

UT Catalog 2009-2010

[The University of Toledo Learning Collaborative \(UTLC\)](#)

The University of Toledo Learning Collaborative is dedicated to employing the principles of extreme student centeredness in providing a positive and successful educational experience for all UT students. UTLC contains offices, programs and services working together to deliver exemplary academic enrichment programs, adult and transfer focused degree completion programs, and student support and retention services. UTLC supports students in all colleges and directly serves students exploring majors and students who do not initially gain admission into a specific college or major through its Gateway Programs.

Academic Enrichment Division offers students an opportunity to expand and enhance their college career through the University Honors program; Office of Undergraduate Research; and the Office of Academic Engagement which houses Service Learning, Study Abroad, Study Away, Washington Center Internship Programs and Camp Adventure.

Student Success and Retention Division assists students in making a transition to college life. Students will benefit from services offered by the Office of Accessibility, FYE (First Year Experience), Beginning the Academic Journey Orientation Class, and the Office of New Student Orientation Programs.

Academic Support Services Division helps ensure a student's success while in college and prepare her/him for their career. Students will benefit from services in the following offices: Career Services, Office of International Student Services, University Testing Services, Student Athletic Academic Services, and for tutoring needs the Learning Enhancement Center. If needed, some students may also benefit from the Academic Skills Enhancement curriculum.

Office of Student Customer Service is where students go with questions, concerns or if they are not sure who to call, what to do or where to turn. Ensuring prompt attention to concerns, the office enhances service to students and helps alleviate unnecessary pressures they face in the achievement of their academic goals.

Gateway Programs serve as an entry point to The University of Toledo for students who are exploring college majors, or working to meet the admission requirements of a specific program/college. It also offers services to help students obtain access to The University of Toledo and prepares them to succeed socially and academically. Gateway Programs include Office of Excellence, High School Outreach Initiatives Office, Adult and Transfer Services, Transition for Success Program and the QUEST for Success Program.

University College Degree Programs are baccalaureate degrees in Adult Liberal Studies and Individualized Program – Interdisciplinary Studies. These degree programs serve as effective degree completion program for adult and transfer students. The programs are also good for students who want to build a unique program of study.

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Academic Enrichment Division

Office of Academic Engagement

The Office of Academic Engagement (AE) offers programs that will enhance a student's college career. The Office of Academic Engagement gives students an opportunity to explore their world through programs such as Service Learning and Community Outreach, Study Abroad, Study Away, Washington Center Internships and Camp Adventure.

Visit www.utoledo.edu/utlc/engagement to learn more.

Service Learning is committed to developing and promoting service learning initiatives to enrich the educational experience of students and promote responsive citizenship. In addition AE cultivates and facilitates avenues for engaged scholarship for faculty through service learning courses and community-based research, and promote a culture of civic engagement that aspires to improve the human condition and quality of life in the community. Visit www.utoledo.edu/utlc/servicelearning to learn more.

Study Abroad is a key resource at UT in regard to international opportunities. The office collaborates with the many academic departments in creating and administering study-abroad programs for undergraduate and graduate students, as well as in the transfer of academic credit. The Office of Academic Engagement provides resources and guidance to students preparing to study abroad. The office also arranges and conducts pre-departure and re-entry sessions for students. In addition, the office provides information and support to UT faculty for various international opportunities, such as short-term teaching abroad and faculty development activities. Finally, the office provides financial support to students in the form of travel grants, and the office administers the various Fulbright Awards, the National Security Education Program grants, and other special scholarships and grants.

Visit www.utoledo.edu/utlc/studyabroad to learn more.

National Student Exchange Program (Study Away) is a student opportunity to study at other U.S. colleges or universities while remaining degree-seeking candidates at UT. Students may Study Away for a semester or for a year.

Washington Center Internship Program provides selected students with challenging opportunities to work and learn in Washington, D.C., for academic credit. A combination of career experience and development places students both undergraduate and graduate, with an internship in an industry of their choosing. Generally for a semester, year-long internships are also available. Placements of UT students in the past have included the Democratic Congressional Campaign Committee, Environmental Protection Agency, Interpol, the Republican National Committee, U.S. Department of Justice, Department of Veterans' Affairs, the White House, and a number of congressional offices. Some of these placements have resulted in jobs after graduation.

Camp Adventure™ Youth Services Program provides an extraordinary opportunity for university and college students to participate in a valuable service learning experience with a wide array of opportunities to serve children and youth, integrate theory with practice, develop new knowledge, skills and competencies, as well as to be a part of a worthwhile endeavor. Participation in the Camp Adventure™ Youth Services program can make a difference in the lives of others, and help students discover their inner talents and abilities. Visit www.utoledo.edu/education/CampAdventure to learn more.

Office of Undergraduate Research

The Office of Undergraduate Research (OURUT) is a central resource for undergraduate research at UT. Undergraduate students can access this office as a focal point for research opportunities, research funding, and a place to showcase research accomplishments of UT's undergraduates. OURUT-funded research programs include: Academic Year Research Program (AYRP), First Year Summer Research Experience (FYSRE), Research Abroad/Away, the City of Toledo Internship program, Undergraduate Summer Research and Creative Activity Program (USRCAP), and the Work-Study Research Program (WSRP). In addition to the internally-funded programs, many externally-funded research opportunities also exist at UT. The Office of Undergraduate Research coordinates undergraduate research activities with other UT offices, programs (internally-funded and externally-funded), and the Research-Intensive courses. The Office of Undergraduate Research is on Main Campus in Sullivan Hall. For more information, call 419.530.2983 or visit www.utoledo.edu/utlc/undergradresearch

University Honors Program

The University Honors Program was established in 1963 to meet the needs of highly motivated and academically talented students. Honors at UT has a strong tradition of excellence and provides students with a challenging and nurturing environment both inside and outside the classroom. UT Honors students enjoy the resources of a metropolitan research institution combined with the personal attention often associated with a small liberal arts college. Admission to Honors is competitive and is based on high school GPA, ACT or SAT test scores, an essay, an extracurricular resume, and references. Students entering directly from high school typically have a high school GPA of 3.75 or higher and an ACT composite score of 28 (1260 combined Reading and Mathematics SAT score) or higher. Highly motivated students with a 3.5 GPA and a 25 ACT composite (1150 combined SAT score) are also considered for admission. Upper-class or transfer students may apply for admission to the University Honors Program if they meet the specific requirements for the various baccalaureate colleges, as described elsewhere in this catalog. Admission to the University Honors Program is granted on a space-available basis. The University Honors Program is open to all UT baccalaureate colleges and the Gateway QUEST Program for students exploring majors. University Honors Program is located in Sullivan Hall. For more information, call 419.530.6030, email honors@utoledo.edu, or visit www.utoledo.edu/utlc/honors.

Student Success and Retention Division

Office of New Student Orientation Programs

The Office of New Student Orientation Programs facilitates the planning and implementation of *Rocket Launch* and *Rocket Transition*, the official orientation programs for new students attending The University of Toledo. Nearly 50 orientation programs are held annually to help prepare incoming students for college life at UT. This office coordinates *New Student Convocation* as well as the orientation program for UT post-secondary students called *Rocket Re-Discover*. Additionally, the office is responsible for the publication of the *UT Student Academic Planner* and the *UT Family Calendar*. The Office of New Student Orientation Programs is located in Rocket Hall 1529. For more information call 419.530.1267 or visit www.utoledo.edu/utlc/orientation.

Office of Accessibility

The Office of Accessibility serves eligible students with documented disabilities by providing a variety of academic accommodations and support services in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The accommodations and services provided by the office include, but are not limited to: Braille, enlarged print materials, electronic text (e-text), note-taker services, sign language interpreters, research and lab assistants, testing services including readers and scribes, secondary academic advising and advocacy. Students with disabilities are encouraged to contact the Office of Accessibility (OA) at 419.530.4981, VP/TTY 419.530.2612, early in the admission process to determine eligibility. Please note an IEP will not qualify students for academic accommodations at the post-secondary level. For more information on eligibility requirements at The University of Toledo please log onto the OA website at www.utoledo.edu/utlc/accessibility.

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First Year Experience

The First-Year Experience (FYE) program represents a commitment to making your first-year experience at UT successful, memorable and rewarding. The “first year experience” concept represents a deliberate attempt to ensure that our UT first-year students are supported through the use of peer mentors, orientation classes, MAP-Works freshman survey, service learning, freshman activities, and increased interaction with faculty outside the classroom. Upon the completion of the first year, students should have a positive sense of self, with the confidence and tools necessary to achieve academic success and to become an integral part of UT’s student-centered campus community. The Office of First Year Experience is located on Main Campus in Rocket Hall 1830. For more information call 419.530.8549 or visit www.utoledo.edu/utlc/fye

Beginning the Academic Journey Orientation Class

The Beginning the Academic Journey orientation classes at The University of Toledo are intended to enhance the educational experience of incoming first year students. In order to facilitate this goal, the university has identified a common curriculum that highlights each section of orientation. This orientation class also incorporates Making Achievement Possible (MAP-Works) freshmen survey. MAP-Works is an innovative approach to improving student's transition to the college environment. First-year students are surveyed regarding their high school behaviors and expectations of college life. Survey content centers around learning (expected grades, grades earned in the past, basic study skills, maximization of study skills), connections (student activities and residence hall life), making healthy choices (time management, eating healthy) and knowing yourself (academic abilities and self-management). MAP-Works educates students about the critical issues to success in higher education, presents information allowing them to identify discrepancies between expectations and behavior, and links them with campus resources. Visit www.utoledo.edu/utlc/baj.

Academic Support Services Division

Career Services

Career Services provides comprehensive career planning services for students and alumni of the University. The professional staff will assist UT students and alumni to help them clarify and implement their academic and career goals. Career Services offers individual counseling appointments, personality and occupational interest inventories, classroom presentations and workshops. Career exploration, job readiness and job search strategies, identification of part-time and full-time career employment opportunities, and on-campus interviews are available to students seeking work experience. The Career Information Center in the Career Services office contains more than 300 books related to majors, occupations and job searches.

It is recommended that students register with Career Services in their first year; begin looking into internship opportunities in their second year; attend job readiness workshops and work at internships during their junior year; and schedule on-campus interviewing sessions in their senior year. It is beneficial for students to attend job fairs throughout their academic career to learn about career opportunities within their major. Career Services is located on the Main campus in the Student Union Room 1532. For more information call 419.530.4341, email CareerServices@utoledo.edu or visit www.utoledo.edu/utlc/career

Learning Enhancement Center and Math Learning and Resource Center

The Learning Enhancement Center provides a wide variety of academic support services to all UT students that include the following:

- Free drop-in tutoring for UT students in math, sciences, foreign languages, business, and study strategies
- Supplemental Instruction (SI), which are small group study sessions facilitated by trained student leaders
- Workshops on a wide variety of topics, including test taking and test anxiety
- The Olympiad, a four-day series of fun, interactive, academically challenging workshops hosted the first part of fall semester

The Learning Enhancement Center is located on the Main Campus, Carlson Library Rathbun Cove (lower level). For more information call 419.530.2176 or 2595 or visit www.utoledo.edu/utlc/lec

Student Athletic Academic Services

Student Athletic Academic Services (SAAS) is a student-centered, university resource which supports the academic enrichment and life skill development of all Rocket student-athletes. The SAAS staff provides a variety of services to assist student-athletes with their academic progress. Services include guidance with course scheduling, targeting (a time management program), study table, individualized and group tutoring, and academic and career counseling. Located on the second floor of the Larimer Athletic Complex, the Rocket Academic Center includes staff offices, a tutoring room, and a computer lab with 13 desktop workstations. The academic center also makes two laptop computers available for checkout for team travel. For more information call 419.530.3540 or visit www.utoledo.edu/utlc/saas.

University Testing Services

The University of Toledo has many testing centers and services for the convenience of its students and the community. The Test Center provides the following services:

- Make-up testing
- Placement testing
- Certification and licensure tests
- Internet based testing
- Online learning testing
- Test Proctoring
- Skills assessment testing

University Testing Services are located on the Scott Park Campus and Main Campus. For more information call 419.530.3266 or visit www.utoledo.edu/utlc/testing_centers

Office of International Student Services

The Office of International Student Services (OISS) assists international students and scholars in adjusting to life in The University of Toledo and in the U.S. This is accomplished by providing an orientation which explains immigration requirements, assists with housing, banking, ensuring

academic and cultural success, and other services available at the University. OISS also provides global programs for international students and scholars, the University, and the surrounding community. For more information call 419.530.4229 or visit www.utoledo.edu/utlc/international

Academic Skills Enhancement (ASE) Curriculum

The University of Toledo has an Academic Skills Enhancement curriculum (ASE) which provides intensive instruction, tutoring, advising and other support services to admitted high school graduates who have an ACT composite score of 18 or less or an SAT of 890 or less AND a high school cumulative GPA of less than 2.0. Students who meet this criterion will be admitted as a pre-major to The University and will work with faculty and staff during their first semester or until completion of the program.

Academic Skills Enhancement is a comprehensive program of assessment, advising, a well-developed curriculum and support services designed to help students who need additional academic preparation prior to taking course work in their major field.

The following is a list of ASE courses offered. Students may be required to take some of these courses based on the results of their placement tests and the specific requirements of the ASE program and/or their academic major requirements. The academic adviser in the Gateway Programs will be able to tell students which courses, if any, will be required, and help them reach their goal of academic success in the major of their choice.

- SKLS 0980 College Reading (grades do not apply to the student's GPA or fulfill graduation requirements)
- SKLS 0990 Academic Writing (grades do not apply to the student's GPA or fulfill graduation requirements)
- SKLS 1150 College Study Strategies and Orientation (a more skills based Beginning the Academic Journey orientation class)

The following developmental math courses, offered through the College of Arts and Sciences, may be required based upon students' background and skills assessment scores. Grades for these courses will not apply to the student's GPA or fulfill graduation requirements.

- MATH 0910 Elementary Algebra I
- MATH 0950 Elementary Algebra II
- MATH 0980 Intermediate Algebra

Additional courses that are proven to be help for students in the ASE program include:

- UC 1120 Career and Self Evaluation
- UC 1110 Creative Problem Solving

UC 1200 Applications of Thinking Critically
SKLS 1940 Learning through Service

Student Customer Service

Office of Student Customer Service

The Student Customer Service serves as a confidential information and referral source, assisting students with questions and concerns regarding University policies and procedures. This office will investigate the nature of a complaint, explain the process to be followed to address the problem, or make a referral to the appropriate person to help resolve the issue. While taking a concern to the Office of Student Customer Service does not guarantee that the issue will be resolved in your favor, you can be assured your concern will be addressed through impartial investigation of the facts and circumstances. The existence of this office at The University of Toledo is a testament to the University's commitment to equity, academic excellence and student success. For more information call 419.530.2500 or 2571 or visit www.utoledo.edu/utlc/student-service

Gateway Programs

Office of Excellence

The Office of Excellence is a hub of academic activities and services that reach students in the 8th grade through high school graduation and beyond. These programs include: TOLEDO EXCEL, Upward Bound, TRIO- Student Support Services and the Annual Conference for Aspiring Minority Youth. These programs are targeted toward students in the Toledo area who are underrepresented in higher education, including first generation, low-income, and/or disabled students. The Office of Excellence is located on the Scott Park campus in the Learning Resources Center suite 3700. For more information call 419.530.3820 or visit www.utoledo.edu/utlc/excel/office.html

- **TOLEDO EXCEL**
Since its inception in 1988, TOLEDO EXCEL, a scholarship incentive program at The University of Toledo, strives to prepare underrepresented students in higher education. Populations served by the program include African-Americans, Hispanic-Americans, Asian-Americans, Arab-Americans, Appalachian-Americans and low-income individuals. Students can apply to the program at the end of their 8th grade year. EXCEL involves students in pre-college academic programs in order to increase their self-esteem, cultural awareness of diversity, and civic involvement and responsibility. Services EXCEL offers students throughout their four years of high school include: Saturday school,

career development, academic advising, student/parent meetings, campus visits, UT admission and financial aid workshops, summer institutes and the Annual Conference for Aspiring Minority Youth. Over a thousand students have enrolled in EXCEL, with at least 50 new scholars being inducted yearly. For more information call 419.530.3820 or visit www.utoledo.edu/utlc/excel

- **Upward Bound Program**

Upward Bound is a federally funded college access program designed to assist low-income, first-generation and/or disabled college bound high school students who attend public or parochial high schools in the Toledo area.. This program encourages students to attend and be successful at an institution of higher learning of their choice. Students are accepted into Upward Bound during their ninth and tenth grade years, must have a 2.0 GPA and be willing to take college preparatory classes. Upward Bound academic services include: tutoring, classroom instruction, Saturday workshops, college preparation advising, college tours, personal and career advising/development, job search strategies, college symposium, and a summer residential component – during the summer, the forty students with the highest attendance/grade average live on campus for six weeks to prepare for the following year of study in high school. Upon graduation from high school, seniors enter the Bridge Program: students enroll for their first semester of college at UT during the summer session, with the cost covered by the Upward Bound Program. For more information on Upward Bound call 419.530.3811 or visit www.utoledo.edu/utlc/upwardbound

- **TRIO Student Support Services (SSS)**

Student Support Services (SSS) is a federally funded TRIO program specifically designed to serve college students who are first generation, low-income, and/or disabled students. Participants must also be enrolled at The University of Toledo as a full-time student and be a U.S. citizen. The program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their college education. Students must apply to the TRIO - Student Support Services program; up to 160 students will be accepted annually. Student Support Services offers the following services: special orientation session, study skill development course, individual academic advising, career counseling, tutoring, special course sections in the basic academic skills, multicultural social events, and social adjustment counseling, SSS monitors student progress throughout the school year, and performs ongoing evaluations. Skill development activities, coupled with strategic planning and advising, helps participating students navigate the University system and graduate successfully. For more information call TRIO Student Support Services at 419.530.3850 or visit www.utoledo.edu/utlc/trio

The High School Outreach Initiatives Office works in collaboration with area school districts to improve the academic preparation, “college readiness” and early college opportunities for students. Working in line with state and community initiatives, the office will strive to assist students through targeted programs and services. Examples of initiatives include advising PSEOP students, teaming high school teachers with UT faculty for curriculum development, parent focus and work groups, tutoring and supplemental instruction, mentoring and academic-focused campus visits. For more information call 419.530. 3248 or visit www.utoledo.edu/utlc/gateway/High_School_Outreach/index.html

- **Post Secondary Enrollment Options Program** – A state-funded program for high school students, freshman through senior years.
The University of Toledo’s Post-Secondary Enrollment Options Program (PSEOP) is designed to provide qualified students the opportunity to enroll in courses offered by the University on a space-available basis. Students must meet additional admission requirements and submit a separate application for the Post-Secondary Enrollment Options Program, which is available through their high school guidance offices or the Office of Undergraduate Admission. Application deadlines are June 1 for the fall semester and Dec. 2 for the spring semester. All college courses taken are a permanent part of the student’s collegiate record.
- **High School Concurrent Enrollment Option Program** – For students who are still in high school.
The University of Toledo’s High School Concurrent Enrollment Option Program is designed to provide qualified high school students the opportunity to enroll in a selected number of courses offered by the University on a space-available basis. Students must meet additional admission requirements and submit a separate application. Applications may be obtained in the Office of Undergraduate Admission. All college courses taken are a permanent part of the student’s collegiate record.
- **Promoting Partnership - Dual Credit**
Project Dual Credit is a project that promotes partnership between NW Ohio school districts and UT. The goal of the project is to provide high-quality coursework and instruction in the high-demand areas of advanced mathematics, laboratory science and foreign language. The project offers high school students the opportunity to earn high school and college credit simultaneously, while in their high school classroom.

Toledo Early College High School (TECHS)

TECHS is a Toledo public high school operating in partnership with UT. The school is located on

the Scott Park campus. TECHS students generally come from backgrounds in which the percentage of those who go to college is well below the national average. TECHS provides the opportunity for students to simultaneously achieve a high school diploma and earn up to 60 college credits at UT. Up to 100 students are recruited each year for admission to the school as 9th graders. For more information, call the high school principal at 419.530.3003 or e-mail robin.wheatley@tps.org.

Adult and Transfer Services

This gateway program provides an array of services specifically designed to meet the needs of adult and transfer students: one-stop customer service and academic advising along with related support services for adults desiring skill upgrading or retraining through credit courses. For more information on the Adult and Transfer Services call 419.530.1250.

- **[Non-Degree Seeking Students](#)**

Students not seeking a degree, however you want to gain new skills or enhance an existing one, expand your career development or explore new subject matter for personal growth can find a place in this Gateway Program. Courses or certificate programs can be taken online, in a classroom or a combination. Students can take up to 24 semester hours of college credit of either undergraduate or 9 credit hours for graduate level courses as a non-degree seeking student.

- **[Program 60 for Senior Citizens](#)**

A unique educational opportunity is available for adult learners age 60 or older. Individuals may engage in serious academic study or attend courses for general interest. This program provides educational experiences at reduced rates to individuals 60 or older who have been residents of Ohio for at least one year and whose family income is below 200 percent of the federal poverty guidelines based on family size. Students may enroll in courses on a space-available basis and are responsible for textbooks and course materials, lab fees, parking and graduation application fees. For more information visit www.utoledo.edu/utlc/gateway/program_60.html

The QUEST Program ensures that students who are undeclared/undecided on a major and are exploring their options have access to the resources necessary to make informed academic and career choices. Students can stay in the QUEST Program for a maximum of three academic semesters. At anytime during the three semesters, providing they meet the requirements for their chosen major, students can move into their college/major choice.

The program provides superior academic advising that serves the various needs of students choosing a major and refers them to other campus events and services such as the Majors Fair, tutoring, career development and others as necessary. In addition, QUEST students are required to take a “Career and Self Evaluation” class. While in the QUEST program, students work to fulfill core curriculum requirements. Details can be found at www.utoledo.edu/utlc/gateway.

Employers are looking for college-educated employees with transferable job skills. QUEST helps students gain these skills, which include critical thinking, decision making and adaptation to change.

Transition for Success

Students admitted to The University of Toledo that do not meet the admission requirements for the college of their choice are placed into the Transition for Success Program. Students work towards acceptance into a particular college or program.

The Transition students may take advantage of professional academic advisers who will guide them through the process as they prepare to enter their chosen program or college. Advisers are dedicated to helping students make the right choice in scheduling classes and to making referrals if additional academic support is needed. After a student’s first semester within the Transition Program, they will be re-evaluated to determine if they meet the requirements to officially declare a major in the college of their choice. While in the Transition program, students work to fulfill core curriculum requirements. Details can be found at www.utoledo.edu/utlc/gateway.

Another student category served by the Transition for Success program is the pre-major. A pre-major is a student with less than a 2.0 high school Grade Point Average and below a 19 ACT Composite or below a 900 combined SAT score.

Evidence shows that students benefit their first semester by participating in the *Transition Program*. The *Transition Program* staff provides students with intensive instruction, effective tutoring, personalized advising and additional support services to prepare students to achieve his/her academic goals and ensure transition to the academic major of choice.

Change of College or Major

Students in good standing (i.e. with a cumulative GPA of 2.0 or higher) who wish to change from another college of The University of Toledo to the QUEST Program should make an appointment with a QUEST adviser to discuss the transfer and have his/her academic records reviewed. Student transfers will be reviewed on a case by case basis.

Students who have decided on an academic major or are qualified to transfer from a Gateway Program into the college of their choice must meet the academic criteria set by the receiving college. Students should make an appointment to discuss their transfer with an adviser in the college they wish to enter.

University College Degree Programs

Admission to University College Degree Programs

Students must have a minimum 2.00 grade point average (GPA) for direct admission into a baccalaureate program in University College Degree Programs. In addition, students can be admitted to University College's Individualized Program when they have earned 20 semester hours (or 30 quarter hours) of academic credit from an accredited school. Adults who are 25 or older may enter the Adult Liberal Studies (ALS) program without this prerequisite. All entering students and those working toward their 20 hour requirement are required to meet with an adviser to determine and plan a program of study.

Transferring into University College Degree Programs

Students wishing to transfer into University College Degree Programs must meet the minimum entrance requirements of The University of Toledo. Students wishing to transfer into any University College baccalaureate program must have a minimum cumulative 2.0 UT GPA and 2.0 Transfer Credit GPA. Courses from an approved institution may be used, as applicable, toward a student's individualized or special program of study. However, the maximum number of effective transferable credits is 94 semester hours, with a limit of 84 hours at the 1000 or 2000 level. The General Section of this catalog has information on admission and transfer.

A graduate of an accredited institution of higher education may apply to University College for a second bachelor's degree. An acceptable program of study in this case entails a minimum of 30 semester hours of additional work. Any student who has earned a bachelor's degree from University College in an individualized program may not earn a second degree in another individualized program.

Pass/No Credit Grading

The option of a Pass/No Credit grade is not available to a University College bachelor's degree student unless this is the only grading option for the course. However, a grade of Pass obtained while a student was enrolled in another college may be transferred to University College provided it is applicable to the student's new program.

Honors in University College

The University of Toledo offers all students of exceptional academic ability the opportunity to enter a special program of academic rigor and challenge. For further details on the Honors Program, students should contact their advisers. Students who have demonstrated exceptional promise may be invited to participate in University College Honors. These students' programs will be developed in close conjunction with the honors adviser. The minimum requirements for consideration for the University College Honors Program are 20 hours of completed course work and at least a 3.3 GPA.

Prior Learning Assessment (PLA): PLA is based on the notion that college level learning can be achieved outside of the classroom. The following are ways in which prior learning can be demonstrated, evaluated and converted to college credit.

- College Level Examination Program (CLEP) is the most widely accepted credit-by-examination program in the United States, helping students of all ages earn college degrees faster by getting credit for what they already know. Through CLEP testing you can satisfy a requirement by demonstrating you've already mastered the content. For example, receiving CLEP credit for a basic math or language course can save time and money by having those credits awarded and applied to a degree program. University College also recognizes DANTES and ACE evaluated academic credits. CLEP tests should be taken before or within the first semester of study.
- Portfolio Development – Credit may be earned for certain courses in which a student has acquired college-level learning via life or work experiences. This may be done through the development of a portfolio that describes and documents prior college level learning and practical experiences. Portfolio credit is available to University College Degree Program students, and that credit may reflect course work from other baccalaureate-granting colleges within The University of Toledo. Students desiring credit by this process should contact the portfolio coordinator in The University of Toledo Learning Collaborative.
- Credit by Examination – These examinations are conducted by the instructor of a course in which credit is desired.

- Field Experiences and Internships for University College Students – University College Degree Program students have the opportunity to earn credit hours toward their degree while completing a practical experience outside the classroom. A field experience is a project-based experience, while an internship is meant to be an exposure to a new career field. A maximum of eight credits can be earned in any combination through a field experience or internship.

Note: All new University College students who have not already completed a comparable University of Toledo orientation course are required to take UC 1000.

Undergraduate Programs of Study - Baccalaureate Programs

Individualized Program – Interdisciplinary Studies (B.A. or B.S.)

Adult Liberal Studies (B.A.)

Individualized Programs – Interdisciplinary Studies (IDVP)

An individualized program of study is based on a student's unique interests and goals, which would not be addressed by a traditional program of study. The degree awarded is the Bachelor of Arts or the Bachelor of Science, depending upon the program. The designated major is interdisciplinary studies.

Students considering an individualized program of study will receive assistance from an academic adviser in preparing an individualized program. Important considerations in the formulation of a program are as follows:

- The program must be interdisciplinary or intercollegiate in nature (broad in scope, incorporating course work from more than one discipline).
- The program must not duplicate an existing program of study in another college of The University.
- The student's objectives must be clearly stated and appropriate courses identified for achieving these objectives.

A University College student will receive guidance in designing his/her individualized program, often through multiple advising sessions. The program is reviewed by the Individualized Degree Program Review Committee. Once the program meets all University College Degree Program requirements and is accepted, the program of study must be followed. Prior written approval is necessary to make any course substitutions. If a program is denied, a student may appeal the decision. Advisers work with students to prevent this from happening.

The individualized program of study is particularly useful for students with associate's degrees and those with a variety of credits – serving as a degree completion option. Students enjoy the benefits of flexibility, individual attention to their needs, personalized advising, access to all of UT's academic resources and the ability to use UT classes to best reflect their academic and career goals and needs.

Students may take no more than 30 semester hours of course work from the College of Business Administration, with no more than three courses in any one department, with the exception that up to eight courses are permitted in business administration (BUAD Dept).

Individualized Degree Program Requirements and Options

The University Undergraduate Core Curriculum requirements, detailed in the General Section of The University of Toledo Undergraduate Catalog, must be fulfilled by all baccalaureate degree students. In fulfilling The University of Toledo Core Curriculum, University College Individualized baccalaureate degree students must meet the following specific requirements:

- One English Literature elective
- One Philosophy elective
- One American Government or one American History elective
- One Economics elective
- One elective from Anthropology, Geography, Psychology or Sociology
- One Speech elective

Thirty-nine semester hours must be completed at UT in upper division courses (numbered 3000 or 4000). Any transfer work will be applied at the same level in which it was taken at the home institution. Students must complete a minimum of 30 semester hours of work in residence as a University College Degree Program student. The minimum number of approved credit hours required for completion of a baccalaureate degree from University College is 124 semester hours and may be more, depending upon the agreed program content.

Students build a program of study by creating an area of emphasis with an academic adviser, together, matching student interest, background and skills with UT curriculum to create a program of study fulfilling remaining graduation requirements.

Graduates of the individualized program find jobs in the specific fields that they chose to gear their studies toward. They all have the ability to succeed in the arts, in government agencies and in business organizations. Also, many students choose to continue their education in graduate and professional programs.

Adult Liberal Studies (ALS)

Adult students, 25 years of age or older, may earn Bachelor of Arts degrees by completing a broad, liberal arts-based curriculum. Courses in this program are scheduled to facilitate attendance by those having other full-time responsibilities. Students benefit from a wide scope of subjects, seminar formatted student driven classes that focus on a specific topic, explore events and attitudes through critical thinking and interaction with other adult students.

Students begin by enrolling in the adult liberal studies introductory seminar. In conjunction with individual advising, students are introduced to liberal studies by emphasizing processes that build effective critical thinking and writing as foundations. Students progress to topical seminars that utilize skills developed earlier in the program. Students pick a concentration related to an area that meets their professional or personal goals. Students take an active role in determining the direction and content of their learning. This program can also serve as a degree completion option for those with existing college credit.

Graduates find their broad education valuable in finding employment opportunities in all business, industry and service sectors. Many choose to pursue advanced degrees in law, medicine and other areas of special interest.

Online Option

The ALS program seminars can also be completed entirely online, in addition to the traditional classroom setting. Minimum computer skills are advised for online courses, such as Internet navigation, email and basic knowledge of Microsoft Office.

CLEP Scores for the ALS Program

Students may have the potential to take the CLEP (College Level Examination Program). These examinations are given to establish competency in the general education discipline areas of mathematics, humanities, social sciences and natural sciences. These four discipline areas are required for graduation. The required general education credit hours and the regulations for the CLEP exams for this program are as follows:

1. Students earning a CLEP exam score of below 50 or those choosing not to take the CLEP exam must earn a minimum of three semester hours of credit in a math general education course and a minimum of nine semester hours of credit in general education courses in each area of the humanities, social science and natural science. Independent studies may not be substituted for any general education course.
2. Students who take any courses in these four discipline areas after entry into the ALS program forfeit their right to apply CLEP credit in that discipline toward their ALS degree. In addition, passing scores on the general education courses are required as prerequisites to

enroll in the ALS topical seminars. Therefore, students are encouraged to take the CLEP exams early in their academic endeavors.

3. Students who have taken course work in any of these discipline areas prior to entry into the ALS program and subsequently earn CLEP credit cannot have both count toward meeting general education requirements.
4. Students earning a CLEP exam score of 50 will have 10 semester hours of credit posted to their transcripts.
5. Students earning a CLEP exam score of 45 to 49 may retake the exam after a period of six months.

Adult Liberal Studies Program Requirements

Topical Seminars

These seminars are upper-division courses in the humanities, social sciences and natural sciences that change each semester. Students are required to take three seminars in each discipline area in order to graduate and may take a 10th seminar as an elective. No more than 10 ALS seminars will be counted toward fulfillment of graduation requirements. Students are responsible for fulfilling the program's prerequisites and should seek an academic adviser's guidance before enrolling in courses. Students who enroll in a topical seminar without the required prerequisites may be administratively dropped from the course.

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Prerequisites for the ALS Topical Seminars

1. Completion of both a freshman orientation course and the ALS Introductory Seminar. Transfer student are exempted from this requirement.
2. Earned credits in College Composition I and II by taking and passing the courses.
3. Completion of a minimum of nine credit hours in the discipline area of the topical seminar or passing the CLEP examination in the discipline of the seminar with a 50 or above score.

Electives

Students are to establish an emphasis area that ties together their educational interests and/or career aspirations. The objective of these courses should be academic investigation and should focus on sound educational goals. Students should seek the advice of an academic adviser in drafting their elective course components.

Area of Concentration

Students are required to complete a minimum of three classes (nine hours) of upper-division

courses (3000/4000) that are associated with an area of academic investigation or a knowledge base that is related in theoretical content.

Senior Thesis

The senior thesis is the capstone requirement of the ALS program. It is a four-credit-hour project undertaken with a faculty member as the thesis adviser. Students should seek the advice of an academic adviser and must turn in the appropriate paperwork before enrolling in this final requirement. Students are expected to integrate their respective thesis themes with their concentration courses.

ALS Honors

The ALS Honors program provides a valuable foundation of writing and research for students who want to be admitted into advance graduate or professional programs or for those wanting a stimulating learning experience. Any student qualifying for ALS Honors needs to complete 36 Honors hours with a final 3.3 GPA or better to graduate with Department Honors.

Adult Liberal Studies Required Courses

UT Core

Orientation	1 hr.
One math course or CLEP Test	3 hrs.
English Comp I	3 hrs.
English Comp II	3 hrs.

University College Core

ALS 1900 – Introductory Seminar	
Humanities General Ed	9 hrs.
Social Sciences General Ed	9 hrs.
Natural Sciences General Ed	9 hrs.

Liberal Studies Core

ALS 3040 – Social Science Seminar	12 hrs.
ALS 3050 – Humanities Seminars	12 hrs.
ALS 3060 – Natural Sciences Seminars	12 hrs.
Concentration* (3000-4000 level)	9 hrs.
Senior Thesis*	4 hrs.

Electives

26-36 hrs.

Courses electives are selected in consultation with adviser. Many of these may be fulfilled by transfer credit if applicable.

University College Degree Program Faculty

Department of Interdisciplinary and Special Programs

James Ashley, 2000, senior lecturer
B.A., M.A., The University of Toledo

Sharon Barnes, 2001, associate professor
B.A., Siena Heights College; M.A., Ph.D., The University of Toledo

Jamal Bittar, 2003, associate lecturer
B.A., M.A., The University of Toledo

Margaret Fritz, 1991, assistant professor and chair
B.A., California State University - Los Angeles; M.Ed., Bowling Green State University; M.A., The University of Toledo

Linda M. Gubbe, 1989, assistant professor
B.S., M.A., Eastern Michigan University

Dennis Lettman, 1989, associate professor, associate dean and interim dean
B.A., State University of New York - Brockport; M.Ed., Ed.D., University of Cincinnati

Susan P. Modarai, lecturer, 2008
B.A. McGill University, M.Ed. The University of Toledo, Ph.D., The University of Toledo

Glenn Sheldon, 2001, associate professor
B.A., University of Massachusetts, Boston; M.A., University of Illinois, Springfield; Ph.D., The University of Toledo

Emeritus and Superannuates Faculty

Theodore Krause, Emeritus
M.A., Michigan State University; Ed.S, The University of Toledo

Joseph R. Thompson, Emeritus
M.A., The Ohio State University; Ed.S, The University of Toledo