

INTRODUCTION

Welcome to The University of Toledo! We are pleased that you have chosen this institution to continue your education. Your first semester at UT will undoubtedly be exciting and interesting as you meet new friends and take classes in many different areas. The College Office, located in Gillham Hall 4023, is committed to help you by orienting new and transfer students and advising all freshman, sophomore and transfer students. Should you ever not know where to turn, consult the College Office. Our professional advisors are available to assist you in every way possible.

Chances are, you have lots of questions about The University of Toledo and your major in the College of Education. We will try to answer some of them here. This handbook has been designed to help you get a good start in your college career. On the following pages you will find pertinent information and answers to questions often asked by students in our College. We will begin with some general background, shift to questions dealing with the academic atmosphere and major requirements in the College, and finish with information about services available at the university.

If you do not find the information you are seeking in this handbook, either check the Undergraduate Catalog or just ask your academic advisor! Don't be bashful about asking for advice or information anywhere on campus. We are here to help you get the high-quality education for which our University is noted. We look forward to getting to know you and working with you. We are proud of our institution, and are delighted that you have chosen to be a part of the College of Education at the University of Toledo.

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GENERAL INFORMATION

HOW DID THE UNIVERSITY OF TOLEDO (UT) GET STARTED?

The University of Toledo was founded in 1872 when 160 acres of land located at the Scott Park Campus was given by Jesup W. Scott. We wanted to use the land to build a university to train “artists and artisans” to assume important roles in a growing industrial Toledo. In 1884, Toledo University became a municipal institution, which was financially supported by the city of Toledo. On July 1, 1967, Toledo University became part of the state university system in Ohio and changed its name to The University of Toledo.

WHAT ELSE SHOULD I KNOW ABOUT UT?

Lots, but it is better to go slowly to avoid information overload. Here are just a few interesting facts and figures that we have uncovered through our search of fascinating UT trivia.

- The University of Toledo is Ohio’s fourth largest university.
- Over half of the University’s students are drawn from outside Lucas County.
- Represented among the University’s students are 46 other states.
- Currently, UT students represent over 90 different nations and an ever-increasing number of ethnic and cultural groups.
- The Bancroft and Scott Park campuses comprise some 400 acres.
- The average age of a UT student is 27 years old.
- UT has about the same number of male as female students attending.
- The motto of UT is *Coadyuvando El Presente, Formando El Porvenir*, meaning “Guide to the Present, Molder of the Future.”
- UT is a member of the NCAA Division 1-A and competes in the Mid-American Conference (MAC) in 15 sports.
- The Student Recreation Center has three pools, a waterslide, basketball, volleyball, and racquetball courts, a 300-meter track, a golf simulator, game tables, weight machines, and a movie theater free of charge.

WHAT MAJORS ARE AVAILABLE IN THE COLLEGE OF EDUCATION?

Teacher education programs include majors in Early Childhood, Middle Childhood (language arts, math, science, and social studies), Adolescent and Young Adult (integrated language arts, integrated math, integrated social studies, integrated science, and science specific areas e.g., life, chemistry, physics, earth and space), and K-12 special areas: art, foreign language, music, physical education, health education and special education).

WHAT IF I AM UNDECIDED ABOUT MY MAJOR?

You can be assured that it is perfectly acceptable to be undecided about your major. In fact, you are not required to declare a major immediately. However, you should begin to explore your options through various courses and resources available on campus to help you choose a major because you cannot graduate with an undecided major! There are a number of courses you can take that will apply toward a variety of majors at UT. All UT students, regardless of major, are required to complete courses in the core curriculum. Your academic advisor can assist you in scheduling each semester until you decide on a major.

WHAT IS THE CORE CURRICULUM?

The core curriculum is made up of general education courses across six different areas. These courses provide students the exposure to different ideas and purposes by which they develop an awareness of the principles, which underlie the humanities/fine arts, natural and social sciences, and the diversity of the human experience. To fulfill the core curriculum requirements, you are required to complete at least 27-30 semester hours.

The core curriculum consists of the following components:

I. Skill Areas (6 hours)

1. English Composition II (ENGL 1130 or higher).....3 hours
2. Mathematics 3-6 hours

II. Competency Areas (21-24 hours)

(two courses totaling a minimum of six hours in each of the following four areas with

no more than one course from any department or discipline):

Humanities/Fine Arts	6 hours
Social Sciences	6 hours
Natural Sciences (including at least one lab)	6 hours
Multicultural (one <i>Diversity of U.S. Culture</i> and One <i>Other than U.S.</i>)	6 hours

*Students may satisfy one of the two multicultural requirements with at most **one** course that simultaneously fulfills a second area of the core.

A 2.0 GPA is required in the Core area.

HOW CAN I CHANGE MY MAJOR?

If you wish to change your major within the College of Education you should schedule an appointment with an advisor in the College Office. If you wish to change to a different college, you should go to the College Office in that college for specific directions about how to make the change as well as their transfer requirements. To transfer into the College of Education students with 0 to 29.99 credit hours must have a 2.2 GPA, students with 30 to 59.99 credit hours must have a 2.3 GPA, and students with 60 or more credit hours must have a 2.7 GPA. The College has established the minimum GPA requirements because all of the programs require a minimum GPA of at least 2.7 or higher.

WHAT MINORS ARE AVAILABLE?

No minors are available in the College of Education.

WHAT DEGREE WILL I RECEIVE?

When you successfully complete a teacher education program in the College of Education you will receive the Bachelor of Education (BE) degree. Some programs offer a dual degree option which will allow you to earn a BS or BA degree in addition to the B.Ed degree.

HOW WILL I KNOW WHAT COURSES TO TAKE?

New freshman will be given a check sheet that outlines your program's degree requirements during the Orientation class, which is required during your first semester at UT. Transfer students will receive a check sheet showing the coursework that has transferred into your program. Check sheets are available from academic advisors or the College Office. Please take it with you every time you consult your advisor.

WHO IS MY ACADEMIC ADVISOR?

All students new to the College will be assigned an academic advisor through the College Office. If you are enrolled in an orientation course, that instructor will be your advisor. Orientation instructors have received intensive training in College and University policies and procedures and are very knowledgeable about the majors in the College.

BESIDES HELPING ME SCHEDULE CLASSES, WHAT CAN AN ADVISOR DO FOR ME?

Academic advisors are available to serve and help you succeed in fulfilling your education goals. They are ready to assist you with choosing major, understanding registration procedures, course descriptions and pre-requisites, interpreting degree requirements, cutting through University red tape, locating University services, and monitoring and evaluating your academic progress. Get to know your advisor and let your advisor get to know you!

HOW IS MY CLASS RANK DETERMINED?

Your class rank is determined by the number of credit hours you have completed with a grade.

Freshman Rank:	0 to 29.99 earned hours
Sophomore Rank:	30 to 59.99 earned hours
Junior Rank:	60 to 89.99 earned hours
Senior Rank:	90 or more earned hours

HOW MANY CREDIT HOURS ARE REQUIRED TO GRADUATE?

No matter what your major is in the College of Education you are required to graduate with a minimum of 128 credit hours. However, most of the programs require more hours. You also must have a minimum GPA of 2.0 on a 4.0 scale to graduate from the university, although the programs in the College require at least a 2.7 GPA to meet licensure requirements.

ARE PLACEMENT TESTS REQUIRED?

Yes, in most cases. For you to get the best possible start in your academic career, you are required to complete placement tests prior to enrolling in English, math, foreign languages, and chemistry classes. Most students take placements tests during the summer orientation program. The specific tests, however, depend upon which of these classes are required in your major.

CAN I RECEIVE COLLEGE CREDIT BY TAKING AN EXAM?

Yes. You are eligible to receive college credit through the College Level Examination Program (CLEP). You may take a CLEP general exam in the areas of liberal arts, English composition, humanities, mathematics, natural sciences,

and social sciences. However, if you have previously earned college credit in any of the five basic areas, the exam in that particular field cannot be taken.

TEACHER EDUCATION PROGRAMS

WHAT TEACHER EDUCATION MAJORS ARE AVAILABLE?

We offer programs in Early Childhood Education (grades Pk-3), Special Education (grades K-12), Middle Childhood Education (grades 4-9) Adolescent Education (grades 7-12), Multi-Age Education (Visual Arts, Music, Physical and Health Education, Foreign Language) and Career and Technical Education (for grades 4 or higher).

WHAT IS THE JOB MARKET LIKE FOR TEACHERS?

The U.S. Department of Education estimates that the country will need 2.2 million teachers over the next five years. All areas of education will be needed with the highest demand in the areas of Science, Math, Special Education, and Foreign Languages.

WHAT KIND OF COURSES WILL I TAKE?

There are three different types of courses that you will complete: core curriculum (general education), professional education, and the curriculum content (major area of study). Check sheets outlining the requirements for each major are available from the College Office and Academic Advisors.

WHAT IS A FIELD EXPERIENCE?

Several of the pre-professional and professional education courses will have field experience components in which you will be placed in an area classroom. Field experiences are arranged by the Office of Student Services and give you the opportunity to observe teachers and students, assist the classroom teacher, develop learning materials, work with students, and prepare and present lessons. Your classroom responsibilities will increase as you gain experience, culminating in a full semester of student teaching at the end of your teacher education program. Students are placed in culturally diverse settings and work with students in grades and subject areas corresponding to their licensure programs.

WHEN WILL I BEGIN MY FIELD EXPERIENCE?

When you begin field placements depends on your major. Many programs require short placements, usually in your second year, as part of the course work

introducing you to the teaching profession. Methods field experiences, which are longer, usually begin in your third year and student teaching is normally done in your final semester. You will be responsible for your own transportation and will be required to obtain a background check from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) prior to going into area classrooms. An FBI check is also required if you haven't been an Ohio resident for the past five years.

HOW DO I GAIN ADMITTANCE TO A TEACHER EDUCATION PROGRAM?

Anyone who has been accepted to UT can declare a major within the College of Education. However, you must apply for admission to Professional Education later in your program.

HOW DO I APPLY FOR ADMISSION TO PROFESSIONAL EDUCATION?

Students should apply for Admission to Professional Education no later than the fifth semester of full-time enrollment. Students in the respective licensure programs should apply while enrolled in the following respective courses:

Licensure Program	Course
Early Childhood Education	CIEC-3200 Philosophy and Practices
Middle Childhood Education	CI-3240, Best Practices in Middle Level Education
Adolescent & Young Adult Education	CI-3900, A&YA Linking Seminar 3
Special Education	SPED 4240 Teaching Reading & Literacy
Visual Art Education, Music Education and	EDP-3200, Applied Psychology for Teaching
Health Education	HEAL-2900, Linking Seminar
Foreign Languages Education	CI 2980, MULT-FL Linking Seminar 2
Physical Education	PED 2950 Introduction to Teaching PE
Career and Technical Education	<i>See program director</i>

WHAT IS PRAXIS I?

The Praxis I is a standardized exam that consists of three subtests: Reading, Mathematics, and Writing. You are required to achieve a minimum score of 172 on each exam. Should you score below 172 on any of the subtests you may retest. You must meet minimum scores to be admitted to professional education. Registration materials are available in the College Office.

HOW DO I BECOME ACCEPTED TO PROFESSIONAL EDUCATION?

To be eligible for admission to Professional Education, you must:

1. Be currently enrolled in the College of Education

2. Complete 48-64 semester hours of approved course work, including required pre-professional courses and 12 hours in residence
3. Have a cumulative and higher education GPA of 2.7
4. Pass PRAXIS I with minimum scores of 172 in reading, writing, and math
5. Acceptable progress in Arts & Science content licensure courses
6. Prior experience with appropriate populations in schools and agencies based on satisfactory completion of introductory courses/seminars, letters of support and/or portfolios
7. Effective communication and interpersonal skills based on early experiences, introductory course/seminar(s), ratings from professionals in the field, and/or interview ratings
8. Verification of Good Moral character as stipulated by the State of Ohio

HOW DO I APPLY FOR STUDENT TEACHING?

You will apply to student teach through the Office of Student Services in Gillham Hall. To student teach during a fall semester, the application must be submitted during the preceding November and to student teach in the spring semester it must be submitted during the preceding April. There are no exceptions to these deadlines. A thorough review of your credentials is done to determine if you are eligible to student teach. Final approval is not granted until all grades and activities are reviewed.

WHAT ARE THE CRITERIA FOR STUDENT TEACHING APPROVAL?

In order to be eligible for student teaching, you must have fulfilled the following requirements:

- Full admission to professional education
- Completion of at least 100 semester hours
- Completion of 90 percent of the course work in your major area.
- Completion of your professional courses, including methods, with a grade of "C" or better.
- A 2.7 GPA in your major(s), Professional Education courses, and overall.

WHAT IS TEACHER LICENSURE?

For you to teach in an Ohio public, state-supported elementary or high school, you need to be licensed by the State of Ohio. You will apply for licensure in a

seminar held during your last term of classes prior to graduation. In addition, you must satisfactorily complete the required PRAXIS II exams before your licensure will be approved. You will also be required to submit a set of your fingerprints and a criminal check will be completed on your background by the Bureau of Criminal Investigation.

WHAT IS THE PRAXIS II?

The Ohio State Department of Education selected the PRAXIS II as the licensure examination for Ohio. Successful completion of the PRAXIS II is designed to ensure that candidates for initial provisional licensure have acquired the minimal knowledge necessary for entry-level positions.

In Ohio, you are required to complete the PLT (Principles of Learning and Teaching), as well as the appropriate specialty area test(s), depending on your major. The PRAXIS II is given several times each year and established deadlines for registration are strictly enforced. A delay in taking the PRAXIS II will delay your job search and employment opportunities. It is recommended that you complete the PRAXIS II before graduation. You may pick up PRAXIS II registration materials in the College Office.

REGISTRATION

WHAT IS EARLY REGISTRATION?

Early Registration is an opportunity to register early for classes for the upcoming semester. The Registrar's Office will send you a newsletter notifying you of the earliest date and time you may register. Your assigned time is determined by your rank and will be located on a chart in the newsletter. You may register on or anytime after the date indicated in the newsletter. You may also change your schedule at any time during this period.

WHAT IS OPEN REGISTRATION?

Open Registration is your last chance to register or change your schedule prior to the first day of classes. Classes begin filling up quickly and you may not get your first choice of courses if you delay.

WHAT IS LATE REGISTRATION?

Late Registration occurs on the first day of classes and subsequent days following. A late registration fee is assessed and this fee increases as follows:

- The first through third day of the term will be assessed a \$50 late registration fee.
- The fourth through fifteenth day of the term will be assessed a \$100 late registration fee.
- The sixteenth day through the last day of the term will be assessed a \$200 late registration fee.
- After the last day of the term, a \$500 late registration fee will be assessed.

**Beginning the fourth day of the term,
only the drop function is available via
Web for Students.**

HOW DO I REGISTER?

Select courses using Web for Students or in-person in the Registrar's Office, RH 1100.

WHEN ARE FEES DUE?

The payment due date for tuition and general fees will be stipulated on the Web for Students located at <http://sw0.utoledo.edu/> and the newsletter you will receive from the Registrar's Office each semester. Information on the Installment

Payment Plan, an alternative to making a lump sum payment on your fees is located on the Web for Students or by calling the Bursar's office at 530-5755

HOW CAN I CHANGE MY SCHEDULE AFTER THE SEMESTER HAS BEGUN?

You are permitted to add courses until the first meeting of the second week of classes. You may drop courses without penalty or notation on your transcript until the 15th calendar day of the semester. To add and/or drop courses, a regular course request form is used. The Add/Drop box on the upper left-hand side should be checked and you must specify "R" to add a course or "D" to drop a course in the Action column. In the College of Education an advisor's signature is not needed to add or drop a course. After the second day of the semester, however, you must have your professors' signatures to add classes.

Refunds for dropped classes will be issued on a prorated basis during this period. The Registrar's Office will inform you of the refund amount to which are you entitled.

HOW CAN I WITHDRAW FROM A COURSE AFTER THE 15TH DAY OF THE SEMESTER?

You may obtain a "Petition for Withdrawal" form from the Registrar's office to be filed with them no later than the Friday of the eighth week of the semester (or a corresponding time during the summer term). A grade of "W" will be assigned to the course and will appear on your transcript. Refunds are not given for withdrawals.

HOW MANY CLASSES SHOULD I TAKE IN EACH SEMESTER?

You must register for a minimum of 12 credit hours to be considered full-time and students registering for 12 to 16 credit hours are assessed the same fees. Special permission from your advisor and the College Office is required if you wish to take more than 21 credit hours. A GPA of at least 3.0 is required. Approval forms are available in the College Office. Part-time students are those who register for fewer than 12 credit hours each semester.

IN WHAT ORDER SHOULD I TAKE MY CLASSES?

The sequence of courses varies from student to student, depending on placement test scores, academic background, requirements for your major, and personal choice. Also, the course sequence always depends on your satisfactory completion of prerequisite course work. In general, 1000-level

courses are taken before 2000-level courses, etc. Your advisor will assist you in planning the sequence of courses appropriate for your major and personal situation.

WHAT IS A PREREQUISITE?

A prerequisite course is one that is required before another course may be taken. For example, if you look at the course description for BIOL 1120 in the UT catalog you will see that the prerequisite is ENGL 1100 or 1110 and Math 1180 or higher. Always consult the course descriptions in the University catalog when you are choosing classes for each semester even when the class is listed on your program check sheet.

WHAT IS A DEGREE AUDIT?

Degree Audits highlight courses you have completed and which courses are required to graduate. Because your degree audit is designed to supplement your check sheet, you are still encouraged to monitor your own progress on the check sheet.

WHAT IF I BECOME ILL AND CANNOT FINISH THE SEMESTER?

A medical withdrawal may be allowed for serious illnesses, injuries, or conditions that incapacitate a student. The Student Medical Center should be contacted for specific information concerning the proper procedure and authorization needed for a medical withdrawal. Important information about medical withdrawals is printed in the UT catalog.

MAY I TAKE CLASSES AT OTHER INSTITUTIONS?

Yes, but you must obtain prior consent from the College Office before taking any classes to ensure that the courses will transfer back to The University of Toledo and apply to your program requirements. After the courses are completed and grades are posted, you must have an official transcript sent to the University Admissions office so that transfer credit can be applied. It should also be noted that classes taken at other institutions are calculated into your various GPA's within the College and into your final GPA by the University to determine honors eligibility when you graduate.

WHAT IS A COURSE SUBSTITUTION?

You may, at some point, find it impossible to take a required course in your program either because of scheduling conflicts or non-availability of the course. See your advisor for approval to substitute an appropriate course to fulfill the requirement. The advisor's approval must be in writing on a course substitution form and should be obtained before you take the course.

ACADEMIC STANDING

WHAT IS THE DIFFERENCE BETWEEN ATTEMPTED, EARNED, AND QUALITY HOURS?

Attempted hours include all credit hours that you have attempted, whether or not a letter grade was earned, a pass or no credit was awarded, or from which you dropped or withdrew.

Earned hours include all credit hours for which you receive a grade of "A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or PS."

Quality hours include all credit hours for which you receive a letter grade, including an "F", but not a "PS" or "NC". Grades of "F" will be counted as attempted hours and quality hours but not as earned hours.

WHAT ARE QUALITY POINTS

Quality points are assigned to letter grades. Each credit hour grade and its point value are as follows:

"A" earns 4.00 points	"C" earns 2.00 points
"A-" earns 3.67 points	"C-" earns 1.67 points
"B+" earns 3.33 points	"D+" earns 1.33 points
"B" earns 3.00 points	"D" earns 1.00 points
"B-" earns 2.67 points	"D-" earns .67 points
"C+" earns 2.33 points	"F" earns 0.00 points

NOTE: The College of Education does not have a Pass/No Credit option if the course is normally graded. Therefore, you do not have the option of taking a graded course for a PS/NC grade. Grades of "PS" or "NC" are not computed into GPA calculations but are included in attempted hours and earned hours. A grade of "PR" is also not included in your GPA calculation.

HOW IS MY GPA DETERMINED?

At the end of each semester the University computer system tabulates your GPA for that semester and for all your coursework at UT.

To determine your GPA: multiply the point value for each course by the number of quality hours for each course to compute the quality points. For example:

Sample Grade Report

Course	Grade	Earned Hours	Quality Hours		Point Value		Quality Points
PHIL 2200	A-	3	3	x	3.67	=	11.01
PSY 1010	B	3	3	x	3.00	=	9.00
MATH 1150	PS	3	0	x	0.00	=	0.00
Totals		9	6				20.01

Add the quality hours and quality points. Note that the “PS” grade for math has no grade value: therefore, there are no quality hours or quality points for this course.

Divide the total quality points by the total quality hours to determine your GPA for the semester. Ex: 20.01 divided by 6 = 3.335. According to the grade value chart above, you have a “B+” average for the semester.

To calculate your cumulative GPA (all semesters), add your total quality hours and total quality points for each semester. Divide quality points by the quality hours to determine the GPA for all of your course work at The University of Toledo. **The Higher Education GPA includes all coursework taken at UT as well as for all other college course work attempted.**

HOW DO I GET ON THE DEAN’S LIST?

To qualify for the Dean’s List you must receive a GPA for the semester of 3.5 or better for a minimum of 12 credit hours, excluding Pass/No Credit grades. (Summer is an exception.) The Dean’s List is tangible evidence of scholastic achievement and University honor.

HOW DO I KNOW IF I AM IN GOOD ACADEMIC STANDING?

If your cumulative grade point average is 2.0 or higher, you are in good academic standing.

HOW DO I KNOW IF I AM ON PROBATION?

If your cumulative GPA falls below 2.0, you will be placed on probation. Students on probation are not permitted to enroll in more than 12 credit hours per semester. A letter is sent from the Associate Dean of Undergraduate Programs to all students who's GPA falls below a 2.0 informing them of their status.

WHAT SHOULD I DO IF I AM HAVING DIFFICULTY WITH MY CLASSES?

If you are having academic difficulty, seek help as soon as possible. Discuss the problem with your instructor and advisor; inquire about tutors, labs, etc. Tutorial services for math and foreign language courses are available free of charge through the Learning Enhancement Center and the Writing Center. You may also make an appointment to see your advisor in the College Office or the University Counseling Center (530-2426).

WHAT IS ACADEMIC SUSPENSION?

Academic suspension means that a student is dropped from the University for a period of at least one semester (not including summer). Students are subject to academic suspension if they fail to make sufficient progress toward their degree or fall below the minimum GPA's listed below:

1. less than 1.0 after attempting 10-19 semester hours
2. less than 1.5 after attempting 20-29 semester hours
3. less than 1.7 after attempting 30-39 semester hours
4. less than 1.8 after attempting 40-49 semester hours.
5. less than 1.0 after attempting 50-59 semester hours.
6. less than 2.0 after attempting 60 semester hours.

CAN I BE READMITTED TO THE UNIVERSITY ONCE I AM SUSPENDED?

After a period of suspension of at least one semester (excluding summer), you may petition for readmission to the University by writing a letter to the Associate Dean of Undergraduate Programs in which you detail how you intend to improve your academic performance when you return to school. This must be done at least two weeks prior to the registration period for the semester in which attendance is desired. Upon review of your petition, an appointment will be made with you to review the appropriateness of your reinstatement.

WHAT IS CONDITIONAL ENROLLMENT?

If you are placed on academic probation you will be admitted each subsequent semester on a conditional basis until you raise your overall GPA to 2.00. Your enrollment will be restricted to a maximum of 12 credit hours per semester until you are removed from probationary status. An advisor in the College Office will meet with you to discuss your particular situation and to help you develop a strategy for success.

HOW CAN I REMOVE A LOW GRADE FROM MY TRANSCRIPT?

Under certain conditions, if you have retaken a course and have now earned a grade of "C" or higher, you may petition to have the first grade excluded from your grade point average computation. This is called a petition for grade deletion for a repeated course. Students may have a maximum of 12 credit hours deleted if successfully retaken. Please consult the College Office for specific details.

IS GRADUATION AUTOMATIC?

No. You will not be permitted to graduate if you do not apply for graduation in the Registrar's Office by the stated deadline. You also must complete all of your program requirements. Remember, the College requires a minimum of 128 credit hours to graduate with a minimum GPA of 2.0 (although all majors require a 2.7 for licensure purposes).

WHO WILL EVALUATE MY ACADEMIC RECORDS FOR GRADUATION?

Personnel in the College Office will review your academic credentials to ensure that you have met all of the requirements in your bachelor's degree program. A senior review will be sent to you prior to your final semester indicating what coursework you have remaining for your program.

WHAT MUST I DO TO GRADUATE WITH HONORS?

Students with high cumulative GPA's may graduate with scholastic distinction. The averages required and the corresponding citations to be included on the diploma are:

3.3-3.59	Cum Laude
3.6-3.89	Magna Cum Laude
3.9-4.0	Summa Cum Laude

Students enrolled in the Honors Program of the College of Education are eligible for graduation with College honors if they complete all Honors Programs requirements and have a minimum final GPA of 3.3. Honors students should apply for an Honors evaluation in the College Office at least one semester before they intend to graduate.

DO I HAVE TO PARTICIPATE IN GRADUATION CEREMONIES?

You are not required to participate in the graduation ceremony. However, we encourage you to do so because it is an occasion that you will remember the rest of your life. Graduation ceremonies are held in May and December. If you will be graduating in August, you may attend the ceremony either immediately before or after the term in which you graduate.

HOW DO I OBTAIN AN OHIO TEACHING LICENSE?

On the last day of your student teaching semester, personnel from the College office will assist you in filling-out your application for an Ohio Teaching license. Once your final grades have been posted and you have cleared for graduation, your application will be forwarded to the Department of Education. A completed application will require proof of successful completion of the PRAXIS II exams and a current BCI background check.

WHAT IF I HAVE OTHER QUESTIONS THAT HAVE NOT BEEN ANSWERED IN THIS HANDBOOK?

In this handbook, we have attempted to answer most of the common questions students have of the college and university. Should you have other questions that have not been covered in the College of Education's Student Handbook, we encourage you to stop by the College Office and request to see an advisor. There are however, many other resources available to University Students. These include: The university catalog, the university student handbook, the UT website and web for students, and all of the offices and departments on campus. Please do not hesitate to ask any university faculty or staff member a question. The university is committed to meeting your needs as a member of the learning community.