
Master of Science in Forensic Science (MSFS)



Graduate Student Handbook
(Rev. 2021)

Bowling Green State University
Bowling Green, Ohio 43403

This *Forensic Science Graduate Handbook* is a supplement to the BGSU Student Handbook (<https://www.bgsu.edu/student-handbook.html>), University Policies, and rules which should be consulted for details concerning University policies pertaining to the graduate programs.

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

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

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

Dr. Travis Worst: Director of the Center and Assistant Teaching Professor (Forensic Chemistry) tworst@bgsu.edu

Dr. Jon Sprague: BCI Eminent Scholar jesprag@bgsu.edu

Jeffrey J. Lynn: Chief of Forensic Standards and Training; Adjunct Faculty (Forensic Examinations) jjlynn@bgsu.edu

Dr. Crystal Oechsle: Assistant Teaching Professor (Forensic Biology) coechsl@bgsu.edu

Christina Guinsler: Assistant to the Director cguinsl@bgsu.edu

Jeremy Canfield: Adjunct Faculty and Research Technician canfie@bgsu.edu

Special Agent Dave Hammond: Adjunct Faculty (Forensic Examinations) dmhammo@bgsu.edu

Dan Davison: Adjunct Faculty (Forensic Examinations) dandav@bgsu.edu

Jessica Mendofik: Adjunct Faculty (Forensic Examinations) jmendo@bgsu.edu

**Ohio Attorney General's
Center for the Future of Forensic Science**

Location: 116 Life Science Building (BGSU)

Main Phone: (419) 372-0224

Office Hours: M – F, 8:00 A.M. – 5:00 P.M.

Appointments: Contact Christina Guinsler at (419) 372-0224 or cguinsl@bgsu.edu

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1 PURPOSE AND OVERVIEW

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

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

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

1.1 The Center

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

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

1.2 The State of Forensic Science

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

However, modern forensic science faces enormous challenges. The 2009 National Academies report, *Strengthening Forensic Science in the United States: A Path Forward*, enumerated the problems of the forensic science community in detail. The report noted that due to its history, its interdisciplinary and applied nature, and its close ties to law enforcement and the legal system, forensic science has not developed a culture that reflects important aspects of how science is conducted. Therefore, the necessary work to establish validity and reliability in analytical methods that are hallmarks of other scientific fields is often weak or absent in forensic science. Strengthening the scientific foundations of forensic science with the analysis and interpretation of verifiable data, efforts to identify and avoid bias, and clear connection to and building on peer reviewed research will benefit the profession as a whole.

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

1.3 Uniqueness

- Unique partnership with Ohio BCI on-campus crime lab and investigation facility
- Crime houses provide the ability to demonstrate real world crime scenes on campus
- Opportunities to learn from both faculty and accomplished forensic and CSI professionals in solving authentic crime scenarios
- Students learn the current knowledge and skills coveted by employers across the country and around the world

1.4 Program Goals and Objectives

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

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

BGSU forensic science programs recognize the Forensic Science Education Programs Accreditation Commission (FEPAC) Standards as its academic foundation. The programs intend to achieve continual FEPAC accreditation recognition as a mechanism to ensure top quality forensic science programming is maintained, and students and employers recognize a FEPAC compliant education is achieved.

1.5 Mission Statement

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

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

1.6 Vision Statement

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

1.7 BGSU Vision, Mission and Core Values

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

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

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

1.8 Institutional Accreditation

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

1.9 Current Employment Market

The rising level of demand for forensic science professionals has been correlated with the rising level of technological solution prominence across nearly all industries. Forensic information will be far more accessible and actionable with the assistance of cutting edge technological developments, making those who specialize in collecting said information more valuable to their employing organizations by default. Experts have postulated that the source of the higher demand for forensic science professionals could be related to a higher overall level of public

awareness about the importance of forensic science itself. Thanks in part to a higher degree of media coverage, there are now more expectations for forensic investigators to contribute their skills for clarity and closure in criminal investigations. While the forensic science field is slated to see many more employers expressing an interest in those who specialize in it, the steep requirement for expertise will demand a higher level of effort from prospective forensic science specialists to distinguish themselves from the competition. The higher level of interest in forensic science that employers will have means that potential applicants will likely be screened with more scrutiny going forward. Going forward, forensic science experts may have a greater need to demonstrate independent proficiency in technological solutions to supplement their contributions to their respective fields.

The Bureau of Labor Statistics (BLS) estimates that the median pay for Forensic Science Technicians was \$60,590/year (\$29.13/hour) in 2020. The projected percent change in employment from 2019 to 2029 is 14%, which is much faster than average – the average growth rate for all occupations is 4%. This means that over the same time period, the projected number of forensic technician jobs increase by 2,400, though this rising demand will accompany rising competition as well. (May 17, 2021: <https://www.bls.gov/ooh/life-physical-and-social-science/forensic-science-technicians.htm>)

As suggested in job openings found on the American Academy of Forensic Sciences (AAFS) website (<https://webdata.aafs.org/public/jobs/postings.aspx>), the skills required for these positions include:

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

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

1.10 Background Checks

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

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

Though varying by agency or employer, expect applicant background checks to extend to inquiries about use of alcohol and illegal drugs, family and social companions, financial history, police records, and civil court actions. In addition, personal information posted on the internet, including social media websites, may be subject to review. Candidates should expect to take drug, personality, and polygraph tests prior to employment. As an employee, you may be subject to continued drug testing.

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

2 PREREQUISITES TO GRADUATE WORK

Applicants to the MSFS program must have a Bachelor of Science degree in biology, chemistry, or other closely related field.

To gain regular status admission, applicants must have a minimum 3.0 undergraduate GPA. However, meeting this minimum is not sufficient for admission. Our program is competitive and fewer than 30% of applicants are offered admission to the program. Competitive applications average a GPA of around 3.5, with average GRE scores in the 60th percentile or above, strong letters of recommendation, and research experience as undergraduates or on the job training. Applicants are required to submit an official transcript from all colleges and universities attended. Applicants to the MSFS program are also required to submit official scores from the Graduate Record Examination (GRE). If undergraduate GPA is greater than or equal to 3.5, submission of GRE scores is waived.

All applicants must submit two letters of recommendation from individuals with knowledge of the applicant's qualifications and ability to successfully complete graduate study. Applicants must also submit a written Statement of Purpose, which includes discussion of these topics: research background, research interests, career goals, and how admittance to the MSFS program at BGSU can aid in obtaining these goals. International applicants are also required to submit scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

Applications are reviewed annually for Fall admittance. The application deadline is **February 1st**. Completed applications are reviewed by the program's admission committee. Additional information may be requested from applicants, including interviews. All applications are rank-ordered, decisions are made for the following Fall semester, and are issued in **March**. There is no admission during the Spring or Summer semesters for external applicants. Applicants who receive an affirmative admit decision letter will need to confirm their intent to attend by **April 15th**. Failure to respond could result in rescinding of the admission decision. If students decline acceptance into the program or an offer is rescinded, the now open spot in the MSFS program may be offered to another student on or after April 15th. Applicants who receive an admit decision on or after April 15th will need to confirm their intent to attend no later than **August 15th**. If demand exceeds enrollment capacity, strong applicants may be offered deferred acceptance to the next academic year.

2.1 Financial Aid

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

As of Academic Year (AY) 2020-2021, graduate assistantships with stipends were available on a *limited* basis for MSFS students, with fewer than half receiving awards. Graduate assistantships in the MSFS program are primarily based on grant funding, which fluctuates from year to year. Other sources of support, such as teaching assistantships, have been

available in the past, but are not guaranteed for MSFS students. Financial aid may also include tuition remission for supported students, but this depends on the nature and source of funding. Upon arrival on campus, all funded students must complete paperwork in order to receive a paycheck. Contact Christina Guinsler (cguinsl@bgsu.edu) to arrange to complete these forms. US citizens or permanent residents will need to present a Passport or Social Security card, along with a current Driver's license or State ID. Students must provide an I-9 form (eligibility to work in the US) and a Tax Withholding form.

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

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

2.2 MSFS Welcome Letter

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

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

1. What classes should I enroll in?

- a) If you don't plan on attending BGSU, please let us know ASAP.
- b) If you plan to enroll and attend this fall, please make sure to sign up for classes early (ASAP!). You must have permission to register for several of our courses, so if you have questions or are not able to complete course registration yourself, please email our office administrator, Christina Guinsler (cguinsl@bgsu.edu)
- c) A typical semester contains 9 credit hours. As you must complete 18 or more credit hours at the 6000 level or above for your degree. For Fall semester I would suggest enrolling as follows:

1. Principles of Crime Scene Investigation: FSCI 5100
2. Forensic Biology: FSCI 5230
3. Pharmacology/Toxicology of Drug Addiction: FSCI 5300

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

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

Spring #1: FSCI 6200, FSCI 6300, Plus one other Spring offering (FORI 5400, FSCI 6700) or FSCI 6790

Summer: FSCI 6100, FSCI 6800 and/or FSCI 6790

Fall #2: Potentially FSCI 6520, FSCI 6820*, FSCI 6990, and/or FSCI 6790

* FSCI 6820 will count for CRJU 6510, which is currently only offered in the Spring semester

Spring #2: FSCI 6910/FSCI 6990, potentially FSCI 6510, complete any outstanding spring offering (FORI 5400, FSCI 6700)

Attached is a DRAFT of your graduation plan based upon information you previously provided us. Please discuss this plan further with me or Dr. Crystal Oechsle when you start the MS in FS program.

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

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

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

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

- a. If you are interested, you are always welcome to take up to 12 credit hours per semester, but do note that, if you have received a scholarship, that scholarship will only cover 9 credit hours.
- b. The total number of credits required to complete this degree is 36 (if you plan on writing a literature-based thesis) or 37 (if you plan on completing a laboratory based thesis). This works out to a minimum of 4 semesters that we expect you to be part of this program. Additionally, to stay on track with your research, it may be necessary that you conduct some of your research or coursework over the summer. Microscopy, Materials Analysis, & Pattern Evidence (FSCI 6100) will be offered during summer.

4. **Who will be my project/thesis advisor?**

- a. Your advisor is not assigned, but rather "discovered" by you and the advisor as you move through the program. I strongly suggest visiting professors sometime near the end of your first semester (not by email) and chatting with them about what projects they have available and what research they are involved in. This is a great way to find some common interests and potentially begin work on some great research.

5. **What's the difference between a research thesis and a library project?**

- a. A library project, or Plan II Experience, requires you to work with an advisor to complete literature-based research or an applied project. While you may work on this earlier in your studies, you would need to register for 3 credit hours of FSCI 6910 during your final

semester. Once you begin registering for FSCI 6910, you must register for this course every semester until you graduate, with a maximum of 6 credits counting toward your degree. Near the end of this semester, you will give a presentation on your project and submit a paper to your advisor.

- b. A research thesis, or Plan I Experience, is more in depth than a project. It requires the formation of a formal committee (your advisor + 2 or more members) that will guide you along in your research. In order to prepare you for this project, you will register for FSCI 6790, a proposal writing course, at least the semester before you are slated to begin research in the laboratory. During this course, you will form your committee, prepare a formal research proposal, and defend that proposal to your committee members. Then, assuming you successfully complete FSCI 6790, you may begin registering for FSCI 6990. By the end of your studies, you will have completed a research project, written a formal thesis, and defended (presented) that thesis publicly. The final version will then be uploaded to OhioLink ETD and be made available to the public. Again, once you begin registering for FSCI 6990, you must register for this course every semester until you graduate, with a maximum of 6 credits counting toward your degree.

So, in closing, please register ASAP when registration opens for graduate students, read my answers to questions above, and let me know if you have any further questions.

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

Thank you,

Travis J. Worst, PhD
Director & Asst. Teaching Professor
Center for the Future of Forensic Science
116 Life Sciences Building
Bowling Green State University
Bowling Green, OH 43403
tworst@bgsu.edu

3 ACCELERATED BACHELOR'S TO MASTER'S PROGRAM

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

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

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

Accelerated MSFS Admissions Requirements

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

1. By the start of Accelerated status, they must have either:
 - 75 credit hours earned and an overall BGSU GPA of at least 3.2, or
 - 90 credit hours earned and an overall BGSU GPA of at least 3.0;
2. A completed Accelerated Bachelor's to Master's Program Application;
 - Deadline to complete application: **March 1st 11:59 pm** to take accelerated courses the following fall semester
3. Official transcripts from all universities attended;
4. *At least one letter of recommendation* from a full-time BGSU faculty member, preferably from graduate faculty within the student's major or targeted graduate program.

- *Note:* The letter of recommendation should come from a faculty or staff member of BGSU with personal knowledge of student who is *not* a faculty/staff from the forensic science program.

5. **Personal Statement** that addresses these topics: research background and interest, career goals, and how admittance to the MSFS program at BGSU can aid in obtaining these goals.

Please note, to be eligible for the Accelerated Bachelor's to Master's Program in Forensic Science, students must **NOT** have taken or previously received credit in as part of the BSFS program:

- CRJU 4510
- CRJU 4400
- FSCI 4300 (if forensic chemistry specialization student) **OR**
- FSCI 4230 (if forensic biology or forensic examination student)

Accelerated BSFS to MSFS Program Plan

Students enrolled in the Accelerated BSFS to MSFS should follow the following course schedule for planning out graduate work that begins while still enrolled as an undergraduate student, followed by the courses taken when fully enrolled as a graduate student in the MSFS program. This program requires you to complete a Plan I Thesis Research Project (FSCI 6990) or a Plan II Directed Research Project (FSCI 6910).

Undergraduate Accelerated Status (*limited to 9 credits maximum*)

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

- CRJU 6510 OR FSCI 6820 (Ethics in Forensic Science)
- FORI 5400
- One of the following, based on undergraduate BSFS specialization
 - FSCI 5300 (if forensic chemistry specialization student) **OR**
 - FSCI 5230 (if forensic biology or forensic examination student)

Graduate Accelerated Status

Courses to be taken once the bachelor's degree has been completed and the student is fully enrolled as a graduate student in the MSFS master's program should include any courses not taken in the "**Curriculum**" section of this handbook while the student was on Undergraduate Accelerated Status. Students are expected to participate in graduate education and research throughout the year, including summer. Generally, master's degree completion is expected to take an additional 3 semesters, including summer, post-graduation from undergrad.

3.1 Accelerated BSFS to MSFS Welcome Letter

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

As an accelerated student, you are allowed to take **9 credit hours total** while an undergraduate in the accelerated program. Those 9 credits will then count double toward both your BS and your MS degrees.

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

- Law, Evidence & Procedure in Forensic Science (FORI 5400) 3 Credit Hours.
- Seminar in Criminal Justice Ethics (CRJU 6510) 3 Credit Hours.
- If your specialization is:
 - Forensic Biology or Forensic Examination, take Forensic Biology (FSCI 5230) 3 Credit Hours
- OR
- Forensic Chemistry, take Pharmacology/Toxicology of Drug Addiction (FSCI 5300) 3 Credit Hours

In order to enroll please visit: <https://www.bgsu.edu/graduate/documents-and-forms.html>

View the directions on how to complete the Accelerated Bachelor's to Master's Course Registration Request Form. Please put my name down as the Graduate Coordinator. **Note:** you **MUST** fill out this form in order to register for the classes and have them count appropriately towards your degrees.

The MSFS degree requires the completion of 36 (or 37) total credits at the graduate level (this includes the 9 you take as undergrads), depending on if you plan to write a laboratory or a library thesis.

After your graduation from Bowling Green State University with your BS, please contact the Graduate College to inform them of your desire to continue as a Graduate Student.

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

Congratulations on your acceptance! We are looking forward to you becoming a member of our Accelerated Bachelor's to Master's Forensic Science M.S. Program.

If you have any questions about your course of study or the program, please contact me.

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

4 PROGRAM SUPPORT

4.1 Photo ID/BG1 Card

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

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

4.2 Graduate Student Orientation (GSO)

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

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

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

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

4.3 MyBGSU

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

Features and benefits of the enterprise portal include:

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

Log on to MyBGSU by going to www.bgsu.edu and clicking on the MyBGSU icon. Then enter your BGSU user name and password.

4.4 DARS

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

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

need assistance accessing your DARS, contact the College of Arts and Sciences Office at 419-372-2015.

4.5 Graduate Student Senate (GSS)

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

The GSS also supports student research and development through its Professional Development Fund. In addition to its involvement in academic and financial issues, GSS coordinates a variety of cultural, educational, and recreational events throughout the year. The GSS holds open meetings every three weeks. Its office is located in 402 Bowen-Thompson Student Union, 372-2426.

4.6 Delta Delta Epsilon

Delta Delta Epsilon, the international forensic science honor society, was founded in 2010 by the Forensic Science Institute at the University of Central Oklahoma. Delta Delta Epsilon (DDE) is dedicated to stimulating academic achievement, promoting community understanding, and advancing the fields of forensic science. Colleges and universities which grant baccalaureate or advanced degrees in one or more forensic science disciplines that support the DDE mission may establish chapters with the Society. In 2019-2020, Bowling Green State University was approved to start the Alpha Pi Chapter. Membership is limited to students within the disciplines of forensic science which meet high academic criteria and have displayed excellence during their collegiate career. As established by the national organization, students are eligible for membership into this society if they are majoring in forensic science and have maintained an undergraduate GPA of 3.5 or higher, or are in the graduate forensic science program, having maintained a graduate GPA of 3.5 or higher. DDE is intended as an academic honor society; however, community service has become an integral component of our programs. For more information on joining the organization, visit:

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

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

4.7 Professional Involvement

The BGSU Forensic Science degree programs provide service to the forensic science profession and to the community through a combination of communication, collaboration, consultation, technical assistance and continuing education programs that facilitate sharing the program's professional knowledge and competence. The purpose of this involvement is to provide opportunities for faculty and students to contribute to the advancement of the field of

forensic science and to ensure the academic programming offers current technologies/methods and credible with practitioners and forensic science laboratory administrators.

Interaction with Forensic Science Laboratories

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

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

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

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

Interaction with Forensic Science Organizations

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

Interactive activities include:

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

4.8 Student Support Services

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

- The Office of the Dean of Students: <https://www.bgsu.edu/dean-of-students.html>
- Student Support Services: <https://www.bgsu.edu/trio-programs/student-support-services.html>
- The Division of Diversity and Belonging: <https://www.bgsu.edu/equity-diversity-and-inclusion/lgbt-resource-center/helpful-information-and-resources.html>
- Student Legal Services: <https://www.bgsu.edu/student-legal-services.html>

4.9 Accessibility Services

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

4.10 BGSU Libraries (Jerome Library) & The Learning Commons

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

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

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

4.11 OhioLINK

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

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

The main features of OhioLINK include:

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

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

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

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

4.12 Writing Center

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

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

To Schedule a Writing Appointment:

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

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

4.13 Technology Support

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

Student Technology Assistance Center (STAC) Students looking for CANVAS support or more in-depth assistance with computer technology for a class project should contact STAC. Students can get help in person at 122 Jerome Library (1st floor), by phone (419-372-9277) or visiting their web page at <https://www.bgsu.edu/library/stac.html>.

Tutors: STAC is open to walk-in traffic and by-appointment tutoring sessions with staff. Think of this area as the computer equivalent of the Writers Lab.

Tutorials: The web site houses nearly two dozen tutorials on BGSU core technologies, as well as general hardware and software tutorials on a variety of useful subjects. When the center is not open, the site still is.

Workshops: STAC also offers technology workshops for courses, student-run organizations, or organizations that primarily serve students. These workshops deal with topics related to core BGSU technologies, including using BGSU Webmail, antiviral software, and general campus technologies.

4.14 Computer Resources

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

4.15 Career Planning and Placement Services

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

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

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

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

5 LEARNING OUTCOMES: MASTER OF SCIENCE IN FORENSIC SCIENCE

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

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

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

6 CURRICULUM

A total of 36-37 credit hours of coursework at the graduate level are required.

Core Coursework (6 credit hours)

- FORI 5400 Law, Evidence and Procedure in Forensic Science (3)
- CRJU 6510 Seminar in Criminal Justice Ethics (3)

Forensic Biology/Chemistry Required Courses (25 credit hours)

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

Laboratory Courses (Choose one - 2 credit hours)

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

Elective Courses

- Other courses as approved by Graduate Coordinator

Two Plans for Degree Completion (3 - Up to 7 credit hours)

- FSCI 6910 Directed Research (3 - up to 6)
- FSCI 6790 Research Proposal Writing (1) †
- FSCI 6990 Thesis Research (3 - up to 6)

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

FBI Requirements for DNA Analysts (Not Required for MSFS)

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

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

7 COURSE DESCRIPTIONS

FORI 5400 Law, Evidence and Procedure in Forensic Science (3)

This class provides an overview and examination of the legal aspects of physical evidence including rules of evidence, procedural rules, and the role of expert witnesses. The course also includes direct and cross-examination of students in a moot court setting.

(Typically offered in Spring)

CRJU 6510 Seminar in Criminal Justice Ethics (3)

The course will discuss ethics, morality, and values and how they manifest themselves in the criminal justice system. The course will discuss a variety of dilemmas facing criminal justice agencies and practitioners. Students will be challenged to consider their own values vis-à-vis their roles as social control agents and members of a democratic society.

(Typically offered in Spring)

FSCI 5100 Principles of Crime Scene Investigation (3)

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

(Typically offered in Fall)

FSCI 5230 Forensic Biology (3)

This course provides students with an overview of the various sub-disciplines that comprise forensic biology and introduces students to biological evidence examination typically performed in a crime laboratory. This course is primarily lecture based, but students will also complete hands-on practical exercises.

Credit cannot be received for both BIOL 4230 or FSCI 4230.

(Typically offered in Fall)

FSCI 5300 Pharmacology/Toxicology of Drug Addiction (3)

Pharmacological basis of drug addiction and its treatment. Social and toxicologic consequences of drug addiction.

Credit cannot be received for FSCI 4300.

(Typically offered in Fall)

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

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

(Typically offered in Summer)

FSCI 6200 Forensic DNA Analysis (4)

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

Prerequisite: FSCI 5230.

(Typically offered in Spring)

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

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

(Typically offered in Spring)

FSCI 6700 Forensic Laboratory Management (3)

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

(Typically offered in Spring)

FSCI 6800 Seminar in Forensic Science (1)

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

(Typically offered in Summer)

FSCI 6510 Forensic Chemistry Lab & Moot Court (2)

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

Four contact hours per week. Prerequisite: FSCI 6300.

(Typically offered in Spring)

FSCI 6520 Forensic Biology Lab & Moot Court (2)

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

Four contact hours per week. Prerequisite: FSCI 5230 and FSCI 6200.

(Typically offered in Fall)

FSCI 6800 Seminar in Forensic Science (1)

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

(Typically offered in Summer)

FSCI 6910 Directed Research (3 – up to 6)

Supervised research designed for Plan II students.

FSCI 6790 Research Proposal Writing (1) †

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

(†Prerequisite for FSCI 6990)

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

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

Prerequisite: FSCI 6790.

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

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

Prerequisite: BIOL 3500 or BIOL 5150 or consent of instructor.

(Typically offered in Fall)

BIOL 3500 General Genetics (4)

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

Undergraduate Level: Course not covered by graduate assistant tuition waiver

BIOL 6210 Molecular Genetics I (3)

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

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

(Typically offered in Fall)

CHEM 5450 General Biochemistry (3)

Structure, function, chemical, and physical properties of biomolecules with an emphasis on biomacromolecules.

Prerequisite: CHEM 3440.

(Typically offered in Fall)

BIOL 6030 Advanced Biostatistics (3)

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

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

(Typically offered in Fall, On Demand)

STAT 5080 Experimental Design (3)

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

Prerequisite: MATH 5410 or consent of instructor.

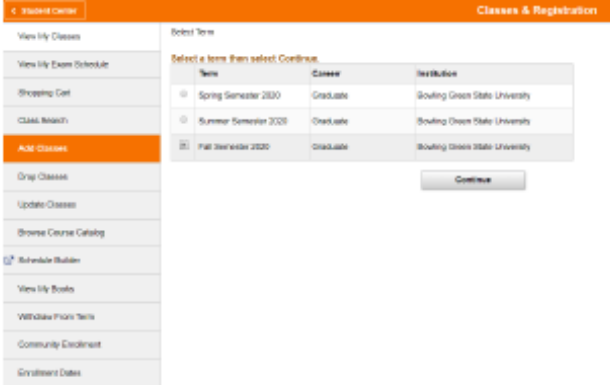
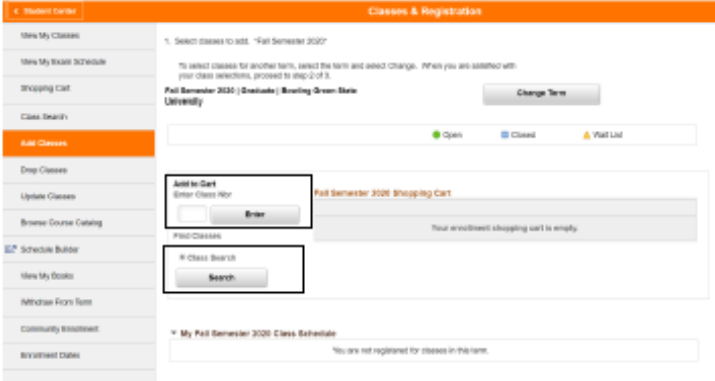

(Typically offered in Spring)

STAT 6010 Statistics for Managerial Decisions (3)

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

(Typically offered in Spring)

8 SELF-DIRECTED COURSE ENROLLMENT (ADDING CLASSES)

Enrolling Process/Adding a Class	Student Center/Enrollment Process												
<p style="text-align: center; color: #800080;">Preparing for Self-Enrollment</p> <p style="text-align: center; color: #800080;">Step 1</p>	<p style="text-align: center; color: #800080;">What you need to do before you can self-enroll:</p> <p style="text-align: center; color: #800080;">Search for classes using Search for Classes or Browse Catalog options and have your class numbers ready for enrolling.</p>												
<p>Adding Classes:</p> <p>Logon to MyBGSU and click on the Student Center Card. In the Student Center, click on the Classes & Registration Tile.</p> <p>Click on Add Classes from the Classes & Registration menu.</p> <p>Select the term for which you wish to enroll and click Continue.</p>	 <table border="1" style="margin-top: 10px; border-collapse: collapse; width: 100%;"> <caption>Select a term from which to continue</caption> <thead> <tr> <th>Term</th> <th>Course</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Spring Semester 2020</td> <td>Graduate</td> <td>Bowling Green State University</td> </tr> <tr> <td><input type="radio"/> Summer Semester 2020</td> <td>Graduate</td> <td>Bowling Green State University</td> </tr> <tr> <td><input checked="" type="radio"/> Fall Semester 2020</td> <td>Graduate</td> <td>Bowling Green State University</td> </tr> </tbody> </table>	Term	Course	Institution	<input type="radio"/> Spring Semester 2020	Graduate	Bowling Green State University	<input type="radio"/> Summer Semester 2020	Graduate	Bowling Green State University	<input checked="" type="radio"/> Fall Semester 2020	Graduate	Bowling Green State University
Term	Course	Institution											
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<input checked="" type="radio"/> Fall Semester 2020	Graduate	Bowling Green State University											
<p>Prepare to add classes to your shopping cart by entering the 5 digit class number and clicking Enter.</p> <p>You can also search for classes by clicking on Search.</p>													
<p>After you click Enter, any additional components associated with the class selected will be displayed. These components will be automatically enrolled when the enrollment process is completed.</p> <p>Click Next to proceed.</p>	 <table border="1" style="margin-top: 10px; border-collapse: collapse; width: 100%;"> <caption>* My Fall Semester 2020 Class Schedule</caption> <thead> <tr> <th>Description</th> <th>Section</th> <th>Benefits</th> <th>Location</th> <th>Instructor</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Common Exam</td> <td>1002</td> <td>On: T 10PM - 8:00PM</td> <td>Business Admin Room 100T</td> <td>B. Pickett</td> <td style="text-align: center;">●</td> </tr> </tbody> </table>	Description	Section	Benefits	Location	Instructor	Status	Common Exam	1002	On: T 10PM - 8:00PM	Business Admin Room 100T	B. Pickett	●
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Common Exam	1002	On: T 10PM - 8:00PM	Business Admin Room 100T	B. Pickett	●								

Enrolling Process/Adding a Class

Student Center/Enrollment Process

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

If applicable:

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

Enter the permission number provided by academic department.

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

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

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

1. Select classes to add - Enrollment Preferences

Fall Semester 2020 | Graduate | Bowling Green State University
BGC 100 - Financial Accounting

Class Preferences

SOC 1113-1002 Lecture Open

Session: Regular-Academic-Session

Current: Undergraduate

Enrollment Information

- Social & Behavioral Sciences-Admit before Fa 2015
- Social & Behavioral Sci-Admit Fa 2015-8 HW

Wait List Wait list if class is full

Permission No.

Grading:

Units:

Cancel Proceed

Section	Component	Days & Times	Location	Instructor	Start/End Date
1002	Lecture	Mon/Fri 9:30AM - 1:25AM	Oncamp Hall 202	Spr	8/21/2020 - 12/15/2020

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

1. Select classes to add - Fall Semester 2020

To add classes to another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

BGC 100 class has been added to your Shopping Cart

Fall Semester 2020 | Graduate | Bowling Green State University

Change Term

Open Closed Wait List

Add to Cart

Enter Class ID# Enter

Fall Semester 2020 Shopping Cart

Class	Class	Days/Times	Location	Instructor	Units	Status
ACCT 2110-1002 (15770)	Intermediate Financial Accounting	Monday 11:30AM - 12:20PM	Business Administration 114	B. RAYNS	3.00	<input checked="" type="checkbox"/>
ACCT 2110-1002 (15770)	Intermediate Financial Accounting	Mo 7:30PM - 9:30PM	Business Administration 100P	B. RAYNS	3.00	<input checked="" type="checkbox"/>
SOC 1113-1002 (15902)	Social & Behavioral Sciences	TuTh 9:00AM - 9:15AM	Oncamp Hall 202	L. SAMPSON	3.00	<input type="checkbox"/>

Proceed to Step 2 of 3

Review the classes in your shopping cart.

Click Previous to return and remove or add additional courses.

Click Finish Enrolling to process your request.

2. Confirm Details

Selected Classes (Clicking to remove your request for the classes listed. To not add/drop adding Please Click on 'Add/Remove' Control)

Fall Semester 2020 | Graduate | Bowling Green State University

Open Closed Wait List

Fall Semester 2020 Enrollment Shopping Cart

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 2110-1002 (15770)	Intermediate Financial Accounting	Monday 11:30AM - 12:20PM	Business Administration 114	B. RAYNS	3.00	<input checked="" type="checkbox"/>
ACCT 2110-1002 (15770)	Intermediate Financial Accounting	Mo 7:30PM - 9:30PM	Business Administration 100P	B. RAYNS	3.00	<input checked="" type="checkbox"/>
SOC 1113-1002 (15902)	Social & Behavioral Sciences	TuTh 9:00AM - 9:15AM	Oncamp Hall 202	L. SAMPSON	3.00	<input type="checkbox"/>

By registering for classes at Bowling Green State University I agree to assume full financial responsibility for all charges incurred on my student account whether added by classes or not. I understand that failure to do so timely responsibility may result in suspension, late fees, collection actions by BGSU, the Clearinghouse, Student's Office or other third party agency, enforceable under various state and federal laws and will assume all costs associated with such actions.

Cancel Previous Finish Enrolling

Enrolling Process/Adding a Class	Student Center/Enrollment Process									
<p>View Results</p> <p>Classes that were successful enrolled will display a green check mark in the Status column.</p> <p>Classes that are not added will display a red X in the Status Column. The error message will be displayed in the Message column.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #FF8C00; color: white; padding: 2px; display: flex; justify-content: space-between;"> Student Center Classes & Registration </div> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding: 5px; margin-right: 5px;"> <ul style="list-style-type: none"> View My Classes View My Class Schedule Shopping Cart Class Search <li style="background-color: #FF8C00; color: white; padding: 2px;">Add Classes Drop Classes Update Classes Browse Course Catalog Schedule Builder View My Books Withdraw From Tests Continuity Worksheet Enrollment Dates </div> <div style="width: 75%; padding: 5px;"> <p>3. View results</p> <p>View the following status report for enrollment confirmations and errors.</p> <p>Fall Semester 2020 Graduate Bowling Green State University</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> ✔ Success: enrolled ✘ Error: unable to add class </div> <p>Fall Semester 2020 Enrollment Shopping Cart:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Class</th> <th style="width: 60%;">Message</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>ACCT 3210</td> <td>Success: This class has been added to your schedule.</td> <td style="text-align: center; color: green;">✔</td> </tr> <tr> <td>SOC 1018</td> <td>Warning: CLASS 10011 IS NOT AVAILABLE. SELECT ANOTHER CLASS TO RETURN TO STEP 1. SELECT THE CLASS LINK, select the wait list option and resubmit your request.</td> <td style="text-align: center; color: red;">✘</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="My Class Schedule"/> <input type="button" value="Add Another Class"/> </div> </div> </div> </div>	Class	Message	Status	ACCT 3210	Success: This class has been added to your schedule.	✔	SOC 1018	Warning: CLASS 10011 IS NOT AVAILABLE. SELECT ANOTHER CLASS TO RETURN TO STEP 1. SELECT THE CLASS LINK, select the wait list option and resubmit your request.	✘
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Note: Many FSCI classes have closed enrollment or instructor permission required. If you find that you are unable to enroll yourself in a course, that might be why. To get added to a closed FSCI course, please e-mail Christina Guinsler (cguinsl@bgsu.edu) for permission.

9 ENROLLMENT, PROGRESSION, AND PERFORMANCE POLICY

- The “Graduate Academic Progress, Probation, and Dismissal” policy of the University (<https://www.bgsu.edu/general-counsel/university-policies/academic-progress--probation--dismissal--graduate.html>) describes criteria for academic progress, including graduation, in addition to policies for academic probation and dismissal.
- Students are reminded that grades of C and lower make graduate students subject to the provisions of the satisfactory progress policy.
- Students are reminded that the accumulation of grades of incomplete makes graduate students subject to the satisfactory progress policy.
- University policy establishes the criteria for assessing whether master’s degree students are making satisfactory progress toward their degrees. Master’s degree students are required to maintain a cumulative GPA of at least 3.0 / 4.0. The pattern of grades earned by a student also is important. The accumulation of three or more Cs, two or more grades of incomplete, one D, one F, one WF, or one U is a very serious matter and a clear indication that a student is not making acceptable progress toward the degree. If a student is not in good standing at the end of an academic term, the MSFS program must recommend one of three actions to the Graduate College:
 - Grant a probationary period in which the student is to remedy existing academic deficiencies, i.e., place the student on probation. Failure to achieve a GPA of at least 3.0 by the end of the probationary semester (i.e., the second semester) is grounds for dismissal from the program.
 - Continue the student on probation for another academic term. Graduate College policy indicates that full-time students should not remain on probation for more than two semesters.
 - Dismiss the student from the program. Earning a D, F, WF, or U is grounds for dismissal.
- Academic honesty is extremely important in the MSFS program. A student found guilty of any form of academic dishonesty may be dismissed from the program. Even a grade penalty in a single course may result in dismissal if it triggers the application of the satisfactory progress policy described above.
- The lock-step nature of the MSFS program and requirements outlined by the Forensic Science Education Programs Accreditation Commission (FEPAC) does not permit students to substitute courses from a second graduate program for required MSFS courses.

10 TWO PLANS FOR DEGREE COMPLETION

The “Master’s Degree – General Requirements” policy of the University (<https://www.bgsu.edu/general-counsel/university-policies/master-s-degree--general-requirements--graduate.html>) describes criteria for completion of the Master’s degree.

Students enrolled in the Master of Science in Forensic Science program at BGSU have the option of two plans for degree completion: Plan II - Directed Research (FSCI 6910) or Plan I - Thesis Research (FSCI 6990).

Plan I: Thesis Option

The thesis option is a major project of original, laboratory-based research, conducted under the supervision of the student’s major advisor. Students electing this option must register for and successfully complete the Research Proposal Writing course (FSCI 6790) at least the semester prior to registering for Thesis Research (FSCI 6990). *Students interested in laboratory-based research must seek approval from their primary/research advisor prior to enrollment in FSCI 6990.* Furthermore, students electing this option must register for no fewer than three and no more than six credit hours total of thesis research (FSCI 6990) as part of their degree program. Once students begin their thesis research by registering for FSCI 6990, they must continue to register for FSCI 6990 every semester until graduation. Students will submit a thesis, make a formal presentation of their work, and be assessed by program faculty and other members of their thesis committee.

Plan II: Research Project

Students opting for Plan II will undertake a project that may take one of many forms, including: a field placement in a working forensic laboratory, working on an on-campus project where the student can undergo further training or assist in validation, or conduct literature-based research culminating in a scholarly work that encapsulates all that the student has learned as a Forensic Science major at Bowling Green State University. Often called a “library” thesis, the scholarly work produced under Plan II should add the student’s opinion or make an argument in support or against some facet of the topic, compare or contrast methods, or expand the body of research that currently exists by explaining or applying an original thought or approach, i.e. it must have a thesis statement or hypothesis. This work should not simply be a “book report” on everything there is to know about a topic. Typically, FSCI 6910 is completed in the final semester of the program, but students who elect to complete longer, more involved projects may register for no fewer than three and no more than six credit hours total of FSCI 6910 over their final two semesters of their degree program. Students will submit a report detailing their work, make a formal presentation of their work, and be assessed by program faculty.

Students wishing to complete the library-based, non-thesis research option (FSCI 6910) may do so without enrollment in the Research Proposal Writing course (FSCI 6790). However, all students should consult their advisor regarding their degree completion plans, and enrollment in FSCI 6790 may assist Plan II students in preparing for their final project.

Students who do not successfully complete or pass the Research Proposal Writing course (FSCI 6790), don't meet the university's minimum GPA requirements for the submission of the Topic Approval Form (i.e. students must have a minimum 3.0 GPA in order to submit the topic approval form), or whose committee members do not endorse or recommend that they proceed with the research proposal submitted for FSCI 6790, are strongly encouraged to pursue the non-thesis research option for degree completion (FSCI 6910).

10.1 Thesis Committee and University Forms:

Students will select their committee members as part of the Research Proposal Writing course (FSCI 6790), prior to their proposal defense. Students who successfully defend their research proposal and wish to complete Thesis Research (FSCI 6990) will be directed to seek approval to register for that course from their research advisor and to complete and submit the "Thesis Topic Approval Form", which can be found on the Graduate College website, under Documents and Forms: <https://www.bgsu.edu/graduate/documents-and-forms.html>.

Please note the following are excerpts from the *Thesis and Dissertation Handbook for BGSU Faculty and Students* (Effective January 9, 2019), which detail the requirements for committee formation and the thesis topic approval:

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

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

Topic Approval (Masters Thesis):

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

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

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

10.2 External Representatives on Thesis Committees

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

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

Instructions on gaining necessary access/approvals:

1. The first step will be requesting Graduate Faculty Status (GFS) for the external representative.
 - a. This step will be initiated by the chair of the department/school director. They will begin the form to request GFS.
 - i. To find the form, go to <https://www.bgsu.edu/graduate/documents-and-forms.html>, and scroll down to “Graduate Faculty Status Forms.” Utilize the “Adjunct Courtesy Appointment” form.
 - ii. The chair/school director will initiate the form, and they must know the external rep’s name and email address. The form will be routed to the nominee (external rep), and they will need to upload a current CV. After that, the form is routed to:
 1. Chair of department or school director
 2. Dean of the line college
 3. Dean (or Dean designate) of the Graduate College.
2. If Graduate Faculty Status is granted by the Graduate College, a member of the Grad College support staff will initiate the process with Human Resources to get a BGSU ID generated for the external rep.
 - a. Graduate College support staff will contact the external rep via email (or phone, if preferred) to gather information such as address, phone number, and date of birth.
 - b. Graduate College support staff will prepare and submit the necessary paperwork for Human Resources.
 - c. Finally, the external rep must call Human Resources (419-372-8421) to provide them with their social security number. This helps Human Resources to verify their identity. After this step occurs, Human Resources will generate a unique BGSU ID for the individual.
3. After a BGSU ID is given, the external rep can set up their BGSU user name and password.
 - a. This can be done online here:
<https://services.bgsu.edu/BGSUSelfService/CreateFlow?jsessionid=B502F34968C88A953F04CD2F5579112C?execution=e1s1>
 - b. If assistance is needed, the external rep can call or chat with BGSU ITS department.
4. After the external rep has set up this user name and password, they are able to utilize the AdobeSign eform system, which is linked to our BGSU identification system.
 - a. If an external rep needs to sign a form in AdobeSign, an email will be generated to their BGSU email.

11 THESIS

The Master's Thesis should be prepared according to the Thesis/Dissertation Handbook found at <https://www.bgsu.edu/graduate/thesis-and-dissertations/thesis-dissertation-handbook.html>. The BGSU Thesis and Dissertation Handbook provides information on Graduate College regulations and requirements pertaining to *committee formation, topic approval, manuscript format, and related matters*. Because these requirements and style manuals change over time, you should not use earlier theses or dissertations as guides to style and format. However, the MSFS program retains a repository of MSFS student theses in the Center for the Future of Forensic Science office that are available for review. All MSFS students are required to submit the final electronic version of their thesis to both OhioLINK and the MSFS office.

Bowling Green State University master's theses and doctoral dissertations are directly available through the OhioLINK ETD database. Theses and dissertations reflect on their authors, on the faculty who oversee the work, and on BGSU's programs of study. It is imperative, therefore, for both the scholarship that goes into your thesis or dissertation and its final presentation to be of the highest quality. It is the student's responsibility to ensure that their manuscript is submitted electronically to the Graduate College via the OhioLINK ETD database and is well-written, conforms to the requirements of University and department, and is free from spelling, grammatical, and typographical errors.

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

Formatting requirements and templates for the submission to OhioLINK can also be found on the Graduate College's website at: <https://www.bgsu.edu/graduate/thesis-and-dissertations/recommended-file-formats.html>.

Required Forms

When the manuscript is in the final form required by the committee, the student should access the "Thesis or Dissertation Defense and Manuscript Approval" form and directions on the Graduate College's [Documents and Forms Page](#). The completed Thesis/Dissertation Defense and Manuscript Form must be approved by the [posted deadline](#) each semester.

Submitting your manuscript to OhioLINK

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

Approval of your ETD

Once the file has been uploaded to OhioLINK ETD, and the ETD Approval/Submission Form has been received in the Office of Registration and Records, the ETD Coordinator will review the PDF document. If any problems are discovered with your ETD or PDF document, you will

be contacted as soon as possible to resolve any issues before approval and final publication is granted. Upon final publication, your electronically submitted thesis or dissertation will become immediately available for download from the OhioLINK ETD web site. The review process may take a few weeks after you have submitted your document to the OhioLINK ETD database. **Once the document has been approved for publication to OhioLINK, changes and modifications to the manuscript cannot be made.**

11.1 MSFS Program Checklist

1. Selection of advisor, formation of thesis committee (Plan I: advisor plus two additional members), and completion of the Research Proposal Writing course (FSCI 6790) should take place **by the end of the first year of enrollment**.
 - *Note: for Accelerated MSFS students, this should take place by the end of the first **semester** of enrollment in the graduate program.*
2. Plan I students will submit the “Thesis Topic Approval Form” upon completion of the Research Proposal Writing course (FSCI 6790).
 - *Note: This form is due to the Graduate College no later than the last day of classes the **semester prior** to when the student intends to graduate.*
3. Plan I students must register for no fewer than three and no more than six credit hours total of thesis research (FSCI 6990) as part of their degree program. Once students begin their thesis research by registering for FSCI 6990, they must continue to register for FSCI 6990 every semester until graduation. Students must pass FSCI 6790, submit their Thesis Topic Approval Form, and have approval from their research advisor before registering for FSCI 6990.
 - *Note: Plan II students typically complete FSCI 6910 in the final semester of the program, but students who elect to complete longer, more involved projects may register for no fewer than three and no more than six credit hours total of FSCI 6910 over their final two semesters of their degree program.*
4. Candidate applies for graduation (check Graduate College website for all deadlines applicable to graduation or contact CFFS office).
 - *Note: The application for graduation is typically due ~3 months prior to graduation.*
5. Prepare thesis (or research document) for submission to committee and electronic submission to OhioLINK and MSFS program office according to the Thesis/Dissertation Handbook.

6. Furnish each member of the guidance committee with a copy of the thesis and allow at least 10 business days after distribution before the final oral defense date.
7. Schedule department seminar to present research. Students should minimally allow 90-minutes for the presentation, audience questions, and defense to their committee. Seminars are public and must be advertised so anyone who wishes may attend. Once you have your date, you must send your information to Christina Guinsler (cguinsl@bgsu.edu), include your name, main advisor's name, title of your thesis, date and time of your defense, and zoom meeting ID and passcode (if applicable). Christina will then compile this information into an announcement that will be shared with all FSCI grad students and Forensic Science faculty, as well as the Chemistry and Biology departments. Notification of the seminar must be made to the Graduate College by the Wednesday (at 5:00 pm) before the Friday prior to the defense date.
8. Complete the "Thesis/Dissertation Defense and Manuscript Approval Form". Students should **plan to defend 2 weeks prior to this deadline** to allow for revisions/approvals. **This form is typically due to the Graduate College ~2 weeks prior to the deadline for thesis submission to OhioLINK.**
9. Student uploads thesis to OhioLINK and submits the final version electronically to the MSFS program office. **The deadline for submission to OhioLINK is typically ~1 month prior to graduation.**
10. *Results of the research experience (FSCI 6910) for Plan II students are due to the Gradual College typically ~2 weeks prior to graduation.*

12 ACADEMIC CALENDARS

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

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

13 BGSU CATALOG

The BGSU Office of Registration and Records maintains an electronic Catalog as a guide to the programs, policies, and courses that are part of undergraduate life at BGSU. The Catalog informs students of opportunities and requirements at several levels to guarantee they take advantage of all that BGSU has to offer and make steady progress toward their academic goals. BSFS students are encouraged to review the breadth of information available and utilize this valuable resource. The Catalog is available at <https://www.bgsu.edu/catalog.html>.

14 GRADING POLICY

The MSFS degree program follows grading policies specified by the university in the BGSU Catalog. <https://www.bgsu.edu/catalog/academic-policies/grading-policies.html>

15 ACADEMIC HONESTY

The rules of academic honesty set forth by Bowling Green State University in the [BGSU Academic Honesty Policy](#) and will be strictly enforced. Dishonesty in any form will not be tolerated. Please be aware that academic dishonesty includes (but is not limited to) *cheating, plagiarism, and collusion*. The course professor is normally allowed to establish the punishment for cheating or plagiarizing in a course, but dismissal is encouraged. Cheating or plagiarizing in the scientific research arena will result in dismissal from our graduate program. Clearly, unethical academic or scientific behaviors will have a negative impact on a developing career. Formal letters detailing the cheating, or plagiarism are kept in the student's file and are available to potential employers, as well as journal editors.

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

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

16 GRIEVANCES

16.1 Student Complaint Procedure

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

16.2 Student Rights Notification

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

16.3 Complaint Process

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

1. As circumstances permit, students should meet directly with the instructor or staff member to discuss the issue and seek resolution.
2. If direct meeting is not advisable or does not resolve the issue, the student should make an appointment with the Program Director for a confidential discussion of the complaint. The Program Director will seek to resolve the issue.
3. If there is no resolution at Step 2, the student will be referred to institutional student complaint procedures as specified by the Division of Student Affairs in the BGSU Student Handbook (<https://www.bgsu.edu/student-handbook.html>) or other applicable process as might be defined by the department, college or university.
4. If the complaint is against the Program Director and Step 1 of this procedure is unadvised, the student should move directly to the procedure described in the BGSU Student Handbook.

16.4 Complaint Record

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

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