m.</td>
<td>Tuesday (T)</td>
<td>May 17, 2016</td>
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<tr>
<td>12:30 p.m.</td>
<td>Thursday (R)</td>
<td>May 12, 2016</td>
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<tr>
<td>2:00 p.m.</td>
<td>Tuesday (T)</td>
<td>May 17, 2016</td>
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<tr>
<td>3:30 p.m.</td>
<td>Thursday (R)</td>
<td>May 12, 2016</td>
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<table>
<thead>
<tr>
<th>SPECIAL EXAMINATIONS</th>
<th>EXAMINATION DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>COSC</td>
<td>Monday (M)</td>
<td>May 16, 2016</td>
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<tr>
<td>BIOL</td>
<td>Tuesday (T)</td>
<td>May 17, 2016</td>
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<tr>
<td>MATH</td>
<td>Wednesday (W)</td>
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<tr>
<td>ENGL</td>
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<td>May 12, 2016</td>
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<tr>
<td>COMM</td>
<td>Friday (F)</td>
<td>May 13, 2016</td>
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</tbody>
</table>

Graduation candidates final exams: May 2- 6
Evening and 2nd 8 week class final examinations are scheduled during regular class time.
(May 12- 18)

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

Graduate School final examination period is May 12- 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 2016 FACULTY
FINAL GRADES ARE DUE 72 HOURS AFTER EXAMINATION

ATTENTION STUDENTS:
Check your grades online – 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 3rd 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.
SPECIAL PROGRAMS

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 Bowie State University, each student is assigned an Academic Advisor(s) who guides the student regarding educational and career goals and assists the student in developing long range academic plans.

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. 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.

CAREER AND COOPERATIVE EDUCATION

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 & STUDENT DEVELOPMENT CENTER

MLK 3rd 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.

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.

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 infractions 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.

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.

SCIENCE, ENGINEERING AND MATHEMATICS

Computer Science BLDG, 1st floor…………301-860-3999
FREE tutoring services are available to ANY Bowie State University student taking a course within the SEM domain (biology, chemistry, computer science, computer technology, mathematics, physical science, and physics) from trained tutors. Tutoring may be by appointment (strongly suggested), but walk-ins are welcome.
THE COMMUNITY NETWORK TELECOMMUTING CENTER

A workplace that is convenient to you is waiting at the Bowie State University (BSU) Community Network Telework Center. Our Telework Center makes it possible for you to perform your normal work functions at an alternative office site—reducing your commute and maximizing your efforts. The Telecommuting Center is located on the 337-acre campus of BSU, located in Prince George’s County, a short twenty miles west of Annapolis, twenty-five miles south of Baltimore, and twenty-five miles north of Washington, D.C. Telecommuting answers the challenge of today’s fast-paced workplace requirements while allowing employees to be at work much closer to home. At BSU’s Community Network Telecommuting Center you are closer to home, helping the environment, yet still in “the office”.

The capabilities of your remote office at the BSU Community Network Telecommuting Center are endless. With all the resources of BSU at your office door, plus the latest technology right in your office space, you will never lack for capability while telecommuting. Everything in the center is state-of-the-art. The workspaces are virtual. The center is fully equipped with the latest in computer and office equipment and enhanced to keep you at the leading edge of technology.

www.tc.bowiestate.edu
IDEA (CONTINUED)

• To develop a partnership between business, government, and academic communities through training, internships for students, and outreach efforts.

THE INSTITUTE FOR DIVERSITY AND MULTICULTURAL AFFAIRS (IDMA)

IDMA was established as part of the University’s commitment to achieving a new level of diversity and excellence at Bowie State University. The Institute’s goals are to ensure that instruction, research, outreach, campus governance, and other academic activities contribute to a climate that is hospitable to everyone, and to ensure that faculty, staff, and students of all backgrounds are encouraged to reach their academic and professional potential.

The Institute’s mission directly supports that of the University to serve a regionally, globally, and culturally diverse population through mutual acceptance of, appreciation for, and sensitivity to cultural, racial, gender, religious, ethnic diversity, and individual differences. The Institute conducts a variety of workshops, seminars, and events to fulfill its mission and assist organizations in dealing with today’s complex, changing workplace. For information contact: 301-860-4080.

CERTIFICATE PROGRAMS

Bowie State University offers post-baccalaureate certificate programs for professionals who wish to strengthen their skills and knowledge and expand their career options. Each certificate program provides excellent professional development opportunities with experts in the field. Required courses are offered in the evening and weekend during the regular academic year. During the summer, many of the courses are offered in workshop format for the convenience of working adults. Persons interested in pursuing a certificate must hold the baccalaureate degree and apply for graduate admission as a non-degree student. Official transcripts and application fee are required.

The Organizational Communication Specialists Certificate Program provides continued professional development for communications practitioners. Four courses (12 credits) comprise the certificate program and must include ORGC 504 Organizational Communications and ORGC 535 Organizational Publications. The remaining six credits are selected by the student and advisor to meet the specific professional objectives of the student. For information contact the Department of Communications at 301-860-3701

Project Management Graduate Certificate Program

This certificate program is designed to provide the student with those specific skills necessary to function as a project management practitioner. To enter the Project Management Graduate Certificate Program (PMGCP), applicants must hold a baccalaureate degree from a regionally accredited institution in behavioral sciences, human services, management, or a related field.

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 or 3230.