



**COLLEGE OF ARTS AND SCIENCES**  

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**THE UNIVERSITY OF TOLEDO**

The University of Toledo  
College of Arts and Sciences  
Policies and Procedures

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## Academic Dishonesty

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As the university holds students responsible for what constitutes academic dishonesty, if students are uncertain, they should seek their instructor's advice. The following are examples, but academic dishonesty is not limited to only these:

- Plagiarism: Representing the words, ideas or information of another person as one's own and not giving proper documentation;
- Giving or receiving, prior to an examination, any unauthorized information about the exam;
- Referring to or displaying any unauthorized information inside or outside an examination room during the course of an examination;
- Communicating with another unauthorized person during the course of an examination concerning the examination or any part of it;
- Giving or receiving substantive aid during the course of an examination;
- Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of an examination;
- Taking, converting, concealing, defacing, damaging, or destroying any property related to the preparation or completion of assignments, research or examinations;
- Submitting the same written work to fulfill the requirements of more than one course.

## Academic Forgiveness Policy

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Under certain conditions, an undergraduate student who re-enrolls in The University of Toledo after an absence from the University (or any academic institution of higher education) is permitted the opportunity to have his/her academic standing calculated from the point of readmission. Once the student has demonstrated the ability to sustain a satisfactory level of academic performance, all grades of C-, D+, D, D-, F, E, P, and WF are forfeited. Grades of A, A-, B, B+, B-, C+, C, and PS will only be counted for credit.

The returning student is eligible to petition for the Academic Forgiveness Policy if one of the following criteria is met:

1. Former students who have not been enrolled at UT or any other accredited academic institution of higher learning for a period of at least two calendar years, during which time the student has a documented enlistment in the U.S. Armed Forces.
2. Former students who have not been enrolled at UT or any other accredited academic institution of higher learning for a period of at least three calendar years.

Students who would be eligible for academic forgiveness will follow the established procedures for readmission. Upon completion of 24 semester hours of graded academic course work in a baccalaureate degree program, or 16 semester hours of graded academic course work in an associate degree program, and a minimum of time of two semesters, as well as a minimum grade point average of 2.5 in courses since readmission, the student may elect to apply for academic forgiveness by submitting a written petition to the Dean of the College.

If the academic forgiveness is granted by the Dean, the following procedures will be applied:

1. The previous grade point average is deleted.
2. Credits from all courses taken during the previous enrollment at UT with a grade of C- or lower are removed (although the grades are retained on the academic transcript with the notation "Academic Forgiveness Policy").
3. Credits for all courses taken during the previous enrollment at UT with a grade of C or better, as well as PS will only be counted for credit.

4. All calculations of quality hours, quality points and cumulative GPA will be adjusted.

The Academic Forgiveness Policy applies to all grades including those taken on a pass-fail basis, earned during the previous enrollment period at UT. If a student received a grade of C-, D+, D or D- during the previous enrollment period for a course that is required in the degree program that the student is pursuing, the student must either retake the course or the dean of the college must approve a suitable substitution.

Under the provisions of the Academic Forgiveness Policy, a student must be re-enrolled at UT for a minimum of 32 hours before graduation.

Grades from all courses ever taken at UT and the resulting GPA (unadjusted by the Academic Forgiveness Policy) will be used for purposes of determining eligibility for University, collegial, departmental or professional honors or other recognition based upon the student's undergraduate academic career and record of academic performance.

A student may petition for the application of Academic Forgiveness Policy to his/her record only one time in his/her career at UT. The policy is only available for the undergraduate course work taken at UT and only for the undergraduate students earning a first undergraduate degree. Students may not petition for grade deletions under the University's Grade Deletion Policy after they have used the Academic Forgiveness Policy.

**Note:** This policy does not apply to Graduate Studies.

## Academic Grievance

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If a student feels that there has been some problem or grievance in a course, that student needs to follow the college policy for determining student grievances:

- Student must meet with the Instructor first to discuss the problem. The exceptions to this first step involve sexual or other forms of harassment.
- Meet with the Department Chair if the student is unable to settle the grievance with the Instructor.
- Meet with the Assistant Dean of Student Services if the meeting with the Department Chair did not settle the grievance. The Assistant Dean will discuss the problem with the student and seek information from the Department Chair and the Instructor before making recommendations to resolve the grievance.
- Petition to the College Student Appeals Committee if no resolution has been reached in the previous meetings. The petition the student presents must be written and contain a detailed statement of the reasons for the grievance.
- Appeal to the University Academic Grievance Committee as a final step if no resolution has been reached in the previous steps.

## **Add/Drop Period**

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The first 15 calendar days of a semester. Students have until the 15th calendar day of each semester to process schedule adjustments, such as Adding or Dropping classes, and/or opting to Audit a course, or take a course on a Pass/No Credit basis.

## **Adding A Course**

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A student may add a course up to the end of the 3rd calendar day of a new semester without the instructor's signature as long as there is an empty seat in the course. If a student wishes to add a class between the 4th and 15th inclusive calendar day of a semester, the student must obtain the instructor's signature on a Course Request Form and take the form to the Office of the Registrar to enroll in that course.

## **Advanced Placement (AP)**

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The University of Toledo awards college credit for students who have taken AP exams in various subjects and have earned sufficiently high scores. Students should request that their scores be sent to UT at the time they take the exams. Students who did not request that their scores be sent directly can turn in a copy of their AP score report to the College of Arts and Sciences Student Services office for review.

For additional information, go to...

<http://www.admission.utoledo.edu/pages/advancedplacement.asp>.

## **Audit Grade Option (AU)**

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The notation AU appears on the student's record when he or she enrolls in a course for audit. AU is not a grade and no credit is granted. An auditor is not required to complete assignments or tests, nor is the instructor required to grade any of the student's work in the course. A student taking a course not for credit pays the same as a course being taken for credit. Financial Aid does not pay for audited courses.

Students electing to audit a course must declare their intention by selecting AU when registering for the course via the Web for Students, phone registration, or in person at the Office of the Registrar. Students who decide to audit after the initial registration period have until the 15th calendar day of the term (or the end of add/drop period) to select the audit option.

## **Change of College**

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A student who is in one of the undergraduate colleges at UT and wants to change to a different college must see an adviser in the college that the student wishes to enroll in. If the student meets the criteria set by the college, the adviser will ask the student to fill out a Change of Academic Status form and will admit the student to that college and into a major.

## **Dropping A Course**

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A student may drop a course during the first 15 calendar days of a semester with no record appearing on the student's transcript. After the 15th calendar day of a semester through Friday of the 8th calendar week, a student can officially withdraw from a course. (See *Withdrawing from a Course*) This time period is reduced proportionally for the summer session.

## Foreign Language Requirement

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The College of Arts and Sciences requires that all students take a sequence of 4 courses in a single foreign language (1110, 1120, 2140 and 2150) or demonstrate proficiency in a foreign language equivalent to the 2150 level.

Students who have knowledge of French, German, Latin, Spanish or Russian may take a placement test administered in the Foreign Language Lab, UH 5150G, to determine proficiency before enrolling in foreign language courses.

Students with knowledge in a language other than French, German, Latin, Spanish or Russian should contact the Department of Foreign Languages and Literature to make arrangements to have their proficiency assessed on an individual basis.

Students who believe that their ability to learn a foreign language is impaired due to a learning disability may visit the Office of Accessibility to determine the appropriate documentation that is needed to verify the disability. After receiving written notification of a student's documented disability from the Office of Accessibility the College of Arts and Sciences will provide the student with a list of appropriate substitute courses.

## **GPA Recalculation for a Repeated Course**

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A student may repeat the same course to attempt to earn a higher grade. If the student earns a higher grade in the repeated course, the student may petition to have the first grade excluded from the grade point average computation. (Prior to fall semester 2006, you must have earned a C- or lower in the original course and a C (2.0) or higher in the repeated course.) The original course will remain on the student's transcript, but the transcript will show that the original grade has been deleted from the grade point average. No more than a total of 12 semester hours or 16 quarter hours of course work may be deleted. The policy applies **ONLY** to the first recorded grade in a course which a student has repeated. Grades of NC, I, W, IW, DR and PR cannot be excluded under this policy because they have no effect on the GPA calculation.

A student who wishes to petition for a GPA recalculation for a repeated Arts & Sciences course must obtain the Petition for a GPA Recalculation form from University Hall 3000. The student should fill out the student information section of the petition and take the petition to the department that teaches the course. The department will verify that the low grade earned in the original course was not the result of academic dishonesty. The petition should be returned to the Arts and Sciences Student Services office for approval and processing.

Students who have taken Arts & Sciences courses which are no longer being taught may come to University Hall 3000 to inquire as to whether there is a new course which may be used for the purposes of GPA recalculation.

Grades of UT courses only may be deleted only by repeating a UT course. Transfer courses may not be used for the purpose of grade deletions.

## Grade Point Average (GPA)

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### **UT Cumulative GPA**

A UT student's cumulative grade point average is computed by dividing the total number of quality hours into the total number of quality points earned, including F grades for all repeated courses that have not been approved for deletion on the basis of petition by the student. (See Grade Deletion).

### **Higher Education GPA**

A student's higher education (overall) grade point average includes all work taken at all institutions of higher education, including the UT grade point average (unadjusted by Grade Deletions or the Academic Forgiveness Policy). The higher education GPA will be used for purposes of determining eligibility for University, collegial, departmental or professional honors or other recognition based upon the student's undergraduate academic career and record of academic performance.

### **Major GPA**

To obtain a degree or certificate in an undergraduate program, the student must have the proper number of credit hours in the courses required for the degree and a cumulative grade point average of at least 2.0. Grade point average requirements may be higher in certain colleges and in certain majors; this information is available in the individual college listings in the General Catalog.

## Graduation Procedures

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### 1. PROGRESS EVALUATION

Two or three semesters before you intend to graduate, pick up from the College office (UH 3000):

- Graduation Progress Evaluation form
- Degree Audit
- Copy of your transcript

### 2. MEETING WITH DEPARTMENTAL ADVISER

Schedule a meeting with your major department(s) faculty adviser(s). Using your transcript and Degree Audit (and Transfer Credit Evaluation if you have transfer work), you and your adviser will fill out the Graduation Progress Evaluation, completing at least the Major and Related sections. Remember that duplicate, developmental and excess credit outside A&S cannot be counted for your degree. After your meeting, the adviser should send the evaluation to the Arts and Sciences Student Services Office.

### 3. WAIVERS OR SUBSTITUTIONS

If you are requesting a waiver or substitution and your adviser agrees, your adviser should submit a request in writing and it should include the signed approval of the department chair for any major or related requirements. Completed request forms should be sent to the Arts & Sciences Student Services Office or enclosed with the Graduation Progress Evaluation. After the request is approved or denied, a copy will be returned to the faculty adviser and one will be placed in the College file.

### 4. DEPARTMENTAL HONORS

Your adviser should indicate on the Graduation Progress Evaluation that you are working for honors in the department. At the time of your graduation, the College Office will need the adviser's verification that requirements for departmental honors have been completed. It is your responsibility to see that this is done.

### 5. MINORS

If you are seeking a minor, schedule a meeting to review your status with an adviser in that department. Ask the adviser to send a verification of your completion of the minor for your College file.

## 6. COLLEGE OFFICE REVIEW OF THE PROGRESS EVALUATION

After receiving the Graduation Progress Evaluation from your major adviser, the College Office will review your entire record for the fulfillment of all requirements and the minimum of 124.0 credits which can be applied to your degree. Note that duplicate, developmental, and excess credits earned outside Arts and Sciences cannot be counted toward the minimum 124. Except where there appears to be a clear disagreement with a department's fixed requirements in the Major and Related areas and where a waiver or substitution has not been approved, the College Office will rely on the evaluation of the major adviser. A final, typed copy will be sent to you and to your major adviser. It is your responsibility to complete remaining requirements as identified on the Graduation Progress Evaluation. Changing your schedule in the current or upcoming term alters the evaluation and could delay the time of your graduation. If you do not complete a Graduation Progress Evaluation, the College will not be able to notify you in a timely way about your graduation status. Unless you change or add a major, the College Office will process your Graduation Progress Evaluation only one time. Updates should be done with your major adviser but will not be sent by the College office.

## 7. COMPLETING FINAL COURSES IN ABSENTIA

To complete final work at another institution, you must obtain permission in advance from the Arts & Sciences Student Services Office. This includes pre-approval for the specific courses you intend to transfer back to UT. Immediately upon completion of these courses, request an official transcript be sent to the College of Arts and Sciences.

## 8. FILING THE APPLICATION FOR GRADUATION AND DIPLOMA

You must file an Application for Bachelor Degree with the Records Office by the deadline published and posted by that office. If you intend to participate in ceremonies and be included in the program for a commencement prior to your actual graduation you must file the application by the deadline for the term of the commencement. (You will apply to graduate at the end of the term in which you intend to complete all requirements.) There is no longer a fee to apply to graduate. Graduation Applications and instructions can now be obtained online at <http://registrar.utoledo.edu/graduation.htm>.

## 9. PLANNING FOR GRADUATION

During the term in which you have applied to graduate, the Records Office and the Bookstore will send you details about the commencement ceremonies, regalia, diplomas, deadlines for grades and grade changes.

## **TO AVOID SURPRISES AND DISAPPOINTMENTS**

- Be sure to notify the Record's Office of any changes in your address or phone number.
- Be sure grade changes have been made (no I's or PR's).
- Be sure to apply to graduate
- Be sure to understand and meet all requirements.
- Be sure to resolve problems in advance. Do not assume anything. Professors and chairs do take vacations and sabbaticals.

## Multicultural Courses

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Part of the University of Toledo Core Curriculum. All students must complete a minimum of two courses in this category, one course in U.S. Diversity, and one in Non-Western Diversity. See the General Catalog and Degree Audit for specific course selections.

## Pass/No Credit (PS/NC) Grade Option

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Students may elect to enroll in certain undergraduate courses for PS/NC rather than an A-F grade. If the PS/NC option is chosen, a grade of C or better will be recorded as PS; grades of C-, D+, D, D- and F will be recorded as NC. Grades of PS and NC do not affect a student's GPA. Once a student has opted for a Pass/No Credit grade, and it has been approved by the college, the student cannot have the grade reversed no matter how well a student does in a particular class.

Most departments do not allow students to take courses in the major or related area as Pass/No Credit. Students should consult their major adviser before electing to take a course Pass/No Credit.

To take a class PS/NC, an Arts and Sciences student must obtain and file a Petition for Pass/No Credit Grade form in the Student Services Office by the 15th calendar day of the term (during the Add/Drop period).

## Probation

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Academic Probation occurs when a student's University of Toledo cumulative grade point average (GPA) is less than 2.0. This is an automatic action and will continue until the student achieves a 2.0 GPA.

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Probation is not the same as suspension. However, a student on probation is limited to no more than 15 hours of course work and must meet with their adviser before registering for courses.

## Repeated Courses

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Credit for most repeated courses will count only once toward degree requirements. Grades for all attempts at a course will appear on a student's transcript and will count toward the Grade Point Average, unless the student has passed the repeated course with a C or better and has processed a grade deletion.

## Skill Area Requirements

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Courses in basic skill areas required for all majors in the College of Arts and Sciences. This requirement consists of 6 hours of composition (Composition I and Composition II), 3 hours of college-level mathematics and up to 14 hours of a Foreign Language. For specific information about courses that meet these requirements, see the General Catalog and the Degree Audits.

## **Suspension**

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Academic suspension does not allow a student to attend classes at the University of Toledo for a period of at least one semester. If a person has returned from suspension and is suspended a second time, that suspension will last one year. If a person is suspended a third time, that suspension usually results in a student's dismissal from the university.

## **Transient Student**

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University of Toledo students who wish to take courses at another college or university to meet UT requirements must receive prior approval from their adviser and must complete the Advanced Approval for Course Work Taken at Another Institution form. Arts and Sciences students can obtain this form at the Arts and Sciences Student Services office. Students seeking information regarding equivalent courses at other institutions can find the most current equivalencies by consulting the Transfer Course Equivalency Guides on the UT Web for Students.

## **Withdrawal**

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After the 15th calendar day of a semester through the Friday of the 10th calendar week, a student can officially withdraw from a course. There is no refund during the withdrawal period. A "W" will be posted to the student's transcript. Students cannot withdraw from a course through the UT Web for Students, but must go in person to the Office of the Registrar.