

UNIVERSITY COLLEGE

2017-2018 Undergraduate Catalog

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For updates to College Staff go to www.utoledo.edu/UC/

Mission Statement: University College's mission is to provide the foundation for learner-focused services and transformational educational initiatives.

Population Served:

University College offers programs in two departments; the Department of Interdisciplinary and Special Programs, and the Department of Exploratory Studies.

Through our two departments, University College serves students who meet any **one** of the following criteria:

- Age 24 or above;
- Individuals with diverse interests and career goals that are not being met by existing UT degree programs;
- Individuals who are working, have busy lifestyles or are place bound and desire a non-traditional approach to completing a college degree;
- Students who are exploring college majors;
- Students who are working to meet the admission requirements of a specific program/college; and
- Non-degree seeking students.

Department of Student Services

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The Department of Student Services provides services and support in a respectful and nurturing environment, offering evening hours to better accommodate busy schedules. Our staff is committed to assisting students in the transition to college life and serving as advocates during their college journey while establishing a foundation for successful learning and career development. Our Academic Advisers provide the following services:

- Career and Major Exploration;
- Assistance with course scheduling;
- Campus and community resources and referrals; and
- Supportive and caring staff to help navigate campus resources and services:
 - Blackboard;
 - Enrollment assistance;
 - Library support; and
 - MyUT portal

Program 60

Program 60 provides educational experiences at reduced rates to individuals 60 years of age or older who have resided in Ohio for at least the last 12 consecutive months. Enrollment is limited to space availability which is determined on the last day of the regular registration period. Students must meet all course prerequisites to enroll.

The University of Toledo provides tuition scholarships for adults enrolled in Program 60 who wish to audit college courses. Program 60 participants do not receive college credit through enrollment of the program. Students must apply for admission and register for audit courses through University College. All Program 60 participants are responsible for any additional fees such as the cost of textbooks, general fees, lab fees, technology fees, faculty fees, special service fees, online course fees, library, parking, and other fees.

Program 60 students are not eligible to enroll in an independent study course, studio art courses, private music lessons or other similar courses where a course or section number is required to be created.

The University of Toledo is governed by the Ohio Revised Code in administering this program. Ohio Revised Code may be viewed at <http://codes.ohio.gov/orc/3345.27>.

Individuals 60 years of age or older who wish to earn a college degree or credit for UT courses must apply for admission and pay current tuition and fees as a general UT student.

Military and Veteran Services

The Military Service Center assists former and active duty military students and their spouses and dependents with accessing military benefits. The Military Service Center helps students with the application and certification process so that they may receive their educational benefits toward tuition and fees. The Military Service Center also assists students with obtaining military transcripts and posting credit, student support services, and community resource referrals.

The University of Toledo is compliant with legislative requirements of [House Bill 488](#) through the Ohio Revised Code and adheres to UT policy# 3364-71-18, veteran and service members' support and assistance policy.

Prior Learning Assessment (PLA) Program

Prior Learning Assessment is based on the concept that college-level learning can be achieved outside of the classroom. Prior learning credit is coordinated through the University's prior learning assessment program which adheres to and maintains best practices in assessing prior learning as recommended by the Higher Learning Commission, the Council for Adult and Experiential Learning, and the Ohio Department of Higher Education.

The undergraduate academic policy on Credit for Prior Learning, policy number 3364-71-17 can be found at <http://www.utoledo.edu/policies/academic/index.html>. The University follows the directives on the transfer and articulation of Tech Prep credit as directed by the Ohio Department of Higher Education.

A prior learning specialist assists students in determining the area(s) in which prior learning assessment is likely to be applicable. Guidance with the required paperwork and any necessary referrals is also coordinated by this office.

Division of Off-Campus and Extended Programs

The mission of the Division of Off-Campus and Extended Programs is to provide quality education and academic services to employers, employees, and other off-site entities, wherever they are needed. The division provides convenient, affordable education at the workplace, using The University of Toledo's comprehensive array of options of credit courses, programs, schedules, locations, and means of delivery. The major purpose of this division is to link the educational needs of organizations with the appropriate educational programs and highly qualified faculty in all University of Toledo colleges.

Department of Interdisciplinary and Special Programs

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Admission to the Department of Interdisciplinary and Special Programs degree programs

General Studies (associate's degree) and Liberal Studies (bachelor's degree) accept students without college credit, but require a high school diploma or GED and a minimum high school GPA of 2.0 (if applicable). For students who have earned college credit, a minimum GPA of 2.0 is required for admission.

Transferring into the Department of Interdisciplinary and Special Programs (ISP) degree programs

Students wishing to transfer into ISP degree programs must meet the minimum entrance requirements of The University of Toledo. Students wishing to transfer into any ISP baccalaureate program must have a minimum cumulative 2.0 higher education GPA (i.e., combined GPA for all coursework taken at post-secondary institutions) and a minimum 2.0 UT GPA, if applicable. The Individualized Program (IDVP) requires completion of 20 semester-hours of college credit and a cumulative 2.0 GPA to transfer. Professional Studies (PRST) requires transfer students to have an earned associate degree or completion of 60 semester-hours of college credit and a cumulative 2.0 GPA.

Students who do not meet this GPA requirement can be admitted to the College's Department of Exploratory Studies and work toward meeting the admission requirements for the degree programs. Courses from an approved institution may be used, as applicable, toward a student's program of study. However, the maximum number of effective transferable credits is 90 semester-hours for Professional Studies and 94 hours for Liberal Studies and the Individualized Program, with a limit of 85 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 advisor(s). 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 college honors advisor. The minimum requirements for consideration for the University College Honors Program are 20 hours of completed course work and at least a 3.3 cumulative GPA.

Field Experiences and Internships

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 endeavor, while an internship is meant to be an exposure to a new career field. Four credit hours can be earned in any combination of a field experience and/or internship. *This option is only available to Junior and Senior students and requires a UT GPA of 2.5.*

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

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

Liberal Studies (B.A.)

Professional Studies (B.A.)

Associate of Arts in General Studies (A.A.)

Associate of Technical Studies (A.T.S.)

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 focus of the program. The designated major is Individualized Program: 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; and
- 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. Advisors 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 The University of Toledo's academic resources, and the ability to use The University of Toledo 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 and Innovation, including no more than three courses in any one department, with the exception that up to 8 courses are permitted from the Business Administration (BUAD) department.

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 or Writing Across Curriculum (WAC) elective;
- One Philosophy elective;
- One American Government or one American History or Economics elective;
- BUAD 1020 or CMPT 1100;
- One elective from Anthropology, Geography, Psychology, or Sociology;
- One Speech Communication elective;
- AL 3500 – Fundamentals of Interdisciplinary Research; and
- AL 4950 – Senior Capstone.

39 semester hours must be completed in upper division courses (numbered 3000 or 4000). Students must complete a minimum of 30 semester hours of credit as a University College degree program student (per Academic Policy 3364-71-10 of The University of Toledo). The minimum number of approved credit hours required for completion of an Individualized Program from the University College is 120 semester hours and may be more, depending upon the agreed program content.

Academic advisers work with students to design a program of study that matches student interests, background, and skills with The University of Toledo curriculum to create a unique area of emphasis and fulfill the remaining graduation requirements.

Graduates of the Individualized Program find jobs in the specific fields to which their studies are geared. They 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.

Liberal Studies (LS)

Adult students, 24 years of age or older, may earn the Bachelor of Arts degree 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 special topic seminar classes that are student driven. These classes explore events and attitudes through critical thinking and interaction with other adult students. Students less than 24 years of age at the time of admission may be accepted at the discretion of the Assistant Dean of University College.

Students begin by enrolling in the Fundamentals of Research Seminar (AL 3500). In conjunction with individual advising, students are introduced to research in the liberal studies by emphasizing processes that build effective critical thinking and writing as foundations. Students progress to topical seminars that utilize the foundational skills developed earlier in the program. Students choose 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, health, and other areas of special interest.

Online Option

The LS program seminars can also be completed entirely online. Minimum computer skills are advised for online courses, such as internet navigation, Blackboard, email, and basic knowledge of Microsoft Office.

CLEP Scores for the Liberal Studies Program

Students may have the potential to take the College Level Examination Program (CLEP). 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 below 50, or those choosing not to take the CLEP exam, must earn a minimum of 3 semester hours of credit in a math general education course. A minimum of 9 semester hours each of credit in general education courses in the areas of the humanities, social science, and natural science are required. 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 Adult Liberal Studies program forfeit their right to apply CLEP credit in that discipline toward their Liberal Studies degree. In addition, passing scores on the general education courses are required as prerequisites to enroll in the Liberal Studies 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 Adult Liberal Studies program, and subsequently earn CLEP credit, cannot have credit for 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; and
5. Students earning a CLEP exam score of 45 to 49 may retake the exam after a period of six months.

B.A. Liberal Studies Degree Requirements

Topical Seminars

These seminars are upper-division courses in the social sciences (ALS 3040), humanities (ALS 3050) and natural sciences (ALS 3060) that change each semester. Each student will complete two seminars from each of the three areas. Students may then choose to complete an additional three ALS seminars, or select 12 hours of course work (four classes) at the 3000-4000 level that support their academic interests. **No more than ten ALS seminars will be counted toward fulfillment of graduation requirements.** The final requirement of the Liberal Studies program is completion of the AL 4950 Senior Capstone class. Students are responsible for fulfilling the program's prerequisites and should seek an academic advisor's guidance before enrolling in courses. Students who enroll in a topical seminar without the required prerequisites may be administratively dropped from the course. Students must complete a minimum of 30 semester hours of credit as a University College degree program student (per Academic Policy 3364-71-10 of The University of Toledo).

Prerequisites for the Topical Seminars

1. Completion of AL 3500 Fundamentals of Interdisciplinary Studies;
2. Earned credits in College Composition I and II by taking and passing the courses or earning credit through PLA; and
3. Completion of a minimum of 9 credit hours in the discipline area of the topical seminar or passing the CLEP examination in the discipline of the seminar with a score of 50 or above.

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 advisor in drafting their elective course components.

Area of Concentration

Students are required to complete a minimum of three classes (9 hours) of upper-division courses (3000/4000 level) that are associated with an area of academic investigation or a knowledge base that is related in theoretical content to support the Senior Capstone.

Senior Capstone

The senior capstone (AL 4950) is the final requirement of the ALS program. It is a 4 credit hour project undertaken with a faculty member as the capstone adviser. Students should seek the advice of an academic advisor and must submit the appropriate paperwork before enrolling in this final requirement. Students are expected to integrate their respective capstone themes with their Concentration courses.

Liberal Studies Honors

The Liberal Studies Honors program provides a valuable foundation of writing and research for students who want to be admitted into advanced graduate or professional programs or for those wanting a stimulating learning experience. Any student qualifying for Liberal Studies Honors needs to complete 27-33 Honors hours with a final 3.3 GPA or better to graduate with College Honors.

Liberal Studies Required Courses

UT Core

One Math course or CLEP Test	3 hrs.
English Comp I	3 hrs.
English Comp II	3 hrs.

UC College Core

AL 3500 – Fundamentals of Interdisciplinary Research	3 hrs.
Humanities General Ed or CLEP	9-10 hrs.
Social Sciences General Ed or CLEP	9-10 hrs.
Natural Sciences General Ed or CLEP	9-10 hrs.
BUAD 1020 or CMPT 1100	3 hrs.

Liberal Studies Core

Two Classes in each seminar area: ALS 3040, 3050, 3060	24 hrs.
Three Additional ALS seminars or four classes at the 3000-4000 level	12 hrs.
Three Concentration (3000-4000 level)	9 hrs.
AL 4950 - Senior Capstone	4 hrs.

Electives

20-33 hrs.

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

Professional Studies (PRST)

This degree completion program combines minors in high demand areas from the College of Business and Innovation with customized programming from University College designed to develop professional effectiveness in the areas of information literacy, interpersonal communication, and organizational culture. Students will earn a minor in one of three areas: Electronic Commerce and Information Technology, Professional Sales or Entrepreneurship, and Family and Small Business with the Bachelor of Arts in Professional Studies. Additional options are currently being developed and information will be posted at www.utoledo.edu/UC when it is available.

Required Curriculum

In addition to the classes listed below, The University of Toledo Core Competencies must be met in transfer or at The University of Toledo prior to graduation (see General Education section). Thirty (30) semester hours of classes at the 3000-4000 level and 120 applicable semester hours are required for graduation. Students must complete a minimum of 30 semester hours of credit as a University College degree program student (per Academic Policy 3364-71-10 of The University of Toledo). All students must complete:

B.A. Professional Studies Degree Requirements

B.A. Professional Studies with Electronic Commerce Minor (All classes 3hrs, except where noted)

Major Requirements (32 semester hrs.):

AL 3000	Introduction to Professional Studies
BUAD 2000	Career Development (1)
BUAD 3010	Principles of Marketing
COMM 3880	Professional Business Communication
AL 4950	Senior Capstone (4)

Choose six Major Electives from:

*AL	4940	Field Experience/Internship
*BLAW	3550	Legal & Safety Compliance Issues in Human Resource Management
*BLAW	4570	Legal & Ethical Aspects of Managing Innovation & Technology
BMGT	2700	Managing Diversity in the Workplace
BMGT	2720	Diversity Training & Bias-Free Work Practices
BMGT	2750	Cultural Communication in the Workplace
*BUAD	3030	Managerial & Behavioral Processes in Organizations
*BUAD	3470	Legal & Ethical Environment of Business
COMM	2840	Interpersonal Communication **Formerly COMM 3840
COMM	3340	Visual Communication I **Formerly COMM 2630
COMM	3820	Persuasion Theory
COMM	4830	Gender, Culture & Communication
*ECON	3030	Consumer Economics
*ECON	3050	Economics of Gender
GEPL	3050	Geography of US & Canada
*HURM	3220	Human Resource Management
*IBUS	3150	Understanding Cultural Differences for Business
MGMT	3630	Conflict Mgt: Mediations and Negotiations **was HURM 3630
MKTG	3170	Marketing for Non-Profit Organizations
PHIL	3120	Business Ethics
*PSC	3420	Principles of Public Administration
*PSC	4410	Management of Non-profit Organizations
RCRT	4000	Community Event Planning
SOC	3800	Social Psychology
WGST	2010	Introduction to Gender Studies: Gender, Sex & Difference

Any EBUS, EFSB or PSLS class not used for another requirement in Professional Studies may be counted toward Major electives.

Minor Requirements w/required pre-requisites (24 semester hrs.):

BUAD 1020	Microcomputer Applications
ECON 1150	Principles of Macroeconomics
ECON 1200	Principles of Microeconomics
EBUS 3090	E-Commerce & the Networked Economy
INFS 3250	Software Applications in Business

Choose three classes from:

INFS 3370	Business Data Communication
INFS 3770	Small Business Data Systems
BUAD 3050	Information Technology Management
MKTG 3260	Global Framework for E-Commerce
EBUS 3180	Web Design for Business
MKTG 3280	Internet Marketing

Free Electives *if needed* (3-6 sem. hrs.) Up to two classes chosen by student.

B.A. Professional Studies w/Entrepreneurship, Family and Small Business Minor

Major Requirements (37 semester hrs.):

AL 3000	Introduction to Professional Studies
BUAD 1020	Microcomputer Applications (or CMPT 1100)
BUAD 2000	Career Development (1)
BUAD 3030	Managerial & Behavioral Processes
COMM 3880	Professional Business Communication
PHIL 3120	Business Ethics
AL 4950	Senior Capstone (4)

Choose six Major Electives from: **Same list as EBUS minor**

Minor Requirement w/required pre-requisites (18 semester hrs.):

BUAD 2040	Financial Accounting Information (or ACTG 1040)
EFSB 3500	Introduction to Entrepreneurship
EFSB 3480	Entrepreneurial Finance
EFSB 4590	Entrepreneurial and Small Business Management
EFSB 4010	Growing Family & Entrepreneurial Business

One Class from:

EFSB 4690	Technology Commercialization
BUAD 3010	Principles of Marketing

Free Electives *if needed* (3-6 semester hrs.) Up to two classes chosen by student.

B.A. Professional Studies w/Professional Sales Minor

Major Requirements (32 sem. hrs.)

AL 3000	Introduction to Professional Studies
BUAD 1020	Microcomputer Applications (or CMPT 1100)
BUAD 2000	Career Development (1)
COMM 3880	Professional Business Communication
AL 4950	Senior Capstone (4)

Choose six Major Electives from: **Same list as EBUS minor**

Minor Requirement w/required pre-requisites (21 semester hrs.):

ECON 1150	Principles of Macroeconomics
ECON 1200	Principles of Microeconomics
BUAD 3010	Principles of Marketing
PSLS 3440	Professional Sales
PSLS 3450	Account & Territory Management
PSLS 4740	Advanced Sales

Choose one class from:

PSLS 3080	Purchasing and Relationship Management
PSLS 4710	Salesforce Leadership

Free Electives *if needed* (3-7 semester hrs.) Up to two classes chosen by student.

Associate of Arts in General Studies (A.A. GENS)

The Associate of Arts degree requires completion of 36 semester hours of credit that is aligned with the Ohio Transfer Module. These classes are mandated by the State of Ohio and can be transferred to any public institution within the state. They include the commonly required subjects of Mathematics, English Composition, Humanities, Social Sciences, Natural Science, and Multicultural Studies.

An additional 24 semester hours must be completed in 1000-2000 level classes chosen by the student to support transfer to a Baccalaureate degree program, or fulfill personal interests. Students may elect to enroll for entry-level classes in the major of choice and fulfill program pre-requisites through the completion of these hours.

A minimum cumulative grade-point average of 2.0 (on a 4.0 scale) is required for admission to the Associate of Arts program. Students entering the program directly from high school must also have a minimum score of 15 on the ACT. The University of Toledo requirements for the TOEFL must also be fulfilled for admission of international students. For additional information, see:

<http://www.utoledo.edu/admission> . Students must complete a minimum of 15 semester hours of credit as a University College Degree Program Associate degree student (per Academic Policy 3364-71-10 of The University of Toledo).

Many popular majors like Criminal Justice, Communication, and Psychology have a series of classes at the 1000-2000 level that must be completed by all majors and these classes align perfectly with the General Studies curriculum.

Students will also have the benefit of completing an intermediate credential en route to the Bachelor's degree, which may aid in persistence and retention to graduation at a higher level. At a minimum, students will have completed a suite of transferable classes that may apply to nearly all baccalaureate degrees.

A variety of information about the programs and services available to students enrolling in the Associate of Arts in General Studies is available at <http://www.utoledo.edu/UC>.

Associate of Arts - General Studies Requirements

ENGL 1110 (3)

Choose one:

ENGL 1130 (3)

ENGL 1150 (3)

ENGL 2950 (3)

ENGL 2960 (3)

MATH 1180 or Higher (3)

Two Social Sciences (6)

Two Arts and Humanities (6)

Two Natural Sciences, one with lab (7)

Two Multi-Cultural Studies – one from each area (6)

BUAD 1020 or CMPT 1100 (3)

An additional 24 semester hours must be completed in 1000-2000 level non-technical classes chosen by the student to support transfer to a Baccalaureate degree program, or fulfill personal interests. Students may elect to enroll for entry-level classes in the major of choice and fulfill program pre-requisites through the completion of these hours.

Associate of Technical Studies (A.T.S.)

The Associate of Technical Studies degree (ATS) is a degree completion option for transfer or returning students who have completed up to 30 semester hours of technical course work at the 1000-2000 level, but have not earned a degree.

The format of this flexible Associate degree enables students to apply their previously completed technical coursework and then supplement that technical background with the General Education requirements common to Baccalaureate degrees while earning the Associate degree.

Associate of Technical Studies Requirements

ENGL 1110 (3)

ENGL 1130, 2950 or 2960 (3)

One Social Science (3)

One Arts and Humanities (3)

One Natural Science (3)

BUAD 1020 or CMPT 1100 (3)

MATH 1180 or Higher (3)

General Education Electives (8-9)

Technical Electives (24-30)

Department of Exploratory Studies

The Department of Exploratory Studies serves 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 enhance a student's transition to the university setting and become successful in their academic pursuits. The Department of Exploratory Studies includes services for non-degree seeking students, Pre-major students, Exploratory Studies students, Conditional Students, College Credit Plus, and the QUEST for Success Program.

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Quest for Success: Student Exploring Majors

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 any time during the three semesters, providing they meet the requirements for their chosen major, students can declare a major in an academic college.

The program provides academic advising that serves the various needs of students choosing a major and refers them to other campus events, services, and resources such as Career Events, tutoring, career development, and others as necessary. While in the QUEST program, students work to fulfill general education requirements. 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.

Exploratory Studies

Students that do not meet the admission requirements for the college of their choice are placed into the Department of Exploratory Studies. Students may take advantage of advisors and Success Coaches 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 Exploratory Studies, 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 Exploratory Studies, students work to fulfill

general education requirements and take UC 1000 or AL 1150, a 1-3 credit Orientation course and AL 1120, a 2 credit Career and Self-evaluation course.

Non-Degree Seeking Students

Students who are not seeking a degree, yet want to gain new skills or enhance an existing skill, expand career development, or explore new subject matter for personal growth can find a place in The Department of Exploratory Studies. Students can take up to 24 semester hours of undergraduate college credit as a non-degree seeking student.

Conditional Students

Transfer students with under a 2.0 transfer GPA may be admitted on a one term conditional basis. Conditional students after their first semester at The University of Toledo must attain *at least* a 2.0 GPA to remain at The University of Toledo, although many majors require a much higher GPA to declare a major.

Please contact Rocket Solution Central about your financial aid status, as conditional status may affect eligibility. AFTER grades for the trial semester are posted AND the term GPA's are 2.0 or higher, students will *be recoded* to the Exploratory major. **Students are responsible for officially declaring a major in The University of Toledo college of their choice as soon as they meet the intended transfer admissions requirements of the academic college.**

Change of College or Major to Exploratory Studies

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 Department of Exploratory Studies should make an appointment with an adviser to discuss the transfer and have their 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 the Department of Exploratory Studies into the college or program of their choice must meet the academic criteria set by the receiving college or program. Students should make an appointment to discuss their transfer with an adviser in the college they wish to enter.

College Credit Plus

The University of Toledo's College Credit Plus program gives college-bound high school students the opportunity to earn college credit and high school credit simultaneously. This gives students the advantage of starting the transition to college early, while reducing the cost and length of time to receive a degree.

High school students can take part in the college experience, interacting with full-time college students and university faculty, while experiencing the rigor of college-level courses.

Benefits of UT's College Credit Plus Program

- There is no cost to the student or families for course and instructional materials
- All students are assigned a [Success Coach](#) who has the responsibility to ensure that the student has someone with whom they can meet and confer to receive guidance regarding scheduling, advising, University policies, or any other questions they may have
- All courses are taken with UT undergraduate students
- All College Credit Plus students are considered UT students and have access to many benefits and student support services, with the exception of financial aid.

- Credits earned can transfer toward a bachelor's degree. [General education courses](#) offered in the six modalities meet the [Ohio Transfer Module](#) (OTM) that guarantees transferability to Ohio universities and colleges
- Courses can integrate virtual labs, simulation center visits and other special resources only UT can offer
- All students have access to their instructor via email, telephone, and in-person during posted scheduled office hours

Getting Started in College Credit Plus

Students who are interested in participating in the College Credit Plus program should consult with their high school guidance counselor to determine which courses are still needed for graduation; this will help students and their Success Coach when it comes time to create their college schedule. Next, they will complete The University of Toledo College Credit Plus application form. The application, transcript, and test score(s) (if applicable) will be reviewed and, if everything is satisfactory, students will be admitted and receive a letter of admission that includes their Rocket number and how to set up their student account and UT Rockets email.

College Credit Plus Student Responsibilities

- Attend all classes
- Complete all required coursework
- Meet regularly with high school counselor and UT Success Coach to stay on track for graduation and remain successful in all courses.
- Purchase parking permit if applicable
- Pass all classes with a D- or better.
 - **Students who receive a failing grade in a class can be billed for the published cost of that class by their high school district (if a public school student) or the State of Ohio (if a non-public school student).**
- **Students in the College Credit Plus program are governed by the same academic policies as UT students in University College.**

Academic Policies

Declaring /Changing Majors

Students in good standing who wish to change from one college within The University of Toledo to another prospective college should make an appointment with a college adviser in the College Student Services Office to discuss their transfer and have their academic records reviewed. All college requirements, including core and distributive as well as major and related requirements, must be fulfilled as specified in the catalog for the year in which the student enters the college of their choice. Some colleges have selective admission or deadlines for an intended major. These deadlines are strictly enforced.

Three Semesters to Declare a Major

Students in Exploratory Studies may remain undeclared for up to three semesters, including summer. After the third semester, Financial Aid will be suspended until a major is declared. Students will be permitted to register for a fourth semester but they will receive no financial aid (per federal regulations) and will have to pay for all tuition, fees, housing, meals, books, and additional expenses out-of-pocket. After the fourth semester, if students still do not declare a major, a hold will be placed on their account and students will not be permitted to register for subsequent semesters until a major is declared.

Students who wish to remain undeclared for four semesters or more can appeal this policy by writing a one-page letter to the Department of Exploratory Studies describing why they need to be undeclared and what steps they are taking towards declaring a major. All decisions of the Department are final. Letters can be emailed to universitycollege@utoledo.edu. **Note:** As stated above, if the request is approved, the student will be permitted to continue to register for classes, but no federal financial aid will be possible until a major is declared.

GPA Recalculation for Repeated Courses

Effective fall 2006, if a student repeats a University of Toledo course and receives a higher grade, a request to delete the original grade, can be made. Prior to fall 2006, if a student repeats a University of Toledo course and receives a grade of C (2.0) or higher, a request to delete the original grade, as long as the original course grade was a C- or lower, can be made. The request form is available on the Registrar's Office website. If the original grade was earned because of cheating or academic dishonesty, it will not be deleted. A maximum of 12 credit hours can be deleted by university policy.

Required academic performance

Student must maintain a 2.0 grade point average to remain in academic good standing within University College.

It is strongly advised that students spend no more than three semesters in the Department of Exploratory Studies. After three semesters, students will no longer be eligible to receive Federal Financial Aid. Once a student establishes a University of Toledo GPA and meets the GPA requirements of their intended major, advisors and success coaches will help transition students into the college that houses that major. Students should declare their major as soon as they meet the requirements of the academic college.

Probation

A student with a cumulative GPA less than a 2.0 is automatically placed on academic probation until a 2.0 cumulative GPA is achieved. Students are required to complete an Academic Success Plan. Students may not withdraw from a course without speaking with their adviser, nor are they permitted to register for a future semester without consulting their adviser.

Suspension

The Department of Exploratory Studies in University College follows The University of Toledo Academic Standing Policy as it pertains to Suspension and attempted credit hours.

Suspension One Year

Students admitted under conditional status who do not attain a minimum 2.0 term GPA in their first semester at the University are automatically suspended for one year. Other students who may be suspended for one year include those students who were previously suspended for one term.

Suspension One Year Appeal

No appeal option is given. Should a student opt to appeal on their own, it will be reviewed on a case-by-case basis.

Academic Dismissal

Students who have been suspended previously for one year who have been reinstated and now are facing suspension again will be academically dismissed for three years.

Reinstatement

Students who have been suspended from another academic college at The University of Toledo will not be reviewed until they have served their academic suspension from that college.

Reinstatement Procedure

All reinstatement documentation must be submitted by the student to the Exploratory Studies email address. Consult your advisor or The University of Toledo website for further details. Students who have active holds on their account will not be reviewed until those holds are cleared.

Review of Reinstatement Documentation

All documentation is reviewed by the Academic Review Committee. The decision of approval/denial of appeals will be sent from the Exploratory Studies email account to the student's University email account. If denied, students may petition for reinstatement in a future term.

Undergraduate Academic Policies

[3364-71-01 Academic Standing](#)

[3364-71-02 Enrollment status: full time, part time, and audit](#)

[3364-71-03 Class Rank](#)

[3364-71-04 Academic dishonesty](#)

[3364-71-05 Academic Grievance](#)

[3364-71-06 Academic forgiveness](#)

[3364-71-07 Repeating a course and calculating GPA](#)

[3364-71-08 Adding and/or dropping a Course](#)

[3364-71-09 Dual Degrees](#)

[3364-71-10 Residency requirement for a degree](#)

[3364-71-11 Grades and grading](#)

[3364-71-12 Priority registration](#)

[3364-71-13 Graduation with honors distinction; Dean's list; President's list](#)

[3364-71-14 Missed class policy](#)

[3364-71-15 Confidentiality of student records \(FERPA\)](#)

[3364-71-16 Administrative adjustment for extenuating circumstances](#)

[3364-71-17 Credit for prior learning](#)

[3364-71-18 Veteran and service members support and assistance](#)