

# THE UNIVERSITY OF TOLEDO

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## Mission

*The University of Toledo, a major comprehensive state university, stands for excellence in research and scholarship as it develops and disseminates knowledge through its academic programs. Providing open access to higher education and selective admission to major fields of study, the University is committed to help students achieve their highest potential.*

*The University unites teaching, research, advising and support services in an effective educational process and provides a foundation of liberal education in all of its academic programs.*

*As a leading development force and center of culture, the University is dedicated to serving the urban region in which it is located with outreach initiatives, research projects, continuing education programs, and economic development support.*

*The University promotes cultural pluralism, racial diversity, gender representation and respect for divergent views in its quest to improve education at all levels. High ethical values, freedom of expression, and social justice are guiding principles for the University.*

## History of The University of Toledo

The University of Toledo began in 1872 as a private arts and trades school offering painting and architectural drawing as its only subjects. In the more than 130 years since, the University has grown into a comprehensive institution offering more than 250 undergraduate and graduate programs to more than 20,000 students from around the world. The history of its development is a remarkable story.

In a pamphlet published in 1868 entitled “Toledo: Future Great City of the World,” Jesup Wakeman Scott articulated a dream that led him to endow what would become The University of Toledo. Scott, a newspaper editor, expressed his belief that the center of world commerce was moving westward, and by 1900 would be located in Toledo. To help realize this dream, in 1872 Scott donated 160 acres of land as an endowment for a university to train the city’s young people.

The Toledo University of Arts and Trades was incorporated on October 12, 1872, to “furnish artists and artisans with the best facilities for a high culture in their professions....” Scott died in 1874, however, a year before the University actually opened in an old church building downtown. The school was forced to close in 1878 due to a lack of funds. On January 8, 1884, the assets of the University were turned over to the city of Toledo and the school reopened that year as the Manual Training School. It offered a three-year program for students at least 13 years old who received both academic and manual instruction.

Dr. Jerome Raymond was appointed the first president of the University in 1908. He expanded its offerings by affiliating with the Toledo Conservatory of Music, the YMCA College of Law, and the Toledo Medical College, and by creating the College of Arts and Sciences. These changes moved the University toward becoming an institution of higher education. But the school struggled through years of inadequate finances and legal battles over control.

In 1914, Dr. A. Monroe Stowe became president and led the University on its first organized path of development. He founded the College of Commerce and Industry (later the College of Business Administration) in 1914, and the College of Education in 1916. Enrollment grew from 200 students to 1,400.

As evidence that the University was maturing, student participation in extracurricular activities increased. Student Council was created in 1919, and that year two students started a newspaper called *The Universi-Teaser*. In 1915, the students petitioned for an intercollegiate athletic program. Football began in 1917, although the first game was a 145 to 0 loss to the University of Detroit. The sports teams received their nickname, the “Rockets,” in 1923 from a newspaper writer who thought the name reflected the teams’ playing style.

By the 1920s, Toledo University was a growing institution, limited only by the size of buildings that housed it. Classes were held in two downtown buildings, but both were small. In 1922, the University moved into an automobile mechanics training facility that had been constructed for World War I on the original Scott land. While twice the size of the old buildings, this location was less than ideal. Its limitations became evident when an enrollment increase of 32 percent in one year produced a critical shortage of classroom and office space.

The prospects for a new, permanent home for the institution improved in 1928 when Dr. Henry J. Doermann became president. His first activity was to initiate plans for a new campus. To pay for the proposed buildings, the city placed a bond levy before Toledo’s voters. An all-out campaign led to the levy’s passage by 10,000 votes 11 months before the start of the Great Depression.

A local architectural firm planned the new campus. Dr. Doermann wanted the buildings to reflect the best design elements of the universities of Europe because he felt such architecture would inspire students. It took 400 men less than one year to complete University Hall and the Field House in the Collegiate Gothic design.

While enrollments remained stable at UT during most years of the Depression, the University’s finances were strapped. Dr. Philip C. Nash, who became president following Dr. Doermann’s sudden death, instituted drastic measures to cut costs. Funds from the federal government’s New Deal programs helped by paying for new buildings and student scholarships.

While the Depression decade determined in many ways if the University would survive, it was World War II and its aftermath that transformed UT into the modern university it is today. The impact of the war was felt almost immediately. The military contracted with UT to offer war-training programs for both military and civilian persons. For civilians, it offered Engineering, Science and Management War Training program classes and Civilian Pilot Training classes. For the military, UT contracted in 1943 to house, feed and train a detachment of the 27th Army Air Crew. Also, the U.S. Cadet Nurse Corps trained nurses for Army field hospitals.

Student life changed with the war. UT was the first university in the country to have a Red Cross chapter, and the group sponsored knitting bees to make sweaters for soldiers. Weekly air raid drills were held. With a dwindling number of male students, women assumed leadership roles

## 2 General Section

on campus, and intercollegiate basketball and football were suspended. And, tragically, over 100 UT students were killed in the war.

After the war, the GI Bill of Rights provided a way to reward veterans for their service by paying their college tuition, and over 3000 veterans took advantage of the program at UT. Because many veterans were older and had families, arrangements were required to house them. In 1945, the University purchased surplus military housing for the veterans and moved it to campus. “Nashville,” as the complex was called, served as married student housing until 1974.

In 1947, Wilbur W. White replaced Dr. Nash, who had died the previous year. White proposed a progressive ten-year development plan, but he died in 1950 before any new buildings were completed. He was succeeded by Asa S. Knowles. Dr. Knowles oversaw the completion of a new men’s dormitory in 1952 and the new library in 1953. He expanded educational programming for adult students and created the Greater Toledo Television Foundation to utilize television for educational purposes.

Dr. Asa Knowles resigned the presidency in 1958. His last official act was to meet with Toledo City Council to discuss the future financing of the University. Over 12 percent of the city’s budget was allocated to the University and this could not continue. Council suggested that consideration be given to acquiring financial assistance from the state, which would relieve the city of the burden of supporting the University while providing the funding needed for it to grow.

It was left to President William S. Carlson to pursue the issue. Three bills introduced into the state legislature in 1959 proposed a student subsidy for the state’s three largest municipal universities, but all stalled, and the University’s financial situation worsened. Fortunately, a 2-mill levy in 1959 passed by just 144 votes, raising \$1.7 million a year for the University. The three municipal universities of Akron, Cincinnati and Toledo continued to press for state financial assistance, and finally, on July 1, 1967, The University of Toledo became a state university. In addition to subsidy for students, state support provided capital improvement money for a campus building boom.

College students became more politically active in the 1960s. The decade produced frequent student protests, including many at The University of Toledo. Most of the UT protests were peaceful, like a “food riot” by dormitory students in 1968 over the quality of food. More serious protests by students opposed to the war in Vietnam did lead to several arrests. In 1970, the campus remained peaceful following the deaths of four student protesters at Kent State University. A protest by black students following the killing of students at Jackson State University in Mississippi temporarily closed University Hall in May of that year, but this ended when President Carlson met with the students and reached a peaceful accord.

UT marked its centennial in 1972 with a year of celebrations. Also that year, President Carlson retired, and Dr. Glen R. Driscoll was selected as his successor. Dr. Driscoll oversaw further expansion of the University’s physical plant with the addition of the Center for Performing Arts (1976), Savage Hall (1976), the Center for Continuing Education (1978), and Stranahan Hall (1984). Centennial Mall, a nine-acre landscaped mall in the center of campus, replaced parking lots and Army barracks in 1980. Construction began in 1985 on SeaGate Center, a downtown complex of classrooms and meeting rooms that was part of downtown Toledo’s revitalization efforts.

In 1985, Dr. Driscoll retired, and was replaced by Dr. James D. McComas. Dr. McComas continued the expansion of the University’s facilities. McMaster Hall (1987) was completed, and plans were made for the Student Recreation Center (1990), the Larimer Athletic Complex (1990), the Greek Village (1990) and renovations to the Glass Bowl Stadium (1990). Dr. McComas’s tenure at UT was brief, however, as he resigned in 1988.

Dr. Frank E. Horton, president of the University of Oklahoma, was selected The University of Toledo’s 13<sup>th</sup> president in October 1988. To meet the challenges of the 1990s, Dr. Horton began a lengthy strategic planning effort to chart a course of targeted, purposeful growth. To help achieve the plan’s many goals, in 1993 the University launched a successful \$40 million fund-raising campaign called UT40.

The University continued to expand its physical environs in the 1990s. A major expansion of the campus took place when UT renovated commercial buildings at Dorr Street and Secor Road for classrooms. A new Academic Center and Residence Hall (1992) was built to house the Honors Program. Other new buildings included the Student Medical Center (1992), the Center for the Visual Arts at the Toledo Museum of Art (1992), the International House Residence Hall (1995) and Nitschke Hall (1995). And construction began in 1995 on a Pharmacy, Chemistry and Life Sciences complex on the main campus and a Lake Erie Research Center at Maumee Bay State Park.

Significant growth in the 1990s was not only in buildings, but also in technology. The University joined OhioLINK, a statewide library network, in 1994. Computer labs and hook-ups in dormitories and offices provided Internet access to most. Technological improvements allowed students to register for classes and check their grades by phone, and the University established a homepage on the World Wide Web.

In 1999, Dr. Vik Kapoor became the University’s 14<sup>th</sup> president following Dr. Horton’s retirement. Dr. Kapoor embarked on a restructuring program that included major resource reallocation and administrative reorganization. The Community and Technical College located on the University’s Scott Park campus was closed during his administration and a new college—Health and Human Services—was created. In June of 2000, Dr. Kapoor resigned. The Board of Trustees appointed Interim President William Decatur.

On July 1, 2001, Dr. Daniel Johnson began as UT’s 15<sup>th</sup> president. Dr. Johnson’s agenda includes clarifying the institutional mission, managing enrollment effectively, rebuilding the administration, and building partnerships with the community. A strategic planning process begun under President Decatur is continuing under Dr. Johnson.

Despite the challenges facing higher education in the 21<sup>st</sup> century, The University of Toledo is an amazing success story. The institution has grown from a small, private arts and trades school to become a large state-assisted university. Many of its faculty and academic programs have worldwide reputations, and its campus is an architectural gem. If the past is any indication, the challenges will be met, and the institution will continue its path of growth and success.

## Accreditation and Standards

### Accrediting Bodies

The University of Toledo is accredited by the **Commission on Institutions of Higher Education of the North Central Association**, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504 312.263.0456. Listed below are other professional organizations in which the University holds membership, or which approve the quality of its educational programs, or both.

Accreditation Board for Engineering and Technology Inc.  
 Accreditation Council on Social Work Education  
 AACSB (International Association for Management Education)  
 American Association of Colleges for Teacher Education  
 American Association of Colleges of Pharmacy  
 American Association of Collegiate Registrars and Admission Officers  
 American Association of State Colleges and Universities  
 American Bar Association  
 American Chemical Society  
 American Council on Education  
 American Council on Pharmaceutics Education  
 American Institute of Architects  
 American Kinesiotherapy Association  
 American Physical Therapy Association  
 American Society for Engineering Education  
 American Society of Medical Technologists  
 American Speech and Hearing Association  
 Association of American Colleges  
 Association of American Law Schools  
 Association of Collegiate Schools of Planning  
 Association of Governing Boards of Universities and Colleges  
 Association of Urban Universities  
 Board of Registry of the American Society of Clinical Pathologists  
 Commission on Accreditation of Allied Health Education Programs  
 Commission on Collegiate Nursing Education  
 Computer Science Accreditation Commission  
 Council for the Accreditation of Counseling and Related Programs  
 Council of Graduate Schools in the United States  
 Council of Great City Colleges of Education  
 League of Ohio Law Schools  
 Midwest Association of Graduate Schools  
 NAFSA: Association of International Educators  
 National Association of Developmental Education  
 National Association of Learned Societies  
 National Association of Schools of Music  
 National Association of State Universities and Land-Grant Colleges  
 National Athletic Training Association  
 National Commission on Accrediting  
 National Council for Accreditation of Teacher Education  
 National Council for Instructional Administrators  
 National Council for Occupational Education  
 National Parks and Recreation Association  
 Ohio Board of Regents  
 Ohio College Association  
 Ohio Continuing Higher Education Association  
 Ohio Department of Education  
 University Continuing Education Association  
 University Study Abroad Consortium  
 USA-SINO Teacher Education Consortium

## Assessment

The University of Toledo community undertakes the assessment of student learning outcomes to discover the extent to which students are acquiring knowledge, skills, beliefs and attitudes as a consequence of participation in their respective academic programs.

Assessment of student learning occurs at a variety of levels including at the institution, college, department and program level. It is frequently based on multiple measures that vary according to the discipline.

The University uses the knowledge gleaned from assessment activities to promote program improvement.

## Areas of Study

The following list represents the programs of study offered by The University of Toledo. Each area is described later in this catalog.

## Undergraduate Programs

### College of Arts and Sciences

#### Bachelor's Degrees

Africana Studies  
 American Studies  
 Anthropology  
 Art  
 Art History  
 Asian Studies  
 Astronomy  
 Biology  
 Chemistry  
 Communication  
 Economics  
 English  
 Environmental Sciences  
 Environmental Studies  
 European Studies  
 Film  
 French  
 General Studies  
 Geography and Planning  
 Geology  
 German  
 Global Studies  
 History  
 Humanities  
 Interdisciplinary Studies  
 Latin American Studies  
 Law and Social Thought  
 Linguistics  
 Mathematics  
 Medical Technology  
 Medieval and Renaissance Studies  
 Middle East Studies  
 Music  
 Philosophy  
 Physics  
 Political Science

## 4 General Section

Pre-Law (*not a major — students select a major from one of The University of Toledo fields of study*)

Pre-Medical/ Pre-Dentistry/ Pre-Veterinary (*not a major — students select a major from one of The University of Toledo fields of study*)

Psychology

Religious Studies

Sociology

Spanish

Theatre

Urban Studies

Women's and Gender Studies

## College of Business Administration

Accounting

Business Analysis

Electronic Commerce

Entrepreneurship, Family and Small Business

Finance

Financial Services

Human Resource Management

Information Systems

International Business

Marketing

Operations Management

Organizational Development and Management

Professional Sales

Supply Chain Management

## College of Education

Adolescent and Young Adult Education

Integrated Language Arts

Integrated Mathematics

Integrated Social Sciences

Science (nine options)

Career and Technical Education

Health Careers Education

Industrial Engineering Systems

Integrated Business Education

Early Childhood Education

Pre-Kindergarten-Primary (PreK-3)

Middle Childhood Education

Language Arts

Mathematics

Science

Social Studies

Multi-Age Education (PreK-12)

Visual Arts

Music

Physical Education

Health

Foreign Language

French

German

Spanish

Special Education

Intervention Specialist

Early Childhood (PreK-3)

Mild/Moderate Special Needs (K-12)

Moderate/Intensive Special Needs (K-12)

Visually Impaired (PreK-12)

## College of Engineering

Bioengineering

Chemical Engineering

Civil Engineering

Computer Science and Engineering

Electrical Engineering

Industrial Engineering

Mechanical Engineering

Engineering Technology

Computer Science and Engineering Technology

Construction Engineering Technology

Electrical Engineering Technology

Mechanical Engineering Technology

## College of Health and Human Services

Cardiovascular Technology

Community Health

Criminal Justice

Emergency Medical Health Services

Exercise Science

Athletic Training

Biomechanics

Clinical Exercise Specialist

Exercise Physiology

Kinesiotherapy

Pre-Physical Therapy

Health Care Administration

Health Information Management

Nursing, R.N. (A.D.N.)

Nursing, B.S.

Nursing Home Administration

Paralegal Studies

Recreation and Leisure Studies

Recreational Therapy

Respiratory Care

Social Work

Speech Language Pathology

## College of Pharmacy

Pharmaceutical Sciences

Medicinal and Biological Chemistry

Pharmaceutics

Pharmacology/Toxicology

Pharmacy Administration

Doctor of Pharmacy

## University College

### Baccalaureate Programs

Administrative Services

Adult Liberal Studies

Individualized Programs

### Associate's Degree Programs

Administrative Office Technology – Legal Secretarial Major

Business Management Technology

Business Management Technology – Accounting Major

Computer Network Administration

Computer Software Specialist

Information Services and Support

Marketing and Sales Technology

Programming and Software Development

## Transfer Program

Prebusiness Administration

## Interdisciplinary Studies for Technical Programs

Associate of Technical Studies

## Certificate Programs

General Office – One Year Certificate

Medical Secretarial – One Year Certificate

## Graduate Programs

For information on the graduate programs, please refer to this catalog's Graduate School section.

## Cooperative Programs

The University maintains several cooperative programs with the Medical College of Ohio at Toledo (MCO) and Bowling Green State University (BGSU). For example, nursing students from UT take their nursing and human biological sciences courses at MCO. The nursing faculty is supplied by MCO. Similarly, physical therapy students from UT who have completed the pre-professional physical therapy requirements in UT's College of Health and Human Services complete professional physical therapy course work at MCO. Many faculty members hold academic appointments from both institutions. There are arrangements for shared use of research and other facilities at both campuses.

UT students may enroll concurrently at BGSU to meet their individual educational goals. Students design the concurrent enrollment with the assistance of their home college. Graduate students at one institution may enroll and receive resident credit for classes offered at the other institution as part of their plan of study. Please see the graduate section of this catalog for further information on graduate Cooperative Enrollment programs.

## First Year Experience

*Jennifer L. Rockwood, director*

The University of Toledo acknowledges the value of a positive, productive first year in promoting student success toward the completion of a degree. The University is therefore committed to provide every entering undergraduate student with a comprehensive, high-quality First Year Experience (FYE) that affords access to enhanced instruction, focused advising, living-learning experiences, peer mentoring opportunities, supplemental instruction and tutoring, as well as special orientation and student life programs. Students in their first year are encouraged to make educational commitments that lay a firm foundation for achieving lifelong success. The desired outcome of the FYE is for students to become knowledgeable about the collegiate experience and the University's mission, and to become an integral part of UT's student-centered campus community.

## Division of Distance and eLearning

*Karen I. Rhoda, Ph.D., director*

The Division of Distance and eLearning fosters innovative delivery of high-quality University instruction and facilitates learning through discovery and engagement anytime, anywhere.

Registered students receive their instruction from University of Toledo faculty via UT's virtual campus located on the World Wide Web. The majority of the online courses offered by UT are taught by full-time

faculty. Students and faculty interact via e-mail, discussion boards and chat rooms. Traditional communication methods such as telephone and on-campus meetings may also be utilized. Courses are designed to utilize the capabilities of interactive multimedia to teach course content. Distance Learning formats include:

- **Internet courses:** The student and instructor are separated by distance and connected via technology (Web, CD-ROM), ISDN lines, or IP Video for at least 70 percent of the course content and course interaction. The majority of online courses at UT do not require any on-campus meetings.
- **Web assisted courses:** The course is taught in the traditional classroom setting and utilizes the Web to enhance delivery of the course.
- **CD-ROM courses:** Carefully constructed course materials are adapted for rich visual presentation on CD-ROM. Faculty and students interact through a variety of means.
- **Interactive TV courses:** The course is offered onsite with students meeting on campus and at remote sites. This type of course delivery enables the instructor to reach students at a distance via interactive television. These courses may also include Internet activities, e-mail, discussion groups and chat rooms.

Distance learning courses are equivalent in content to their on-campus counterparts. There is no designation on the student transcript that a course is distance learning.

Students taking courses via distance learning follow the same policies and procedures as students taking courses on campus. Further information may be obtained by visiting the Distance Learning Web site, [www.dl.utoledo.edu](http://www.dl.utoledo.edu), or by calling 419.321.5130; toll free, 866.886.5336.

## Undergraduate Admission

### Application Materials

To request the appropriate application materials for undergraduate admission to The University of Toledo, please write or call:

The University of Toledo  
Office of Undergraduate Admission  
2801 West Bancroft Street, Mail Stop 306  
Toledo, Ohio 43606-3390  
419.530.8700 or 1.800.586.5336 ext. 8700

You may also wish to visit our Web site at: <http://undergradadmission.utoledo.edu> for more information or to apply online. Students may pick up an application in Rocket Hall.

Following are the categories of new students and the page on which prospective students may find information on application procedures:

New Students – Direct from High School .....	6
New Students – Adult .....	6
Transfer Students .....	8
Undergraduate with Degree (UWD) Candidates .....	9
Transient Students .....	9
Transfer Readmit Students .....	10
Simultaneous Collegiate Enrollment .....	10
International Students .....	10

# First Year — New Students

## New Students – Direct from High School

Students preparing for college study must complete a carefully planned program of study in high school. Only students who have earned a high school diploma, or the equivalent, will be considered for admission. The University's colleges have high school college preparatory curriculum requirements.

### Application Procedure

Students may visit or call the Undergraduate Admission High School Students Office, Room 1300 Rocket Hall, 419.530.8700 or 800.586.5336 ext. 8700.

To apply for admission to The University of Toledo, a prospective direct from high school student must submit the following initial materials:

- a completed and signed application for admission
- a \$40 nonrefundable application fee (check or money order) payable to: **The University of Toledo**.
- academic credentials:
  - an official high school transcript or results of the test of General Educational Development (GED)
  - results from either the ACT or SAT if the student is an Ohio resident out of high school less than one year or a resident of a state other than Ohio out of high school less than two years.
  - official college transcripts if attended college while in high school or if fewer than 8 semester or 12 quarter hours of college level work were attempted after high school at another regionally accredited college or university.
  - Copy of Resident Alien card (green card) if the student is a United States permanent resident.

An official transcript is one that has been received directly from the issuing institution. It should bear the school's seal, recent date, and an authorized signature. Under unusual circumstances, exceptions may be made at the discretion of a professional staff member.

Note: Students with AP, CLEP, DANTES, military, portfolio or training credit should refer to the Alternative College Credit section in this catalog.

Results from the ACT or SAT can be sent directly from the testing company to UT; the ACT code for UT is 3344 and the SAT code for UT is 1845. A test score also can be submitted as part of the official high school transcript.

Ohio residents who do not submit an ACT or SAT test result will be admitted conditionally. Students admitted conditionally will be required to take a comprehensive set of placement exams. Results of these exams may require students to receive intensive instruction, tutoring, specialized advising and access to other support services designed to prepare them for academic success. In addition students may be required to take developmental course work prior to taking specific college level course work. Non-Ohio residents must have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale and have either a 21 ACT composite score or a 980 SAT combined score for admission consideration. Non-Ohio residents with a strong college preparatory curriculum who do not meet test score requirements will be reviewed on an individual basis.

Test results will be used at UT to determine conditional admission status and placement of first-year students in appropriate college-level course work. Test results may also be used for academic scholarship award decisions. Ohio residents, however, who have been out of high school for one year or more and non-Ohio residents who have been out of high school for two years or more need not submit test results for admission consideration.

Applications to The University of Toledo are accepted throughout the year. Admission decisions are made on a rolling basis. Because an applicant must first be admitted before applying for financial aid, scholarships and on-campus housing, and because there is limited space in certain programs, it is recommended that applicants request admission early. UT notifies students of their admission status within four weeks of all application materials being received by the Office of Undergraduate Admission.

## New Students – Adult

Adult students are those who identify with one or more of the following:

- Have been out of high school for one year or more
- Have a GED
- Have fewer than 8 semester or 12 quarter hours or college level work attempted at another regionally accredited college or university.

### Application Procedure

New adult students may visit or call the Office of Undergraduate Admission for Adult, Transfer and International Students, Room 1000 Rocket Hall 419.530.5757 or 1.800.586.5336 ext. 5757.

To apply for admission to The University of Toledo, a prospective new student must submit the following initial materials:

- a completed and signed application for admission
- a \$40 nonrefundable application fee (check or money order) payable to: **The University of Toledo**
- academic credentials:
  - an official high school transcript complete with a graduation date or results of the test of General Educational Development (GED)
  - official college transcripts from all regionally accredited universities attended
  - results from either the ACT or SAT if the student is a resident of a state other than Ohio out of high school less than two years.
  - Copy of Resident Alien card (green card) if the student is a United States permanent resident.

An official transcript is one that has been received directly from the issuing institution. It should bear the school's seal, recent date and an authorized signature. Under unusual circumstances, exceptions may be made at the discretion of a professional staff member.

Note: Students with AP, CLEP, DANTES, military, portfolio or training credit should refer to the Alternative College Credit section in this catalog.

Applications to The University of Toledo are accepted throughout the year. Admission decisions are made on a rolling basis. Because an applicant must first be admitted before applying for financial aid, scholarships and on-campus housing, and because there is limited space in certain programs, it is recommended that applicants request admission early. UT notifies students of their admission status within four weeks of all application

materials being received by the Office of Undergraduate Admission.

## Admission Standards – New Students

The University of Toledo requires specific completion of college preparatory curriculum course work for admission consideration. Students out of high school less than one year must meet the requirements listed below. Students not meeting the core curriculum requirements will be admitted conditionally. Students admitted conditionally will be required to take a comprehensive set of placement exams. Results of these exams may require that students receive intensive instruction, tutoring, specialized advising and access to other support services designed to prepare them for academic success. In addition, students may be required to take developmental course work prior to taking specific college level course work.

College preparatory core curriculum (1 unit is equal to 1 year of high school study), which includes:

- 4 years/units of English
- 3 years/units of natural science
- 3 years/units of social science
- 3 years/units of math (including Algebra I, II, and Geometry or equivalent course work)

Only students who have earned a high school diploma or the equivalent will be considered for admission. Students will be tested to determine proficiency in English composition and mathematics. Deficiencies will have to be corrected in the first year of college study. Students who are residents of a state other than Ohio who have been out of high school less than two years must have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale and an ACT composite score of 21 or an SAT combined score of 980 for admission consideration. Non-Ohio residents with a strong college preparatory curriculum who do not meet test score requirements will be reviewed on an individual basis. Some UT colleges and programs have specific admission criteria that must be met in order to be admitted.

**Note:** The profile of first-year students enrolling for the fall 2003 class included these averages: a 3.076 cumulative high school GPA; an ACT composite score of 21.55; an SAT combined score of 1027. Although these averages should not be construed as minimum requirements for admission, they provide an indication of the level of preparation and ability of currently enrolled students.

## Home Schooled Students

Home schooled students must submit a completed admission application and a \$40 nonrefundable application fee along with transcripts showing all high school level courses and grades. Admission to UT will be evaluated on an individual basis, taking into consideration curriculum, grades and ACT or SAT scores. Results from the ACT or SAT should be sent directly from the testing company to The University of Toledo. Home schooled students who have received a GED diploma may also be admitted to UT. In this case, photocopies of the GED diploma and scores will be required. Some UT colleges and programs have specific admission criteria that must be met in order to be admitted.

## Special Admission Standards—New Students

New direct from high school students must have a minimum 2.0 high school GPA or an ACT composite score of 19 (or a 900 SAT combined score) to be admitted directly into their major. Students who do not meet these standards will be admitted to the Academic Skills Enhancement

(ASE) Program and will be required to complete preparatory courses before entering their major. More information about the ASE program may be obtained by contacting the Student Development Center in University College at 419.530.6288.

Other specific requirements follow.

## College of Arts and Sciences

To be considered for admission to the **premedical, predentistry or pre-veterinary** programs, first-year students need at least a 3.0 cumulative high school GPA or a minimum ACT composite score of 25 or an SAT combined score of 1130.

Admission to a baccalaureate program in music requires music faculty approval, which is determined by a special audition. To arrange an audition, please contact the department of music and dance at 419.530.2448.

## College of Business Administration

To be admitted to the bachelor of business administration program at The University of Toledo, direct from high school students will need at least a 2.25 cumulative high school GPA. Students with an ACT of 25 or higher (or a combined SAT score of 1130) will be admitted to the College of Business Administration regardless of high school GPA. Students who do not qualify for admission to the College of Business Administration but have at least a 2.0 GPA or an ACT of 19-24 or a combined SAT score of 900-1120 will be admitted to the 2 + 2 program of University College. All academic credits that fulfill the requirements of the 2 + 2 program will transfer to the College of Business Administration.

## College of Engineering

For admission to bachelor of science programs, first-year students need at least a 3.0 cumulative high school GPA and a minimum 22 ACT composite score or a 1020 SAT combined score. Applicants also must successfully complete a minimum of four years of high school mathematics, with the fourth year emphasis in trigonometry or pre-calculus, and high school chemistry. Completion of high school physics is also strongly recommended.

Students not meeting the minimum requirements for the bachelor of science programs will be reviewed for the college's bachelor of science in engineering technology (B.S.E.T.) programs. For admission to the B.S.E.T. programs, students need at least a 2.0 cumulative high school GPA and a 21 ACT composite score or 980 SAT combined score.

## College of Health and Human Services

Beginning fall 2005, to be admitted to the College of Health and Human Services at The University of Toledo, direct from high school students need at least a 2.0 cumulative high school grade point average (GPA) and must have taken an entrance examination (ACT/SAT). Students with an ACT of 24 or SAT of 1110 or higher will be admitted to the College of Health and Human Services regardless of high school GPA.

Students not qualifying for admission to the College of Health and Human Services will be admitted to University College as pre-majors. Students wishing to transfer to the College of Health and Human Services from University College will need to earn 12 hours of college level work with a cumulative GPA of at least 2.0 in order to qualify for transfer.

Once admitted to the college, each student must file a separate application with the college's Selective Admissions Committee to participate in the competitive admission process.

## 8 General Section

**Bachelor of Science in Nursing:** Students pursuing this degree are admitted into a prenursing curriculum in the college. Upon completion of the prenursing curriculum, there is a competitive admission process for the professional sequence of the bachelor's program, which is housed at the Medical College of Ohio in Toledo.

**Physical Therapy:** The University of Toledo offers an entry-level master's program in physical therapy. This is an extension of the bachelor of science in exercise science degree program and is offered in conjunction with the Medical College of Ohio.

**Cardiovascular Technology, Emergency Medical Health Services, Respiratory Care (Associate's and Bachelor's Degrees) and the Associate's Degree Registered Nurse Programs:** These selective admission programs require:

- 2.5 minimum cumulative high school GPA
- Successful completion of 3 years of high school math and biology and chemistry with a C or better

**Health Care Administration:** Students are admitted to the college as undecided. Upon completion of an associate's degree in an allied health area, students will be considered for the bachelor of science program.

### College of Pharmacy

Students interested in pursuing the entry-level doctor of pharmacy (Pharm. D.) or the bachelor of science in pharmaceutical sciences (B.S.P.S.) are admitted into the preprofessional division pharmacy curriculum. After the completion of prerequisite course work, there is a selective admission process for the professional division sequences.

A select group of academically exceptional high school graduates may be offered contingent admission to the entry-level Pharm.D. program or the B.S.P.S. program. Automatic admission to the third year of the curriculum will be contingent upon successful completion of the first and second preprofessional years, while maintaining specific scholastic standards.

### Transfer Students

#### Definition of a Transfer Student

Transfer students are those students who enroll at The University of Toledo with 8 or more semester (or 12 or more quarter) hours attempted at another regionally accredited college or university beyond high school. Transfer readmits (transferred out of UT to another regionally accredited college or university and then transferred back to UT), undergraduates with degrees (UWDs), and transient (guest) students are included in this category.

#### Application Procedure

Transfer students may visit or call the Office of Undergraduate Admission for Adult, Transfer and International Students, Room 1000 Rocket Hall, 419.530.5757 or 1.800.586.5336 ext. 5757.

To apply for admission to The University of Toledo, a prospective transfer student must submit:

- A completed and signed application for admission;
- A \$40 nonrefundable application fee (check or money order) payable to: **The University of Toledo**; and
- Official transcripts from all regionally accredited colleges/universities previously attended. An academic transcript request form can be

obtained from the UT Office of Undergraduate Admission along with the application form. *Students who have attempted fewer than 8 semester hours or 12 quarter hours must **also** submit an official high school transcript complete with graduation date or results of the General Educational Development (GED) test.*

- Copy of Resident Alien card (green card) if the student is a United States permanent resident.

Note: Students with AP, CLEP, DANTES, military, portfolio or training credit should refer to the Alternative College Credit section of this catalog.

An official transcript is one that has been received directly by UT from the issuing institution. It should bear the school's seal, recent date, and an authorized signature. Under unusual circumstances, exceptions may be made at the discretion of a professional staff member.

Students interested in transferring to The University of Toledo can apply throughout the year. Admission decisions are made on a rolling basis. However, for best results, students should have their applications and necessary materials — including all academic transcripts — submitted to the Office of Undergraduate Admission on or before priority deadlines established for each term. Deadlines are typically one month prior to the beginning of the term in which the student seeks admission.

### Admission Standards

Transfer students applying to The University of Toledo baccalaureate programs must be in good standing and have a GPA of at least 2.0 on a 4.0 scale or the equivalent to a C average in all previous course work. Some colleges at The University of Toledo may have transfer policies that are slightly different.

Students applying to The University of Toledo as transfer students who have a higher education GPA of less than 2.0 and who wish to pursue a degree-granting program are required to submit to the Office of Undergraduate Admission a letter of appeal including reasons for academic difficulty, reasons for wanting to attend UT, and academic goals. The letter of appeal must be submitted one month prior to the start of the term for which the student is seeking admission.

Students not admitted to the UT college to which they apply and who have a 2.0 GPA or higher may be considered for admission into another college or program. Students may be reconsidered for their first choice of college should they later meet the entrance requirements. Students with less than a 2.0 GPA may be considered for admission into University College on a one-semester trial basis.

Students may be required to take placement exams and results of these exams may require that a student take developmental course work prior to taking specific college level course work.

### Suspension or Dismissal

Transfer applicants who have been suspended or dismissed from another college or university must also submit a Suspension/Dismissal Form. This form may be obtained from the Office of Undergraduate Admission and requires the signature of the student's academic adviser or appropriate college official from the institution from which the student was suspended/dismitted. The student must have fulfilled the suspension requirements of that institution (up to one calendar year). An admission decision will be individually determined by the appropriate college/office. If the student is determined to be admissible, he/she will be admitted to University College on a one-semester trial basis.

Students who have been suspended or dismissed for other than academic reasons from another college/university may be considered for admission once the student has fulfilled the suspension/dismissal conditions of that college/university. An admission decision will be individually determined by a disciplinary committee. Additional information may be requested.

## Special Admission Standards—Transfer Students

Transfer students applying to The University of Toledo baccalaureate programs must be in good standing and have a GPA of at least 2.0 on a 4.0 scale. Some colleges at The University of Toledo may have transfer policies that are slightly different.

### College of Arts and Sciences

A transfer student needs at least a 3.0 cumulative GPA to be directly admitted into one of the premedical, pre dentistry or preveterinary programs. Any transfer student who does not meet this minimum GPA but has at least a 2.0 GPA will be accepted into the College of Arts and Sciences as a bachelor of science in general studies major.

Admission to a baccalaureate program in music requires approval of the music faculty and will be determined by a special audition. To arrange an audition, please contact the department of music at 419.530.2448.

### College of Education

Students who plan to enroll in the teaching programs in the College of Education must meet the following cumulative GPA requirements depending upon class rank:

Freshmen (0-29.9 semester hours).....	2.2 or above
Sophomores (30 – 59.9 semester hours).....	2.3 or above
Juniors/Seniors (60+ semester hours).....	2.7 or above overall and in their chosen major

### College of Engineering

Students who have attained a cumulative GPA of 2.75 with specific emphasis on course work transferable into undergraduate programs in the College of Engineering will receive admission into the bachelor of science in engineering programs. Transfer students must have completed College Chemistry I and Calculus I with a C or better to be admitted into the bachelor of science in engineering programs.

Students who do not meet the minimum standards but have a cumulative GPA of at least 2.0 will be admitted into one of the bachelor of science in engineering technology programs. Students with a cumulative GPA below 2.0 will be admitted into University College on a one-semester trial basis.

### College of Health and Human Services

Transfer students pursuing a bachelor of science degree in nursing are admitted into a pre nursing curriculum in the College of Health and Human Services. Upon the completion of prerequisite courses (the number of which depends upon transferable courses), there is a competitive admission process for the professional sequence of the bachelor's degree program, which is housed at the Medical College of Ohio.

Students will be ineligible for selective admission into the associate degree program in nursing if they have two science failures in any of the listed below. "Failure" is defined as receiving a grade less than C (2.0 on a 4.0 scale).

CHEM	1090
CHEM	1210
KINE	2560
KINE	2570
KINE	2580
HHS	2590

### College of Pharmacy

Transfer students seeking admission into the College of Pharmacy are encouraged to consult with an adviser in the College of Pharmacy at 419.530.1904. The Office of Undergraduate Admission must receive application materials no later than **May 1** for admission consideration for the following summer or fall semester. Transfer students must have a cumulative GPA of at least 2.7. Any transfer student who is not an Ohio resident and/or has completed course work at a non-Ohio institution will be considered on an individual basis. However, the College of Pharmacy Admissions Committee rarely recommends admission of out-of-state applicants with a GPA below 3.0.

**Transfer students are admitted into the preprofessional program and cannot automatically be admitted into the professional division, regardless of credits earned at other institutions.** The College of Pharmacy considers applicants for the professional division only from second-year students currently enrolled at The University of Toledo College of Pharmacy.

### Transfer Credit from Non-Ohio Institutions

Students transferring from non-Ohio regionally accredited institutions will receive transfer credit for all college-level courses in which a grade of C (2.0) or better has been earned. Applicability of transfer credit will be determined by the college office based upon the student's program of study.

### Undergraduate with Degree (UWD) Candidates

Those students who have received a previous baccalaureate and are seeking application for another undergraduate program of study are considered UWD applicants. Students interested in applying are encouraged to apply at least one month before the semester of desired enrollment. In order to apply, students must submit a completed application for admission, a non-refundable \$40 application fee and official transcripts from all regionally accredited colleges or universities the applicant attended. Undergraduates with degrees do not automatically receive transfer credit evaluations.

### Transient Students (Guest Students at UT)

Students who are enrolled at another college/university but who wish to take courses temporarily at The University of Toledo are considered transient students. For transient student status at UT, a student must complete a transient application form, available either online at [http://admission.utoledo.edu/pages/transients\\_guests.asp](http://admission.utoledo.edu/pages/transients_guests.asp), or by mail from the Office of Undergraduate Admission, 1.800.586.5336, or 419.530.5757. The transient application, plus a \$40 nonrefundable application fee, must be returned with confirmation that the student is in good standing. One of the following options will serve as proof of good academic standing:

- A letter bearing the signature of the dean, department chair or registrar indicating that the student is in good academic standing; or
- The completed transient application bearing a seal and signature of dean, department chair or registrar; or

## 10 General Section

- Official or unofficial current transcript or grade card indicating that the student has a GPA of 2.0 or higher.

It is the responsibility of the transient student to consult with the appropriate counselor or adviser at the home institution as to the appropriate course work to be taken at The University of Toledo and how that course work will transfer to the home institution of the transient student. Transient students may need to provide transcripts or grade cards to verify prerequisites for courses to be taken at UT.

Transient students are not eligible to continue classes in the following term under transient student status. Students interested in continuing their study at The University of Toledo must contact the Office of Undergraduate Admission and apply as a transfer student. Transient students cannot receive financial aid. Because of U.S. Immigration and Naturalization Service (INS) regulations, international students may only attend as transient students during the summer semester.

### Readmit Procedure

Any student who previously attended The University of Toledo and who has not been enrolled at The University of Toledo for two consecutive semesters (exclusive of summer) must submit a readmit form to the UT college of their choice. Admissibility and catalog eligibility will be determined upon readmission. Students who have attended another regionally accredited college or university in their absence from UT must submit a transfer application for undergraduate admission and request transcripts be sent to the Office of Undergraduate Admission.

### Transfer Readmit Students

A Transfer Readmit student is a prior University of Toledo student who attended another regionally accredited institution of higher education after attending UT, and returns to the University as an undergraduate student. Students must complete and submit the following:

- A completed transfer admission application along with the \$40 nonrefundable application fee; and
- Official transcripts from all regionally accredited institutions attended after leaving The University of Toledo.

A transfer readmit student must meet the current transfer student admission requirements for the college to which he/she is applying. An admission decision will be made based upon all higher education coursework and grades.

**Note:** If a student was suspended or dismissed from The University of Toledo, the UT college that suspended or dismissed the student will determine if the student may be released from the suspension or dismissal. If the suspension or dismissal is released, the college to which the student is now applying will then make the admission decision.

If while previously attending The University of Toledo, the student was an Ohio resident or was a Monroe County, Michigan, resident and moved out of Ohio or Monroe County, his/her residency status may change. Changes in residency status require submission of the Application for Non-Resident Fee Exemption, which will be reviewed by the Residence Committee.

### Simultaneous Collegiate Enrollment

A student from another regionally accredited institution of higher education may enroll concurrently at The University of Toledo as a transfer student provided the student meets the following criteria:

- The student must be seeking a University of Toledo degree or certificate.

- The student is in good academic standing at his/her home institution.
- The student must meet the admission requirements of both institutions.
- The student agrees to submit an updated academic transcript each term and must remain in good standing to continue under this agreement.

A transfer Application for Undergraduate Admission and a Simultaneous Collegiate Enrollment form, which may be obtained from the Office of Undergraduate Admission for Adult, Transfer and International Students, must be submitted along with a \$40 nonrefundable application fee and official transcripts from all regionally accredited institutions.

**Note:** To continue under this agreement, enrollment at UT must be continuous. If there is a break in UT enrollment (excluding summer term) the student must reapply as a transfer readmit student. Students should also be aware that it is unlikely that they will be able to use financial aid at both institutions.

The above policy does not apply to current UT students. Current UT students wishing to take course work at another institution should check with their college office.

### International Students

Admission to undergraduate programs for students other than those who are citizens or permanent residents of the United States requires the submission of all academic records for evaluation, including equivalent high school studies and any attempted post-secondary college-level or university course work. Documents not in English must be accompanied by an official English translation.

The Office of Undergraduate Admission for Adult, Transfer and International Students considers a transcript from a foreign institution official when it meets the following criteria:

- It is sent directly from the institution.
- It arrives in a sealed envelope (from the institution) with the application.
- It is an original (not an unmarked copy) that is sent with the application (not in a sealed envelope from the institution).
- It is a “certified true copy” (or has been “attested” by the issuing institution) that is sent with the application (not in a sealed envelope from the institution).

A Test of English as a Foreign Language (TOEFL) score of 173 (computer-based test) or 500 (paper-based test) is required for University enrollment. Applicants who do not have a passing TOEFL score will be conditionally admitted and required to take an institutional TOEFL upon arrival at The University of Toledo. Conditionally admitted students who do not achieve a minimum of 500 on the institutional TOEFL will be automatically admitted to the American Language Institute (ALI) at The University of Toledo for intensive English study.

Documentation of valid financial support (expressed in U.S. dollars) is required to issue the immigration documents DS-2019 or I-20. Upon the student's acceptance to UT, the appropriate immigration document (form DS-2019 or I-20) will be issued.

Students may visit or call the Office of Undergraduate Admission for Adult, Transfer and International Students, Room 1000 Rocket Hall,

419.530.1201 or 1.800.586.5336 ext. 1201,  
e-mail [internationaladmission@utnet.utoledo.edu](mailto:internationaladmission@utnet.utoledo.edu).

## Office of International Student Services

Representatives of this office greet new students on their arrival in Toledo, conduct orientation and provide on-going programming to assist in the students' adjustment to a new academic and cultural environment. Immigration advising/services are available for international students, faculty and staff. Assistance is also provided in locating suitable housing, offering general counseling services, status documentation, legal advising and providing intensive English instruction through the American Language Institute.

## The American Language Institute

The American Language Institute (ALI), a unit of International Student Services, offers intensive language training for students of English as a second language. The curriculum consists of 20 hours of instruction each week, plus 2 hours of supervised laboratory instruction and 2 hours of conversation practice. Class sections have an average of 12 students. All full-time instructors hold advanced degrees in English as a second language or related fields. Students must be at least 17 years of age or have completed high school. The ALI admits all students and professionals who wish to increase their English language proficiency.

## Entrance Deficiencies

Students with certain subject matter deficiencies must remove these no later than the start of the second year in residence. Deficiencies may be removed by any of the following means:

1. The required units may be earned in an accredited high school summer or evening session.
2. The required units may be taken after a student has entered the University. A student deficient in one or more of the mathematics courses required for admission can remove the deficiencies by taking a placement test or passing the appropriate courses as follows:

### Deficiency Required Course(s):

H.S. Algebra I	MATH 0910, 0950
H.S. Algebra II	MATH 0980
H.S. Geometry	MATH 0970

These courses are all currently taught on a pass/no credit basis. Credit in these courses will **not** apply toward the degree.

## Special Programs

### Student Success Center

Students enrolled in the Student Success Center (SSC) are in one of the following categories:

- Direct from high school students with a grade point average (GPA) of at least 2.0 on a 4.0 scale or an ACT composite of 19 or an SAT of 900
- Transition students who do not meet the admission requirements of their program of choice
- Adult students with the exception of those who test into the Academic Skills Enhancement Program in University College
- Transfer students with a transfer GPA of at least 2.0
- Students not seeking a degree
- Students enrolled in high school
- Student-athletes (monitor academic eligibility)

University of Toledo students in good standing (a minimum GPA of 2.0) may transfer internally from a UT college to undecided status in the SSC. Degree-seeking students may earn a maximum of 48 credit hours or three semesters of work while enrolled in the SSC. Students will transfer internally from SSC to UT colleges with the majors and programs for which they are eligible.

## Programs

### *QUEST Program – for undecided/exploring students*

The QUEST for Success Program serves direct from high school students; transfer students; and adult students, out of high school more than one year, who are undecided on a college and academic major.

The University of Toledo's QUEST for Success Program is designed to assist students who want to explore their academic and career options before making a decision on a major. Staffed by academic advisers dedicated to students who are exploring their possibilities, the QUEST Program focuses on the needs of these students and coordinates with other student services at the University including Career Services, Counseling Center, tutoring (through the Learning Enhancement Center), college offices, faculty, etc.

### *Transition Program – for students who do not meet the admission requirements of their program of choice*

Students who do not meet the admission requirements of the program of their choice as outlined by the college will be admitted into the Transition Program until they have met the requirements to transfer to the program of their choice.

### *Non-Degree Program – for students who want to take classes for personal interest*

There is no time limit for the student to be served through the center.

### *Post Secondary Enrollment Options Program – a state-funded program for high school students, freshman through senior years*

The University of Toledo's Post-Secondary Enrollment Options program (PSEOP) is designed to provide qualified students the opportunity to enroll in courses offered by the University on a space available basis. Students must meet additional admissions requirements and submit a separate application for the Post-Secondary Enrollment Options Program, which is available through their high school guidance offices and the Office of Undergraduate Admission. Application deadlines are typically in mid-May for the following year.

### *High School Concurrent Enrollment – for students who are still in high school*

The University of Toledo's High School Concurrent Enrollment program is designed to provide qualified high school students the opportunity to enroll in a selected number of courses offered by the University on a space available basis.

### *Athletic Compliance and Eligibility – academic eligibility of student athletes*

The University of Toledo is very concerned about the welfare of student-athletes, not only success in their chosen sport, but also in their academic endeavors. UT's athletic academic eligibility is monitored through grades and percentage toward completion of the student-athlete's degree. Personnel in the Center certify initial and continuing eligibility, working with student-athletes, coaches and administrators to adhere to MAC and NCAA rules and regulations.

## 12 General Section

### Admission Policies

Refer to the General Section of this catalog for information on admission requirements.

The Center serves undecided, direct from high school students, students who are ineligible for their University of Toledo college of choice, students who transfer from another UT college internally to undecided status, and adult and transfer students who are undecided on a course of study. All entering students are required to have a high school or transferring college GPA of 2.0 on a 4.0 scale or an ACT composite of 19 or an SAT of 900 and to meet with their assigned academic advisers to explore possible majors as well as plan their course of study.

### Honors Program

The University of Toledo offers all students of exceptional academic ability the opportunity to enter a special program of academic rigor and challenge. Honors advisers in the Honors Program will advise the students who are eligible and accepted into Honors in the QUEST Program. (See the University Honors Program section.)

### Academic Policies

Refer to the General Section of this catalog for General Academic Policies that apply to all students.

### Probation

A student whose cumulative GPA is less than 2.0 will be placed on probation. Refer to the General Academic Policies section of the General Section of this catalog.

### Academic Suspension

Academic Suspension means that a student may not take classes at The University of Toledo for a period of at least one semester. Refer to the General Academic Policies section of the General Section of this catalog.

### Suspension, Readmission and Dismissal Policies

After serving the required suspension period, a student may petition for readmission into the Student Success Center program. The petition must be received at least one month before the beginning of the semester in which the student wishes to readmit. If the petition is accepted, the SSC committee will determine the terms of the Conditional Re-admission Agreement under which the student will be permitted to reenroll. Suspended students who are granted readmission must maintain the designated GPA for each semester thereafter and meet the conditions of their readmission agreement. Students failing to meet these conditions are subject to a one-year suspension. Students who fail to meet the conditions for readmission after their second suspension are subject to dismissal and are not eligible for readmission to the University for at least three years. Refer to the General Section of this catalog for information on the Academic Forgiveness Policy.

### Academic Advising

Students entering the SSC will be given one-on-one advising after the initial Rocket Launch Orientation advising session. Students are assigned specific advisers and, in most cases, will be seeing those advisers throughout their stay in the SSC. Students are given three semesters to explore the various majors and come to decisions on the areas they are interested in having as majors. The advisers guide them in their choices.

### Student Responsibility

A student is required to see an adviser at least once each term. The ultimate responsibility for course selection rests with the student who is working toward fulfilling requirements identified by advisers.

### Curriculum

While in the QUEST Program students follow a general curriculum of core requirements. During this exploration period, students are encouraged to take survey classes in the various disciplines of their interest. The core classes the student takes while in QUEST will apply to most majors available to the student and will count toward completion of that degree. An orientation class (required by all colleges) and a career and self-evaluation exploration class are also required for the undecided student.

PSEOP and Concurrent students take classes that are selected with the advice of their high school guidance counselors and their SSC academic adviser.

Non-degree seeking students can take any classes for which they have the prerequisites.

### Declaring or Changing a Major

There is a three-term, or 48 credit-hour, limit for the QUEST Program. After this period, full-time students will be ready to take classes in their chosen major and will be encouraged to declare their major. A student may declare his/her major at any time prior to the three-term limit. To declare a major students must follow the procedure of the college from which the major is offered and meet criteria for admission to that college.

The Student Success Center is located in Rocket Hall 1400. For further information, please call 419.530.1250. Send e-mail to [quest@utnet.utoledo.edu](mailto:quest@utnet.utoledo.edu). The Web address is [www.studentsuccesscenter.utoledo.edu](http://www.studentsuccesscenter.utoledo.edu).

### Academic Skills Enhancement Program

The University of Toledo has an Academic Skills Enhancement program (ASE) which provides intensive instruction, tutoring, advising and other support services to admitted high school graduates who have an ACT composite score of 18 or less or an SAT of 890 or less AND a high school cumulative GPA of less than 2.0. Students who qualify for ASE will be admitted into their respective colleges provided they meet college or program entry requirements. Faculty and staff from University College will work with students to provide services during their first semester or until completion of the program.

### Office of Study Abroad

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

The Office of Study Abroad is located in University Hall 3210. For more information, please call 419.530.8550.

## TRIO Student Support Services

TRIO Student Support Services is a federally funded program that provides a comprehensive range of academic and other support services to low-income, first generation and disabled students who need assistance in academic and personal development to enhance their chances of graduation. Students are accepted freshman year through senior year and remain with the program for the duration of their undergraduate studies.

TRIO Student Support Services provides the following functions:

- Identification and recruitment of enrolled students in need assistance in order to meet federal program criteria of first generation, disabled, low income or a combination of these
- Student individual and group support
- Academic counseling and personal advising in order to enhance retention and graduation
- Collaboration with University of Toledo student programs in order to enhance student experiences leading to retention and graduation

For more information, contact The University of Toledo Office of EXCELlence at 419.530.3820 or TRIO Student Support Services directly at 419.530.3609.

## University Honors Program

The University Honors Program is designed for highly motivated and academically talented students in all baccalaureate colleges and the QUEST Program. Admission to Honors is competitive and based on high school grade point average (GPA), ACT or SAT test scores, an essay, an extracurricular resume and references. Students entering directly from high school with a 3.75 GPA or higher (4.0 scale) and an ACT composite of 28 or higher (SAT composite of 1260) are encouraged to apply. Highly motivated students with at least a 3.5 GPA and an ACT composite of 25 (SAT composite of 1140) are also considered for admission. Upper class or transfer students may apply for admission to Honors if they meet the specific requirements for the various baccalaureate colleges, as described elsewhere in this catalog. Admission to the University Honors Program is granted on a space-available basis.

The University Honors Program is located in Sullivan Hall. For further information, please call 419.530.6030, send e-mail to [honors@uoft02.utoledo.edu](mailto:honors@uoft02.utoledo.edu), or visit the Honors Program Web page at <http://www.utoledo.edu/honors/>.

## Army Concurrent Admissions Program (ConAP)

The Concurrent Admissions Program is a joint program of the Army, Army Reserve, Army National Guard, Service-members Opportunity Colleges, and The University of Toledo. This program recognizes new soldiers' intent to enroll before, during or after enlistment. Soldiers on active duty are encouraged to participate in the Distance Learning program. Upon completion of enlistment, ConAP soldiers return to the University to complete degree requirements. Students may be awarded credit for military training and job experience appropriate to the student's curriculum.

Students in the ConAP program are subject to the University's admission and degree requirements, as published in the catalog, at the time of enrollment in classes at the University. Enrollment of a student who,

subsequent to this agreement attempts college coursework elsewhere, is subject to institutional review.

Eligible soldiers are encouraged to maintain contact with the University ConAP representative to provide current mailing and e-mail addresses. Students may be required to take certain developmental courses or undergo other academic preparation and may be limited in the number of courses taken. The student is subject to the college's degree requirements. The application fee will be deferred until the student enters The University of Toledo. For more information, contact the Military Service Center at 419.530.1392.

## Special Program for Senior Citizens

A unique educational opportunity is available for adult learners age 60 or older. Individuals may engage in serious academic study or attend courses for general interest. This program provides educational experiences at reduced rates to individuals 60 or older who have been residents of Ohio for at least one year and whose family income is below 200 percent of the federal poverty guidelines based on family size. Students may enroll in courses on a space available basis and are responsible for textbooks and course materials, lab fees, parking and graduation application fees. Contact University College at 419.530.3142 for more information.

## Ohio Statewide Transfer Policy

### Course Applicability System (CAS)

The Course Applicability System (CAS) is a statewide Web-based higher education transfer information system. CAS shows how courses taken at one institution transfer and apply to degree programs at another institution. CAS provides information about degree requirements at colleges and universities across the state. To access CAS, log onto [www.transfer.org](http://www.transfer.org).

### Transfer Module

The Ohio Board of Regents, following the directive of the Ohio General Assembly, developed a statewide policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements.

The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education program. The Transfer Module consists of 36 to 40 semester hours (or 54 to 60 quarter hours) of courses in the following areas: English, mathematics, arts and humanities, social and behavioral sciences, natural and physical sciences, and interdisciplinary study.

A Transfer Module completed at one college or university will automatically meet the requirements of the Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer.

Since many degree programs require specific courses that may be taken as a part of the general education or Transfer Module program at an institution, students are encouraged to meet with an academic adviser at the institution to which they plan to transfer early in their academic career. Advisers should be consulted regarding the Transfer Module and general

## 14 General Section

education courses and any specific program requirements that can be completed before transfer.

### Conditions for Transfer Admission

Students meeting the requirements of the Transfer Module are subject to the following conditions:

1. The policy encourages receiving institutions to give preferential consideration for admission to students who complete an associate's degree with a cumulative grade point average (GPA) of 2.0 or better for all previous college-level courses.
2. The policy encourages receiving institutions to give preferential treatment to students who have not earned an associate's degree but have earned 60 semester hours or 90 quarter hours with a cumulative GPA of 2.0 or better for all previous college-level courses.
3. The policy further encourages that students who have not earned an associate's degree or who have not earned 60 semester hours or 90 quarter hours with a cumulative GPA of 2.0 or better for all previous college-level courses are eligible for admission as transfer students on a competitive basis.

### Acceptance of Transfer Credit

1. Students who have completed an associate's degree from a state-assisted Ohio institution with a cumulative GPA of 2.0 or better will receive transfer credit for all college-level courses that they have passed (D- or better).
2. Students who have not earned an associate's degree will receive transfer credit for all college-level courses in which a grade of C or better has been earned.

Admission to a given institution, however, does not guarantee that a transfer student automatically will be admitted to all majors, minors or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer student shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All residency requirements must be completed successfully at the receiving institution prior to the granting of a degree.

### Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their adviser and the college or university to which they plan to transfer.

### Appeals Process

A student disagreeing with the application of transfer credit by the receiving institution has the right to appeal the decision. If a transfer student's appeal is denied by the institution after all appeal levels have been exhausted, the student may appeal to the state-level Articulation and Transfer Appeals Review Committee.

## The University of Toledo's Transfer Credit Appeal Process

If a transfer student believes there is an error in his or her Transfer Credit Evaluation (TCE), or has questions regarding the evaluation or application of transfer credit toward degree requirements, he/she should first contact the person who completed the TCE. The name of the person to contact appears on the letter accompanying the TCE. In most cases, the issue can be resolved at this level.

A student disagreeing with the application of transfer credit has the right to appeal the decision by following the procedure below. The appeal must be in writing within 90 days of receipt of the Transfer Credit Evaluation or Degree Audit. Following is the appeal process:

1. The student contacts the department chair and provides a written appeal. The department chair has 30 days from receipt of the appeal to respond in writing to the student.
2. If the issue is not resolved to the student's satisfaction at step 1, the student contacts the dean of his/her UT college and provides a copy of the appeal and the department decision. A final college decision rests with the office of the dean. The dean has 30 days from receipt of the appeal to respond in writing to the student.
3. If the issue is not resolved to the student's satisfaction after steps 1 and 2, the student submits a copy of the appeal, as well as the college decision, to the provost. The Provost's Office will provide an institution-wide perspective. The provost has 30 days from receipt of the appeal to respond writing to the student. If the request is denied, the written correspondence to the student will outline the process for appealing to the state-level Articulation and Transfer Appeals Review Committee of the Ohio Board of Regents.

### Transfer Module Courses

The following list represents The University of Toledo Transfer Module courses. The Transfer Module, as directed by the Ohio Board of Regents (OBOR), includes courses in the following areas: English, mathematics, arts and humanities, social and behavioral sciences, natural and physical sciences, and interdisciplinary studies.

Note: Completion of The University of Toledo Transfer Module requires coursework over and above that which fulfills the general education core curriculum. Students should consult their academic adviser for further information.

‡Indicated course is part of both the University Undergraduate Core Curriculum and The University of Toledo Transfer Module.

### English Composition – 2 courses/6 hours required

#### One course from:

ENGL	1100	Composition I with Workshop .....	5
ENGL	1110	College Composition I .....	3

#### One course from:

‡ENGL	1130	College Composition II: Acad. Disciplines & Discourse	3
‡ENGL	1140	College Composition II: Writing the Community .....	3
‡ENGL	1150	College Composition II: Language and Identity.....	3
‡ENGL	2950	Science and Technical Report Writing.....	3
‡ENGL	2960	Organizational Report Writing.....	3

**Mathematics – 1 course/3 hours required**

‡MATH	1260	Modern Business Mathematics I.....	3
‡MATH	1270	Modern Business Mathematics II.....	3
‡MATH	1320	College Algebra.....	3
‡MATH	1330	Trigonometry.....	3
‡MATH	1340	College Algebra and Trigonometry.....	4
‡MATH	1750	Math for the Life Sciences I.....	4
‡MATH	1760	Math for the Life Sciences II.....	3
‡MATH	1850	Single Variable Calculus I.....	4
‡MATH	1860	Single Variable Calculus II.....	4
‡MATH	1890	Elementary Linear Algebra.....	3
‡MATH	1920	Honors Calculus I.....	4
‡MATH	1930	Honors Calculus II.....	4
‡MATH	2600	Introduction to Statistics.....	3

**Arts/Humanities – 6 hours required from 2 departments/disciplines**

‡ARTH	1500	Art in History.....	3
‡ARTH	2000	Aspects of Ancient Art.....	3
‡ARTH	2040	History of Renaissance and Baroque Art.....	3
‡ARTH	2080	History of Modern Art.....	3
‡ARTH	2300	Introduction to Architecture.....	3
‡CLC	1010	Classical Humanities.....	3
‡CLC	2040	Ancient Near East.....	3
‡CLC	2050	Ancient Greece.....	3
‡CLC	2060	Ancient Rome.....	3
‡DANC	1250	Introduction to The Dance.....	3
‡ENGL	2710	Reading Fiction.....	3
‡ENGL	2720	Reading Drama.....	3
‡ENGL	2730	Reading Poetry.....	3
‡FILM	1310	Introduction to Film.....	3
‡FREN	1090	French & Francophone Culture in the Modern World.....	3
‡GERM	1090	Introduction to Modern German Culture.....	3
‡HIST	1010	Europe to 1600.....	3
‡HIST	1020	Europe from 1600.....	3
‡HIST	1050	World History to 1500.....	3
‡HIST	1060	World History from 1500.....	3
‡HIST	1070	The Contemporary World.....	3
‡HIST	1080	East Asia to 1800.....	3
‡HIST	1090	East Asia from 1800.....	3
‡HIST	1100	Latin American Civilizations.....	3
‡HIST	1110	African Civilization.....	3
‡HIST	1120	Middle East Civilization.....	3
HIST	2010	America to 1865.....	3
HIST	2020	America from 1865.....	3
‡HIST	2040	Ancient Near East.....	3
‡HIST	2050	Ancient Greece.....	3
‡HIST	2060	Ancient Rome.....	3
‡HON	2010	Cultural History.....	3
‡HON	2020	Multicultural Literatures: The North American Experience.....	3
‡HON	2030	Multicultural Literatures: The Non-European World.....	3
‡HUM	1200	Framing Cultures, Building Communities.....	3
‡HUM	2010	World Humanities Traditions I.....	3
‡HUM	2020	World Humanities Traditions II.....	3
‡HUM	2220	Telling Stories, Valuing Lives.....	3
‡JAPN	1090	Introduction to Japanese Culture.....	3
‡MUS	2210	Introduction to Music.....	3
‡MUS	2220	History of Jazz.....	3
‡MUS	2230	The Inner Workings of Music.....	3
‡MUS	2240	History of Rock And Roll.....	3
‡MUS	2250	Musical Diversity in the United States.....	3
‡MUS	2420	Cultures and Music of Non-Western Styles.....	3
‡PHIL	1020	Critical Thinking.....	3
‡PHIL	2200	Introduction to Philosophy.....	3
‡PHIL	2400	Contemporary Moral Problems.....	3

‡REL	2000	Introduction to Religion.....	3
‡REL	2300	Understanding the Monotheistic Religions.....	3
‡REL	2310	Ancient Scriptures of Palestine.....	3
‡REL	2330	New Testament History and Ideas.....	3
‡SPAN	1090	Culture of Latin America.....	3
‡SPAN	1100	Culture of Spain.....	3
‡THR	1100	Introduction to Theatre.....	3

**Social and Behavioral Sciences – 6 hours required from 2 departments/disciplines**

‡ANTH	1020	Introduction to Anthropology.....	3
‡ANTH	2020	Introduction to Archaeology.....	3
‡ANTH	2750	World Prehistory.....	3
‡ANTH	2800	Cultural Anthropology.....	3
‡ECON	1010	Introduction to Economic Issues.....	3
‡ECON	1150	Principles of Macroeconomics.....	3
‡ECON	1200	Principles of Microeconomics.....	3
‡GEPL	1010	Human Geography.....	3
‡GEPL	1100	Environmental Geography.....	3
‡PSC	1200	American National Government.....	4
‡PSY	1010	Principles of Psychology.....	3
‡SOC	1010	Introduction to Sociology.....	3
‡SOC	1750	Social Problems.....	3
‡SOC	2100	American Society.....	3
‡SOC	2500	Women’s Roles: A Global Perspective.....	3
‡SOC	2640	Race, Class and Gender.....	3

**Natural and Physical Sciences – 6 hours required from 2 departments/disciplines. At least one course should be a laboratory course.**

‡ASTR	1010	Survey of Astronomy.....	3
‡ASTR	2010	Solar System Astronomy.....	3
‡ASTR	2020	Stars, Galaxies, and The Universe.....	3
‡ASTR	2050	Elementary Astronomy Laboratory.....	1
‡BIOL	1120	Survey of Biology.....	3
‡BIOL	1140	Biological Aspects of Human Consciousness.....	3
BIOL	2100	Microbiology.....	4
‡BIOL	2150	Fundamentals of Life Science I: Diversity of Life, Evolution and Ecology.....	4
‡BIOL	2160	Fundamentals of Life Science Laboratory I.....	1
‡BIOL	2170	Fundamentals of Life Science II: Cells and Inheritance and Development.....	4
‡BIOL	2180	Fundamentals of Life Science Laboratory II.....	1
‡CHEM	1100	Concepts in Chemistry.....	3
‡CHEM	1150	Concepts in Chemistry Laboratory.....	1
‡CHEM	1210	Chemistry for the Life Sciences I.....	3
‡CHEM	1220	Chemistry for the Life Sciences II.....	3
‡CHEM	1230	General Chemistry I.....	4
‡CHEM	1240	General Chemistry II.....	4
‡CHEM	1260	Chemistry for the Life Sciences Laboratory I.....	1
‡CHEM	1270	Chemistry for the Life Sciences Laboratory II.....	1
‡CHEM	1280	General Chemistry Lab I.....	1
‡CHEM	1290	General Chemistry Lab II.....	1
‡EEES	1010	Physical Geology.....	3
‡EEES	1020	Introductory Geology Laboratory.....	1
‡EEES	1030	Historical Geology.....	3
‡EEES	1040	Historical Geology Laboratory.....	1
‡EEES	1130	Human Ecology.....	3
‡NASC	1100	Our Physical World.....	3
‡NASC	1110	Physical World Laboratory.....	1
‡PHYS	1310	Physics of Music and Sound.....	3
‡PHYS	1330	Physics of Light and Color.....	3
‡PHYS	1750	Introduction to Physics.....	4
‡PHYS	2010	Technical Physics: Mechanics.....	4

## 16 General Section

‡PHYS	2020	Technical Physics.....	4
‡PHYS	2070	General Physics I.....	5
‡PHYS	2080	General Physics II.....	5
‡PHYS	2130	Physics for Science and Engineering Majors I.....	5
‡PHYS	2140	Physics for Science and Engineering Majors II.....	5

# Policy Determining Ohio Residency

(Effective October, 2001; subject to periodic change)

## Rules Governing Ohio Residency Qualifications

A student is a resident of Ohio if he meets the following requirements, as established by the Ohio Board of Regents (enrollment is defined as being the first day of classes) pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the Ohio Board of Regents by Section 3333.31 of the Revised Code.

The initial determination of residency shall be made by the admitting office (the director of admissions for undergraduate students and undergraduate students with a degree, by the graduate dean for graduate students, and by the chair of the Admissions Committee of the College of Law for law students) following guidelines established by the Ohio Board of Regents. The initial determination may be reclassified only after formal approval by the Residency Committee. Students who attend the University and readmit must file a formal application for reclassification.

A formal application form must be filed with the Residency Committee at least one month (30 days) prior to the beginning of the term for which the reclassification is requested. (Note: Summer is considered one term beginning with the first day of summer classes, not the first day of a particular session). Application forms are available from the Bursar's Office. The University does not defer fees on pending applications nor is retroactive reclassification granted.

## General Residency for Subsidy and Tuition Surcharge Purposes

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes:

1. A student whose spouse, or a dependent student, at least one of whose parents or legal guardian has been a resident of the state of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of such student in an institution of higher education shall be considered a resident.
2. A person who has been a resident of Ohio for the purpose of this rule for at least 12 consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
3. A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates.

## Exceptions

1. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education.
2. A person who enters and currently remains upon active duty status in the U.S. military service while a resident of Ohio for all other legal purposes, and his or her dependents, shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.
3. A person on active duty status in the U.S. military service who is stationed and resides in Ohio, and his or her dependents shall be considered residents of Ohio for these purposes.
4. A person who is transferred by his employer beyond the territorial limits of the 50 states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes, and his or her dependents, shall be considered residents of Ohio as long as Ohio remains the state of such person's domicile and as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.
5. A person who has been employed as a migrant worker in the state of Ohio, and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.
6. A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered as residents of Ohio while in service and upon completion of service in the community service position.
7. A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50 percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.
8. A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio National Guard service.

## Procedures

1. A dependent person classified as a resident of Ohio for these purposes and who is enrolled in an institution of higher education when his or her parents or legal guardian remove their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.
2. In considering residency of a dependent student, removal of the student's parents or legal guardian from Ohio shall not, during a period of 12 months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraphs (1) or (2) of the previous rule.
3. For students who qualify for residency status under paragraph (3) of the previous rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than 12 months after accepting employment and establishing domicile in Ohio.

4. Any person once classified as a non-resident, upon completion of 12 consecutive months of residency in Ohio for all other legal purposes, must apply to The University of Toledo Residency Committee for reclassification as a resident of Ohio for these purposes. Should such a person present clear and convincing proof that no part of his or her financial support is or in the preceding 12 consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such a person shall be reclassified as a resident.

Evidentiary determinations under this rule shall be made by the University, which may require, among other things, the submission of information regarding the sources of a student's actual financial support.

5. Any reclassification of a person who was once classified as a non-resident for these purposes shall have prospective application only from the date of such reclassification.
6. Any institution of higher education charged with reporting student enrollment to the Ohio Board of Regents for state subsidy purposes and assessing tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence, which it may deem necessary to a full and complete determination under this rule.

## Michigan Reciprocity Agreement

The states of Michigan and Ohio have entered into an agreement whereby The University of Toledo agrees to accept, at resident tuition rates, any resident of Monroe County (Michigan). Any student so admitted must meet all regular admission requirements of The University of Toledo, including those for the specific program for which admission was sought. Following the initial determination of residency status, any changes must be requested through formal application with the Residency Committee at least one month (30 days) prior to the beginning of the term for which the reclassification is requested. Eastern Michigan University agrees to accept Ohio residents at resident tuition rates.

## Fees and Financial Aid

A complete schedule of student fees is provided in the publication "University of Toledo Finance Brochure," which is published annually by the Bursar's Office.

The University of Toledo has a wide variety of financial aid programs available to qualifying students. Information regarding federal, state and institutional aid through the Office of Student Financial Aid (OSFA) may be obtained through the University's Web site: <http://www.financialaid.utoledo.edu>. The OSFA also publishes information annually that provides complete information on the types of financial aid available, the application process, satisfactory academic progress, and other pertinent issues. You may also contact the OSFA for additional information regarding scholarships available at The University of Toledo. All students must be U.S. citizens or eligible non-citizens of the U.S. as defined by the U.S. Department of Education and must be enrolled in a program leading to a degree or certificate in order to qualify for federal and state aid programs.

## Placement Testing

Students with an ACT English score of 20 or higher are eligible to enroll in Composition I (ENGL 1110). All other students must take the English Composition placement test before registering for College Composition.

On the basis of this test, a student will be placed in Academic Writing (SKLS 0990), Writing and Grammar for Students with English as a Second Language (ENGL 1020), Composition I with Workshop (ENGL 1100), Composition I (ENGL 1110), or Composition II (ENGL 1130-1150). Students with prior college credit in English composition should check with a college adviser.

Recent high school graduates with an ACT composite score of 18 or less, and/or a final high school GPA of less than a 2.00 may be required to take a special placement test to determine academic strengths and areas needing improvement. Some students may be required to take skills enhancement coursework as a result of the placement test. Students who have not recently graduated from high school will take placement tests as determined by their college adviser.

Placement tests also are given in foreign languages, chemistry and mathematics. A satisfactory score on these tests is a prerequisite for the following courses: foreign language courses; Chemistry 1230; and mathematics courses. ACT math scores in conjunction with the student's high school work may substitute for the placement tests.

Placement tests are scheduled during the summer orientation periods. In addition, except for foreign languages, they are given on a walk-in basis by the University Test Center, Room 1400 Rocket Hall or at Scott Park in Room AS 1200. Foreign language tests are given most weekdays between 9 a.m. and 3 p.m. in the Foreign Language Learning Center, University Hall, Room 5150G.

Students with disabilities who need assistance with placement tests are encouraged to contact the Office of Accessibility for support services and/or accommodations.

## Alternative College Credit

The University of Toledo will award college credit for noncollegiate educational experiences and courses. Such nontraditional credit includes Advanced Placement (AP), Defense Activity for Non-Traditional Education Support (DANTES), military, portfolio and training credit.

Alternative credit will be accepted with the appropriate documentation from the primary source. Credit is posted during the first term of enrollment.

- Training, portfolio and military credit will be evaluated by the appropriate departments to determine applicability.
- Training, portfolio and military credit are assigned corresponding UT course equivalencies whenever possible. Courses that do not fulfill specific degree program requirements may transfer as electives.
- Official transcripts and/or documentation for alternative credit can be obtained from the following Web sites:

[www.acenet.edu](http://www.acenet.edu)  
[www.collegeboard.com](http://www.collegeboard.com)  
[www.collegeboard.org/clep/](http://www.collegeboard.org/clep/)  
[www.getcollegecredit.com](http://www.getcollegecredit.com)

## Advanced Placement (AP)

High school students who enroll in college-level courses and who demonstrate superior achievement in the appropriate Advanced Placement examinations offered by the College Entrance Examination Board may submit results of their examinations to the offices of Admissions and the Registrar as part of their application for admission. These examinations

## 18 General Section

are offered in May, and the candidate may, if desired, choose to take them by consulting with the secondary school college counselor or principal.

On recommendation of the departments concerned, full college credit may be granted for such work or certain prerequisite courses may be waived to permit the student to enroll in more advanced courses. Entering students who receive enough credit to qualify as sophomores will be ranked as sophomores. Please contact the appropriate department for further information.

Advanced placement credit may be granted by the following subject departments: art, biology, chemistry, computer science, economics, English, foreign languages, history, mathematics, music, physics, political science and psychology. *Refer to the specific departments in this catalog for additional details.*

### College Level Examination Program (CLEP)

A student may earn college credit by taking the College Level Examination Program (CLEP) tests at the University Test Center, Scott Park location, Room AS 1200, if college credit has not been earned in the area in which credit is sought and the student is not currently enrolled in a course in that area. Students should consult the college in which they are enrolled to determine the specific credit limitations. Students should take the CLEP examinations before entrance or transfer. Although it is recommended that these exams be taken prior to enrolling in classes at The University of Toledo, students may, with adviser's permission, take the exam within the first semester of study.

Listed below are the courses, CLEP exams and number of credit hours for which credit will be given to students who have taken the CLEP exams.

#### General Examinations

**Humanities:** For a score of 50, a student will receive 6 hours of credit in the humanities.

**College Mathematics:** For a score of 65, a student will receive 3 hours of credit for MATH 1180.

**Natural Sciences:** For a score of 50, a student will receive 6 hours of credit in the natural sciences.

**Social Sciences and History:** For a score of 50, a student will receive 6 hours of credit in the social sciences.

#### Subject Examinations

**American Government:** For a score of 50, a student will receive 3 hours of credit for PSC 1200.

**Biology:** For a score of 50, a student will receive 3 hours of credit for BIOL 1120.

**Calculus:** For a score of 65, a student will receive 4 hours of credit for MATH 1850.

**Chemistry:** For a score of 50, a student will receive 8 hours of credit for CHEM 1230 and CHEM 1240.

**College Algebra:** For a score of 65, a student will receive 3 hours of credit for MATH 1320.

**College Algebra-Trigonometry:** For a score of 65, a student will receive 4 hours of credit for MATH 1340.

**French Language:** For a score of 50, a student will receive 4 hours of credit for FREN 1500. For a score of 62, a student will receive 7 hours of credit for FREN 1500 and FREN 2140.

**German Language:** For a score of 50, a student will receive 4 hours of credit for GERM 1500. For a score of 62, a student will receive 7 hours of credit for GERM 1500 and GERM 2140.

**Human Growth and Development:** For a score of 50, a student will receive 3 hours of credit for PSY 2510.

**Introductory Psychology:** For a score of 50, a student will receive 3 hours of credit for PSY 1010.

**Principles of Macroeconomics:** For a score of 50, a student will receive 3 hours of credit for ECON 1150.

**Principles of Microeconomics:** For a score of 50, a student will receive 3 hours of credit for ECON 1200.

**Spanish Language:** For a score of 50, a student will receive 4 hours of credit for SPAN 1500. For a score of 66, a student will receive 7 hours of credit for SPAN 1500 and SPAN 2140.

**Trigonometry:** For a score of 65, a student will receive 3 hours of credit for MATH 1330.

### Duplicate Credit in CLEP and AP

Within existing college and University limitations, when a student presents CLEP and Advanced Placement scores in the same area, credit will be given for either CLEP or AP, whichever is the higher number of credit hours. In no case will CLEP and AP credits be added or combined. The individual department may decide in which course credit is to be given if alternate course credit is possible.

### Prior Learning Assessment

Additional credits may be earned for certain courses in which the student had previous academic instruction or practical experience by having this prior work assessed through Credit by Exam or Portfolio Development. A maximum of 30 credit hours may be obtained by one or a combination of the two methods. Both processes require an initial application fee. A subsequent fee per credit hour granted is due after favorable action is recorded. A student must earn a grade of C or better to have credit recorded. Students must be enrolled during the term in which the credit is to be recorded.

### Credit by Exam

Students electing to have work assessed through Credit by Exam can obtain the required petition from the Office of the Registrar. This process requires the approval of the department chair, the instructor for the course and the dean of the college offering the course.

### Portfolio Development

A second means of obtaining additional credit is via Portfolio Development, which involves the compiling of a portfolio detailing the student's prior learning. To begin this process, students need to contact University College, Division of Individualized and Special Programs, Scott Park campus, 419.530.3142.

### Placement with an International Baccalaureate

Students who have successfully completed International Baccalaureate (I.B.) Higher Level work may petition for transfer credit. For each Higher Level examination for which a score of four or better is achieved, 6 to 9 semester hours of credit may be awarded on a course-by-course basis; no credit is given for I.B. Subsidiary Level examinations. Higher Level International Baccalaureate courses are generally considered to be on a par with the Advanced Placement program courses of the College Entrance Examination Board.

# University Undergraduate Core Curriculum (27-30 hours)

The main purpose of a University-wide core curriculum is to provide students with a set of unifying ideas and purposes by which they develop an awareness of their common humanity. Through this common core, University of Toledo students are introduced to principles that underlie the humanities/fine arts, natural sciences, social sciences and the diversity of human experience. The core is designed to fulfill eight intellectual competencies:

1. Inquiry: abstract logical thinking, critical analysis, decision-making and other aspects of rational process;
2. Communication: writing, reading, speaking, listening;
3. Understanding mathematical and quantitative concepts: ability to understand and analyze numerical data;
4. Historical consciousness and social awareness;
5. Scientific inquiry;
6. Values: ethical mode of thinking or the application of ethical perception;
7. Aesthetic mode of thinking: creative expression; and
8. Information acquisition and use.

Note: Completion of The University of Toledo Transfer Module requires coursework over and above that which fulfills the general education core curriculum. Students should consult their academic adviser for further information.

The core curriculum consists of the following components:

## I. Skill Areas (6 Hours)

- |  |   |
|--|---|
| A. English Composition II† (ENGL 1130 or higher)               | 3 |
| B. Mathematics† (select any one course MATH 1180 to MATH 2600) | 3 |

## II. Competency Areas (21-24 Hours)

- |   |    |
|---|----|
| A. Humanities/Fine Arts   | 6  |
| B. Social Sciences  | 6  |
| C. Natural Sciences (including at least one lab)  | 6  |
| D. Multicultural (one <i>Diversity of U.S. Culture</i> and one <i>Other than U.S.</i> ) | 6* |

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

†Students must complete a placement test or satisfy prerequisites in order to enroll in one of these courses.

‡Indicated course is part of both the University Undergraduate Core Curriculum and The University of Toledo Transfer Module.

## Core Curriculum Courses

Note: Students must earn a C average or higher in the core curriculum.

### I. Skill Areas

- A. English Composition**† (select **one** course from the following):
- |  |   |
|--|---|
| ‡College Composition II: Acad. Disciplines & Discourse (ENGL 1130) | 3 |
| ‡College Composition II: Writing the Community (ENGL 1140)         | 3 |
| *‡College Composition II: Language and Identity (ENGL 1150)        | 3 |
| Technical Writing for Engineers (ENGL 1930)                        | 3 |

‡Sci-Tech Report Writing (ENGL 2950)	3
‡Organizational Report Writing (ENGL 2960)	3
Honors Readings Conference I (HON 1010)	3
Honors Readings Conference II (HON 1020)	3

### B. Mathematics

Mathematics for Liberal Arts (MATH 1180)	3
Mathematics for Elementary Education I (MATH 1210)	3
Mathematics for Elementary Education II (MATH 1220)	3
‡Modern Business Mathematics I (MATH 1260)	3
‡Modern Business Mathematics II (MATH 1270)	3
‡College Algebra (MATH 1320)	3
‡Trigonometry (MATH 1330)	3
‡College Algebra & Trigonometry (MATH 1340)	4
‡Mathematics for the Life Sciences I (MATH 1750)	4
‡Mathematics for the Life Sciences II (MATH 1760)	3
Calculus I for Mathematicians, Scientists & Educators (MATH 1830)	4
Calculus II for Mathematicians, Scientists & Educators (MATH 1840)	4
‡Single Variable Calculus I (MATH 1850)	4
‡Single Variable Calculus II (MATH 1860)	4
‡Elementary Linear Algebra (MATH 1890)	3
‡Honors Calculus I (MATH 1920)	4
‡Honors Calculus II (MATH 1930)	4
‡Introduction to Statistics (MATH 2600)	3

†Students must complete a placement test or satisfy prerequisites in order to enroll in one of these courses.

## II. Competency Areas

- A. Humanities/Fine Arts** (select **two** courses; minimum of 6 hours total from the following; no more than **one** course from any discipline):

<b>Arabic</b>	
Elementary Arabic II (ARBC 1120)	4
Intermediate Arabic I (ARBC 2140)	3
Intermediate Arabic II (ARBC 2150)	3
<b>Art</b>	
Crafts in Art (AED 3300)	3
Foundations Drawing I (ART 1080)	3
Foundations 2D Design (ART 2050)	3
Foundations 3D Design (ART 2060)	3
‡Art in History (ARTH 1500)	3
‡Aspects of Ancient Art (ARTH 2000)	3
‡History of Ren. & Baroque Art (ARTH 2040)	3
‡History of Modern Art (ARTH 2080)	3
‡Introduction to Architecture (ARTH 2300)	3
*Visual Construction of Gender (ARTH 3820/WGST 3020)	3
<b>Chinese</b>	
Elementary Chinese II (CHIN 1120)	4
Intermediate Chinese I (CHIN 2140)	3
Intermediate Chinese II (CHIN 2150)	3
<b>Communication</b>	
Communication Principles & Practices (COMM 1010)	3
Mass Communication & Society (COMM 2000)	3
Interpersonal Communication (COMM 3840)	4
<b>Dance</b>	
‡Introduction to the Dance (DANC 1250)	3
<b>Disability Studies</b>	
Issues in Disability Studies (DST 3030)	3
<b>Film</b>	
‡Introduction to Film (FILM 1310)	3
<b>French</b>	
Culture and Commerce in the French-Speaking World (FREN 1080)	3
‡French & Francophone Culture in the Modern World (FREN 1090)	3
Elementary French II (FREN 1120)	4
Review of Elementary French (FREN 1500)	4

## 20 General Section

Intermediate French I (FREN 2140).....	3
Intermediate French II (FREN 2150).....	3
<b>German</b>	
German Culture and Commerce (GERM 1080).....	3
‡Introduction to Modern German Culture (GERM 1090).....	3
Elementary German II (GERM 1120).....	4
Review of Elementary German (GERM 1500).....	4
Intermediate German I (GERM 2140).....	3
Intermediate German II (GERM 2150).....	3
<b>History</b>	
‡Europe to 1600 (HIST 1010).....	3
‡Europe from 1600 (HIST 1020).....	3
‡World History to 1500 (HIST 1050).....	3
‡World History since 1500 (HIST 1060).....	3
*‡The Contemporary World (HIST 1070).....	3
*‡East Asia to 1800 (HIST 1080).....	3
*‡East Asia from 1800 (HIST 1090).....	3
*‡Latin American Civilizations (HIST 1100).....	3
*‡African Civilizations (HIST 1110/AFST 1110).....	3
*‡Middle East Civilization (HIST 1120).....	3
Intro to Hist. Thinking (HIST 1130).....	3
Main Themes in American History (HIST 1200).....	3
*‡Ancient Near East (HIST 2040/CLC 2040).....	3
‡Ancient Greece (HIST 2050/CLC 2050).....	3
‡Ancient Rome (HIST 2060/CLC 2060).....	3
‡Cultural History (HON 2010).....	3
<b>Humanities (interdisciplinary)</b>	
Honors Readings Conference I (HON 1010).....	3
Honors Readings Conference II (HON 1020).....	3
‡Classical Humanities (HUM 1010/CLC 1010).....	3
‡Framing Cultures, Building Communities (HUM 1200).....	5
‡World Humanities Traditions I (HUM 2010).....	3
‡World Humanities Traditions II (HUM 2020).....	3
‡Telling Stories, Valuing Lives (HUM 2220).....	3
*Educ. and the Construction of Societies (TSOC 3540).....	3
<b>Japanese</b>	
*Japanese Culture and Commerce (JAPN 1080).....	3
*‡Introduction to Japanese Culture (JAPN 1090).....	3
Elementary Japanese II (JAPN 1120).....	4
Intermediate Japanese I (JAPN 2140).....	3
Intermediate Japanese II (JAPN 2150).....	3
<b>Latin</b>	
Elementary Latin II (LAT 1120).....	4
Intermediate Latin I (LAT 2140).....	3
Intermediate Latin II (LAT 2150).....	3
<b>Literature</b>	
‡Reading Fiction (ENGL 2710).....	3
‡Reading Drama (ENGL 2720).....	3
‡Reading Poetry (ENGL 2730).....	3
British Literature: Readings & Analysis (ENGL 2740).....	3
American Literature: Readings & Analysis (ENGL 2760).....	3
Writing About Literature (ENGL 2800).....	3
Critical Approaches to Literature (ENGL 3790).....	4
*‡Multicultural Literatures: The North American Exp. (HON 2020).....	3
*‡Multicultural Literatures: The Non-European World (HON 2030).....	3
<b>Music</b>	
Music Theory for the Non-Major (MUS 2200).....	3
‡Introduction to Music (MUS 2210).....	3
*‡History of Jazz (MUS 2220/AFST 2220).....	3
‡The Inner Workings of Music (MUS 2230).....	3
‡History of Rock and Roll (MUS 2240).....	3
*‡Musical Diversity in the United States (MUS 2250).....	3
*‡Cultures and Music of Non-Western Styles (MUS 2420).....	3
<b>Philosophy</b>	
Intro to Logic (PHIL 1010).....	3
‡Critical Thinking (PHIL 1020).....	3

‡Intro to Philosophy (PHIL 2200).....	3
‡Contemporary Moral Problems (PHIL 2400).....	3
*Zen Philosophy (PHIL 3510).....	3
<b>Religion</b>	
*World Religions (REL 1220).....	3
‡Introduction to Religion (REL 2000).....	3
*‡Understanding the Monotheistic Religions (REL 2300).....	3
‡Ancient Scriptures of Palestine (REL 2310).....	3
‡New Testament History and Ideas (REL 2330).....	3
<b>Russian</b>	
*Russian Culture and Commerce (RUS 1080).....	3
*Introduction to Russian Culture (RUS 1090).....	3
Elementary Russian II (RUS 1120).....	4
Intermediate Russian I (RUS 2140).....	3
Intermediate Russian II (RUS 2150).....	3
<b>Spanish</b>	
Culture and Commerce in the Spanish-Speaking World (SPAN 1080).....	3
*‡Culture of Latin America (SPAN 1090).....	3
‡Culture of Spain (SPAN 1100).....	3
Elementary Spanish II (SPAN 1120).....	4
Review of Elementary Spanish (SPAN 1500).....	4
Intermediate Spanish I (SPAN 2140).....	3
Intermediate Spanish II (SPAN 2150).....	3
<b>Theatre</b>	
‡Introduction to Theatre (THR 1100).....	3

### B. Social Sciences (select two courses; minimum of 6 hours total from the following; no more than one course from any discipline):

<b>Anthropology</b>	
‡Introduction to Anthropology (ANTH 1020).....	3
‡Introduction to Archaeology (ANTH 2020).....	3
*Human Society Through Film (ANTH 2100).....	3
‡World Pre-History (ANTH 2750).....	3
*‡Cultural Anthropology (ANTH 2800/LST 2800).....	3
*African American Culture (ANTH 2900/SOC 2900).....	3
<b>Economics</b>	
‡Intro. to Economic Issues (ECON 1010).....	3
‡Principles of Macroeconomics (ECON 1150).....	3
‡Principles of Microeconomics (ECON 1200).....	3
<b>Geography</b>	
‡Human Geography (GEPL 1010).....	3
‡Environmental Geography (GEPL 1100).....	3
Fundamentals of Geography (GEPL 2010).....	3
Geography of the Great Lakes (GEPL 3060).....	3
Quantitative Methods & Mapping (GEPL 3420).....	4
Geography Education Strategies (GEPL 4040).....	3
<b>Political Science</b>	
‡American National Government (PSC 1200).....	3
Current Issues in U.S. Public Policy (PSC 1400).....	3
<b>Psychology</b>	
‡Principles of Psychology (PSY 1010).....	3
<b>Social Work</b>	
*Introduction to Social Welfare (SOCW 1030).....	3
<b>Sociology</b>	
‡Introduction to Sociology (SOC 1010).....	3
‡Social Problems (SOC 1750).....	3
‡American Society (SOC 2100).....	3
Communities (SOC 2410).....	3
*‡Women's Roles: A Global Perspective (SOC 2500/WGST 2400).....	3
*‡Race, Class & Gender (SOC 2640/LST 2640/WGST 2640).....	3

### C. Natural Sciences (select two courses; minimum of 6 hours total from the following including one laboratory; no more than one course from any discipline):

<b>Anatomy/Physiology</b>	
Human Anatomy (KINE 2510).....	3
Human Anatomy Lab (KINE 2520).....	1

Anatomy & Physiology I (KINE 2560).....3

**Astronomy**

‡Survey of Astronomy (ASTR 1010).....3

‡Solar System Astronomy (ASTR 2010).....3

‡Stars, Galaxies and the Universe (ASTR 2020).....3

‡Elementary Astronomy Lab (ASTR 2050).....1

**Biology**

‡Survey of Biology (BIOL 1120).....3

‡Biological Aspects of Human Consciousness (BIOL 1140).....3

Human Inheritance (BIOL 1150).....3

The Nature of Science (BIOL 1340).....3

Major Concepts in Biology (BIOL 2010).....3

‡Fundamentals of Life Sciences I (BIOL 2150).....4

‡Fundamentals of Life Sciences I Lab (BIOL 2160).....1

‡Fundamentals of Life Sciences II (BIOL 2170).....4

‡Fundamentals of Life Sciences II Lab (BIOL 2180).....1

**Chemistry**

‡Concepts in Chemistry (CHEM 1100).....3

‡Concepts in Chemistry Lab (CHEM 1150).....1

‡Chemistry for Life Science I (CHEM 1210).....3

‡Chemistry for Life Science II (CHEM 1220).....3

‡General Chemistry I (CHEM 1230).....4

‡General Chemistry II (CHEM 1240).....4

‡Chemistry for Life Science I, Lab I (CHEM 1260).....1

‡Chemistry for Life Science II, Lab II (CHEM 1270).....1

‡General Chemistry Lab I (CHEM 1280).....1

‡General Chemistry Lab II (CHEM 1290).....1

**Ecology (Environmental Biology)**

‡Human Ecology (EES 1130).....3

Environmental Problems Lab (EES 1140).....1

Plants and Society (EES 1160).....3

Biodiversity (EES 2150).....4

Biodiversity Lab (EES 2160).....1

**Geology**

‡Physical Geology (EES 1010).....3

‡Introductory Geology Lab (EES 1020).....1

‡Historical Geology (EES 1030).....3

‡Historical Geology Lab (EES 1040).....1

Geological Hazards and the Environment (EES 1050).....3

**Physics**

‡Our Physical World (NASC 1100).....3

‡Physical World Lab (NASC 1110).....1

The World of Atoms (PHYS 1050).....3

Physics in Everyday Life (PHYS 1300).....3

‡Physics of Music and Sound (PHYS 1310).....3

Jurassic Physics (PHYS 1320).....3

‡Physics of Light and Color (PHYS 1330).....3

The Nature of Science (PHYS 1340).....3

‡Intro to Physics (PHYS 1750).....4

‡Technical Physics: Mechanics (PHYS 2010).....4

‡Technical Physics (PHYS 2020).....4

‡General Physics I (PHYS 2070).....5

‡General Physics II (PHYS 2080).....5

‡Physics for Science & Engr. I (PHYS 2130).....5

‡Physics for Science & Engr. II (PHYS 2140).....5

**D. Multicultural Studies** (select **one** course from Area 1 and **one** course from Area 2 for a total of 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.

**1. Diversity of U.S. Culture** (at minimum, select **one** course of at least 3 hours from the following):

Multicultural Approaches for Art Appreciation (AED 3130).....3

Introduction to Africana Studies (AFST 1100).....3

Foundations of Black Intellectual History (AFST 2100).....3

\*African American Culture (ANTH 2900/SOC 2900).....3

Indians of North America (ANTH 3920).....3

The Irish-American Experience (ANTH 4860).....3

\*Visual Construction of Gender (ARTH 3820/WGST 3020).....3

Managing Diversity in the Workplace (BMGT 2700).....3

Cultural Communications in the Workplace (BMGT 2750).....3

Multicultural Literature (CI 4360).....3

Disability in the United States (DST 2020).....3

Economics of Gender (ECON 3050/LST 3050/WGST 3650).....3

Economic History of the African American Community (ECON 3490/AFST 3490).....3

\*‡College Composition II: Language and Identity (ENGL 1150).....3

Folklore (ENGL 3730/AMST 3730).....3

Women and Literature (ENGL 3750/WGST 3750).....3

Language in the African American Community (ENGL 4140/LING 4140/AFST 4140).....3

African-American Writers Before the 20th Century (ENGL 4650/AFST 4650).....3

African-American Literature in the 20th Century (ENGL 4660/AFST 4660).....3

Native American Literature and Culture (ENGL 4690).....3

Geography of U.S. and Canada (GEPL 3050).....3

American Indian History (HIST 2340).....3

The American West (HIST 3160).....3

African-American History to 1865 (HIST 3250/AFST 3250).....3

African-American History from 1865 (HIST 3260/AFST 3260).....3

Ethnic America (HIST 3310).....3

Indians in Eastern North America (HIST 3320).....3

Western American Indians (HIST 3330).....3

The Early Frontier (HIST 3350).....3

American Labor and Working-Class History I (HIST 3480).....3

Women in American History (HIST 3600/WGST 4510).....3

Women in Early America (HIST 4210).....3

History of Native American Religious Movements (HIST 4310).....3

Far Western Frontier (HIST 4340).....3

Selected Topics in African-American History (HIST 4420/AFST 4420).....3

Slavery in America (HIST 4430/AFST 4430).....3

\*‡Multicultural Literatures: The North American Experience (HON 2020).....3

\*‡History of Jazz (MUS 2220/AFST 2220).....3

\*‡Musical Diversity in the United States (MUS 2250).....3

Feminism & Philosophy (PHIL 3540/WGST 3550).....3

Women in American Politics (PSC 2210/WGST 2610).....3

Race & Public Policy (PSC 4540).....3

\*‡Race, Class & Gender (SOC 2640/LST 2640/WGST 2640).....3

Racial and Ethnic Minorities in the US (SOC 4660).....3

African Americans in the U.S. (SOC 4670/AFST 4670).....3

Gender Roles (SOC 4820/WGST 4140).....3

\*Introduction to Social Welfare (SOCW 1030).....3

Diversity in Contemporary Society (TSOC 2000).....3

Introduction to Gender Studies: Gender, Sex & Differences (WGST 2010).....3

**2. Other Than U.S. (Non-Western)** (at minimum, select **one** course of at least 3 hours from the following):

Introduction to the African Experience (AFST 1200).....3

Foundations of Culture in the African Diaspora (AFST 2200).....3

\*Human Society Through Film (ANTH 2100).....3

\*‡Cultural Anthropology (ANTH 2800/LST 2800).....3

Peoples of the World: An Evolutionary Approach (ANTH 3850).....3

Peoples of Sub-Saharan Africa (ANTH 3940).....3

Biocultural Ecology (ANTH 4730).....3

Medical Anthropology (ANTH 4760).....3

Anthropology of Religion (ANTH 4820/LST 4820).....3

Peasant Society (ANTH 4890).....3

## 22 General Section

Asian Art (ARTH 2100).....	3
Ethnographic Art (ARTH 2200).....	3
Topics in Ethno Art (ARTH 3270).....	3
African Art (ARTH 3300/AFST 3300).....	3
Ancient Art of the Americas (ARTH 3350).....	3
Comparative Economic Systems (ECON 3500).....	3
World Literatures and Cultures (ENGL 3770).....	3
World Cinemas and Cultures (ENGL 4730).....	3
Third Cinema (FILM 3420).....	3
Intercultural Communications: Principles & Practice (FLAN 3440).....	4
Cross-Cultural Understanding (FREN 3400).....	3
Cultural Geography (GEPL 2030).....	3
Geography of Asia (GEPL 3120).....	3
Geography of Africa (GEPL 3220/AFST 3220).....	3
Geography of Latin America (GEPL 3300).....	3
Principles of Global Studies (GLST 2000).....	3
*‡The Contemporary World (HIST 1070).....	3
*‡East Asia to 1800 (HIST 1080).....	3
*‡East Asia from 1800 (HIST 1090).....	3
*‡Latin American Civilizations (HIST 1100).....	3
*‡African Civilization (HIST 1110/AFST 1110).....	3
*‡Middle East Civilization (HIST 1120).....	3
*‡Ancient Near East (HIST 2040/CLC 2040).....	3
Medieval Russia (HIST 2640).....	3
Modern Russia (HIST 2650).....	3
Japan and WWII (HIST 2700).....	3
Postwar Japan (HIST 2710).....	3
History of Tokyo (HIST 2720).....	3
The Chinese Revolution (HIST 2730).....	3
Colonial Latin America (HIST 3200).....	3
Latin American Republics (HIST 3210).....	3
History of the Mid. East from 600 to 1500 (HIST 3540).....	3
History of the Middle East Since 1500 (HIST 3550).....	3
Africa to 1800 (HIST 3630/AFST 4570).....	3
Africa Since 1800 (HIST 3640/AFST 4580).....	3
People and Politics in Mexico (HIST 4470).....	3
Culture & History of the People of Eastern Africa (HIST 4590/AFST 4590).....	3
Imperial Russia, 1700-1917 (HIST 4660).....	3
20th Century Russia (HIST 4680).....	3
Modern Chinese History (HIST 4720).....	3
Modern Japanese History (HIST 4740).....	3
Europe & Asia: Exploration & Exchange, 1415-1800 (HIST 4750).....	3
Colonialism & Imperialism in the 19th-20th Centuries (HIST 4760).....	3
*‡Multicultural Literatures: The Non-European World (HON 2030).....	3
Understanding Cultural Differences for Business (IBUS 3150).....	3
*Japanese Culture and Commerce (JAPN 1080).....	3
*‡Introduction to Japanese Culture (JAPN 1090).....	3
*‡Cultures and Music of Non-Western Styles (MUS 2420).....	3
Eastern Thought (PHIL 3500).....	3
*Zen Philosophy (PHIL 3510).....	3
Philosophy of Culture (PHIL 3550).....	3
Buddhist Philosophy (PHIL 4500).....	3
Current International Problems (PSC 1710).....	3
Politics in Africa (PSC 2660/AFST 2660).....	3
Governments of Asia (PSC 2680).....	3
Government and Political Institutions of Africa (PSC 4660/AFST 4680).....	3
Government of China (PSC 4690).....	3
*World Religions (REL 1220).....	3
*‡Understanding the Monotheistic Religions (REL 2300).....	3
Islam (REL 3100).....	3
Comparative Religion: Living Non-Western Religions (REL 3510).....	3
*Russian Culture and Commerce (RUS 1080).....	3
*Introduction to Russian Culture (RUS 1090).....	3
*‡Women's Roles: A Global Perspective (SOC 2500/WGST 2400).....	3
Development in Third World Nations (SOC 4800/AFST 4800).....	3

Gender in Cross-Cultural Perspective (SOC 4810/WGST 4190).....	3
*‡Culture of Latin America (SPAN 1090).....	3
*Education and the Construction of Societies (TSOC 3540).....	3
Issues in Women's Studies (WGST 3010).....	3

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

## General Academic Policies

The policies listed below are general policies for the University. Students should consult their advisers for college-specific academic policies.

### Full-Time Status

A student must carry a minimum of 12 semester hours each term to be considered a full-time student. Students should carry an average of 15 to 16 hours of course work each semester to complete bachelor's degree requirements in the usual eight semesters of full-time study (four semesters of full-time study in an associate's degree program).

### Class Rank

Class rank is based upon the number of semester hours completed and is determined as follows:

Freshman	0-29.9 hours
Sophomore	30-59.9 hours
Junior	60-89.9 hours
Senior	90+ hours

### Course Numbering System

University course numbers follow this system:

#### Undergraduate

0500-0990	Non-degree credit
1000-1990	Primarily for Freshmen and Sophomores
2000-2990	Sophomores, Juniors and Seniors
3000-3990	Juniors and Seniors
4000-4990	Advanced undergraduates

#### Graduate

5000-5990	Master's level
6000-6990	Advanced Master's level
7000-7990	Doctoral level
8000-8990	Advanced Doctoral level
9000-9990	College of Law

### Credit for Repeated Courses

Credit for any repeated course will apply only once toward degree requirements. Grades for all attempts at the course will appear on the student's official academic record (official transcript) and will count toward the GPA, unless the grade has been deleted. See the policy on GPA Recalculation for Repeated Courses, below.

### Registration Policies

#### Adding a Class or Registering Late

A student may add a course or register late within the first three calendar days of a new semester, excluding summer, with no signature required as long as a seat is available. Students wishing to add a class between the 4<sup>th</sup> and 15<sup>th</sup> calendar days inclusively of a new term may be able to do so with an approved signature. A late registration fee is assessed for initial registrations on or after the first day of the semester.

## Dropping a Class

During the first 15 calendar days, a student may drop from a class with no record on the student's transcript.

## Withdrawing from a Class

### Withdrawals: Official and Unofficial

#### By the Student

An **official withdrawal (W)** occurs when a student gives official notice of his/her intent to withdraw from class(es) at the University. After the 14-day add/drop period and before the end of the eighth week of class, if a student decides to withdraw from class(es), he/she should obtain a withdrawal petition from the Registrar's Office, which the student must complete and return within the specified time. The instructor's permission is not required to withdraw from class(es). The student will be given a grade of W on his/her transcript, indicating an official withdrawal from class. To determine the number of withdrawals allowed, the student will need to consult his/her college.

Withdrawal deadlines will be proportional for summer term sessions and special sessions that do not meet at the standard start/stop dates of the term, similar to withdrawal deadlines. The student should check with the Registrar's Office to determine the withdrawal deadlines for summer terms and special sessions.

#### By the Instructor

An **unofficial withdrawal (IW)** occurs when a student fails to give official notice as defined above and discontinues attendance. A grade of IW, recorded by the instructor, will be posted to the student's transcript.

There is no refund during the withdrawal period, which begins after the 14<sup>th</sup> day of the semester and concludes at the end of the eighth week of the semester. A withdrawal may affect a student's academic progress standing. A grade of W or IW may result in the loss of part or all of a student's financial aid.

Withdrawn courses reduce a student's enrolled hours but do not reduce his/her financial obligation. Withdrawing from courses may have an adverse effect on financial aid, scholarships, loan deferments, athletic eligibility, health insurance, veteran's benefits, degree requirements or other areas.

### Withdrawal (W and IW) Policies of Colleges

Colleges may limit the total number of Ws and IWs a student may accumulate. Consult the appropriate college section of this catalog.

## Academic Course Overload

A student who wants to enroll for more than 21 semester hours in a semester or 16 total hours during the summer must have a signature from the college dean.

## Refund Policy

Policies related to refund of fees for changes of schedule are presented in the University's "Schedule of Classes" for the semester or "The University of Toledo Finance Brochure." The date used to determine eligibility for refund shall be the date the drop transaction is processed. Failure to attend class, giving notice to an instructor, stopping payment on a check that was used to pay fees, or similar unofficial notice to any University office shall not be considered official notice.

The University's refund policy includes provisions to conform to the Higher Education Amendments of 1998 and the "Return of Title IV Funds" regulations published on November 1, 1999.

## Registration/Scheduling

Information related to scheduling/registration procedures is described on the Office of the Registrar's Web site at <http://registrar.utoledo.edu/ScheduleOfClasses/default.html>. Students with disabilities may have priority registration through the Office of Accessibility.

## Transient Student Status (UT Students as Guest Students at Other Institutions)

University of Toledo students who wish to take course work at another university or college as transient students must receive prior approval from their colleges and complete the "Advanced Approval for Course Work Taken at Another Institution" form.

## Grading Policies

### Grades and Quality Points

GRADE	STANDARD	QUALITY POINTS FOR EACH SEMESTER HOUR
A	Achievement of outstanding quality	4.00
A-	Achievement of slightly less than outstanding quality	3.67
B+	Achievement of slightly more than high quality	3.33
B	Achievement of high quality	3.00
B-	Achievement of slightly less than high quality	2.67
C+	Work of slightly more than acceptable quality	2.33
C	Work of acceptable quality	2.00
C-	Work of slightly less than acceptable quality	1.67
D+	Work slightly below the quality expected	1.33
D	Below the quality expected	1.00
D-	Barely above failing	0.67
PS	Pass (selected courses only); equivalent of A, A-, B+, B, B-, C+ or C	*
S	Satisfactory (credit earned; graduate and professional courses only)	*
F	Failure	0.00
IN	Incomplete	*
PR	Progress	*
W	Withdrawal	*
IW	Instructor Withdrawal	*
U	Unsatisfactory (no credit; hours calculated into grade point average; graduate and professional courses only)	0.00
NC	No Credit (selected courses only) equivalent of C-, D+, D, D- or F.	*

\* No effect on grade point average

## The Grade of Incomplete (IN)

The grade of IN is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester in which the grade is received (excluding summers); otherwise the grade will be converted to a grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the associate dean of the college offering the course. **The incomplete grade will not be considered in computing the student's grade point average.**

## 24 General Section

### The Grade of Progress (PR)

For master's and doctoral theses and dissertations, for undergraduate individual-study courses, and for special projects at the undergraduate and graduate levels that may not be completed at the end of a particular grading period, the grade of PR may be given to denote work in progress. It will not be considered in computing the grade point average. Except in certain cases involving continuing graduate students graduating with a master's degree, the grade of PR must be removed from the student's record before the student may graduate.

### The Audit Grade Option (AU)

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. The student must declare this option by the 15th calendar day of the term. **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.**

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

Students may elect to enroll in certain undergraduate courses for Pass/No Credit rather than an A-F grade. Students must complete a petition to take a class Pass/No Credit and obtain the approval of their college before the end of the 15th calendar day of the term. Grades of C or better will be changed to PS, and grades of C-, D+, D, D- and F will be changed to NC. The grades of PS and NC do not affect the grade point average. Students should consult their college regarding any limitations that may exist for this option. Undecided students enrolled in the Student Success Center, as a general rule, should not elect Pass/No Credit grading.

### Grade Changes

- A. IN or PR to a letter grade: After work is completed, the instructor will complete a change of grade form and forward it to the Office of the Registrar.
- B. All letter grade to letter grade changes must be forwarded to the college office for final approval. They are then submitted to the Office of the Registrar.

### GPA Recalculation Policy for Repeated Courses

Under certain conditions, students who have retaken a course and earned a higher grade may petition to have the first grade excluded from grade point average computation. If the petition is approved, the Office of the Registrar will be notified, and the student's transcript will show the notation Repeat (Excluded from GPA) next to the original course and the notation "R" next to the retaken course.

Credit for any repeated course will apply only once toward degree requirements. Grades for all attempts at the course will appear on the student's official academic record (official transcript) regardless of whether or not the grade has been deleted. All grades, including those for repeated courses, will be included in the determination of eligibility for honors, fellowships, or other distinctions accruing on the basis of GPA. A copy of the approved petition will become part of the student's permanent record file.

A student may petition to have F, D-, D, D+ and C- grades deleted from GPA computation under the following conditions:

1. The repeated course must be completed prior to the granting of the first bachelor's degree and the grade deletion petition submitted not

later than one semester after graduation.

2. Before petitioning, a student must have retaken the same course (or the renumbered substitute for that course) in the same department at The University of Toledo and earned at least a C (2.0) grade.
3. No more than a total of 12 semester hours or the equivalent of 16 quarter hours of course work may be deleted from the student's transcript. A college may adopt a more stringent requirement.
4. This policy applies only to the first recorded grade in a course that a student has repeated.
5. Subject to the limitations described above, applications will be approved unless the instructor attests that the grade was given for academic dishonesty.

This policy will apply to all students admitted fall 1997 or later. It does not apply to graduate studies.

### Grade Point Average (GPA)

A 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. 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.

### Higher Education Grade Point Average

A student's higher education (overall) grade point average includes all course 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.

### Academic Forgiveness Policy

Under certain conditions, an undergraduate student who reenrolls 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 only will 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 bachelor's degree program, or 16 semester hours of graded academic course work in an associate's degree program and a minimum 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 dean grants academic forgiveness, 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 only will 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 provisions of the Academic Forgiveness Policy, a student must be re-enrolled at UT for a minimum of 32 semester 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 the Academic Forgiveness Policy to his/her record only one time in his/her career at UT. This policy is only available for undergraduate course work taken at UT and only for undergraduate students earning a first undergraduate degree. Students may not petition for GPA recalculation under the University's GPA Recalculation Policy after they have used the Academic Forgiveness Policy. **Note:** This policy does not apply to graduate studies.

## Medical Withdrawal Policy

The purpose of this policy is to assist students who wish to drop or withdraw from classes for medical reasons.

1. A Medical Drop/Withdrawal request from students will be granted in the event of catastrophic/serious illnesses, injuries or conditions that seriously impair and/or incapacitate the student and the student's ability to attend classes. *Approved medical drops/withdrawals will be at the sole discretion and judgment of the chief of medicine at the Student Medical Center, and when fitting, in consultation with the appropriate college dean.* To maintain the student's confidentiality, a release of information form will be obtained from the student prior to the Student Medical Center contacting the college dean.
2. Students are advised to contact the Student Medical Center within ten (10) calendar days from the onset of the condition that necessitates absence from class. Requests will be considered up through the last day of classes within the semester in question.
3. Relevant information is needed in order to process a request for a Medical Drop/Withdrawal. Each applicant will be given the necessary forms, which request demographic information and clinical docu-

mentation, such as the date of the onset of illness or injury, diagnosis, hospitalization dates, treatment received and the prognosis.

4. Following thorough review of this documentation, a recommendation will be made and the student will be notified by mail within three days concerning the decision. Appropriate University offices will be notified by the Student Medical Center in cases of approval, i.e., Registrar's Office and college dean. Please note that an approved medical drop/withdrawal will affect **all** of the student's grades. Completed modular/flex classes (8 week sessions) will not be affected.
5. Students for whom the date of onset occurs during the first 15 calendar days of the semester term will be eligible for a 90 percent refund. After the 15th calendar day of the semester and up until the end of the 10th week, a 60 percent refund will be granted for any approved medical drop. No refund in tuition will be granted for a date of onset beyond the 10th week. **Note:** Refund requests for financial aid recipients will be granted on a case-by-case basis depending upon financial aid stipulations.
6. If a Medical Drop/Withdrawal is approved, reenrollment to the University of Toledo must be approved by the chief of medicine, prior to registering for subsequent classes. It is requested that the student contact the Student Medical Center at minimum one week prior to registration. The following documentation is required from the student's attending physician or psychiatrist:
  - Any limitations or restrictions imposed on the student
  - Date the student may resume classes**Note:** The chief of medicine may request further evaluation of the student's condition prior to making a reenrollment decision.
7. In the event of a denied medical drop, the student may appeal within seven calendar days of the date of denial to the senior director of Health and Wellness. A review committee consisting of the Health and Wellness senior director, chief of medicine, student advocate, a representative from the dean of students and a member of the college dean's office will meet and a recommendation will be made. The student will be contacted with the appeal decision within 20 calendar days of the request.

## Academic Probation

1. A student whose cumulative grade point average is less than 2.0 is automatically placed on probation until a 2.0 cumulative grade point average is achieved. In the College of Engineering, a student earning a 1.5 average in any semester regardless of his or her cumulative grade point average will be placed on probation. In the College of Pharmacy, any student who fails to achieve a semester or cumulative GPA of 2.0 or greater at the end of any semester will automatically be placed on probation.
2. As long as a student remains on academic probation, enrollment restrictions may be imposed by the student's college.

## Academic Suspension

Students may be suspended from the University if they fail to maintain the required cumulative grade point average. A student under academic suspension will be dropped from the University for a period of at least one semester following the semester in which the student qualifies for suspension. Students should refer to the statements of colleges and centers for information regarding the specific policies and grade point averages. A cumulative grade point average on attempting specific levels of course work defined in items 1-6 below qualifies the student for suspension.

1. less than 1.0 after attempting 10-19 semester hours

## 26 General Section

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 1.9 after attempting 50-59 semester hours
6. less than 2.0 after attempting 60 semester hours

Each college and the Student Success Center will set its own conditions for readmission. After accumulating 60 credit hours without suspension, a student may be suspended if the student falls below a cumulative grade point average of 2.0 for two consecutive semesters.

Consult the probation and suspension policies for each college for more specific information. **The Graduate School and the colleges of Engineering and Pharmacy have separate and distinct policies from the other colleges.**

### Policy Statement on Academic Dishonesty

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor's advice. Examples of academic dishonesty include, but are not limited to:

1. Plagiarizing or representing the words, ideas or information of another person as one's own and not offering proper documentation;
2. Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
3. Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
4. Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
5. Giving or receiving substantive aid during the course of an examination;
6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
7. Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
8. Submitting the same written work to fulfill the requirements for more than one course.

While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored so as to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of calculator, computer, text materials, etc.). Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

1. The student may be assigned an F for the work in question.
2. The student may be assigned an F for the course. In this case the instructor should inform the dean and the student of this action. The dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
3. The student may be placed on probation or suspended for some

definite period of time, dismissed or expelled by the dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student's permanent record. It is expected that the dean will consult with the instructor and the student in making such a judgment, and that the dean will notify the student of the sanction imposed and of the appeals procedure.

A student found to be academically dishonest by a faculty member may appeal according to The University of Toledo Academic Grievance Procedure, which follows.

### Academic Grievance Procedure

- A. To initiate resolution of an academic grievance, the student shall discuss the problem with the faculty member whom the student believes has taken improper action. If resolution is not achieved, the student shall discuss the problem with the chair of the faculty member's department. If resolution is still not achieved, the student may, if the student wishes, seek informal counsel from the president of Student Government and shall then discuss the problem with the dean of the college or the college representative responsible for dealing with student academic grievances. If resolution is not achieved at the college level, the student shall file a grievance petition with the chair of the Student Grievance Council, as described in Section B.

The student should discuss the student's grievance with the faculty member promptly, unless the student is enrolled in the faculty member's course and believes it prudent to approach the faculty member only after receiving a course grade. In any case, if the occasion for grievance occurs during the fall semester, a grievance petition must be filed with the chair of the Student Grievance Council no later than the last day of classes in the next semester; if the occasion for grievance occurs during the spring semester, a grievance petition must be filed no later than the last day of classes in the final summer session; if the occasion for grievance occurs during a summer session, a grievance petition must be filed no later than the last day of classes in the fall semester.

If either the student or the faculty member is a nonresident at the University during the semester in which a grievance petition must be filed and initial discussion between them is thus impossible, the student shall transmit a written statement of the grievance to the faculty member, either directly or through the chair of the faculty member's department. Such written statement shall have the same form as the grievance petition described in Section B and be subject to the same deadlines.

To protect the faculty member and the student, it is crucial that tests, papers, and other such material (which were evaluated and were considered in arriving at the final grade but have not been returned to the student) be available for inspection by the student and by other persons (i.e., the department chair, the college dean or representative, and the Student Grievance Council) involved in the grievance procedure. These materials should remain available for inspection until the last day of classes of the semester following the one in which the alleged grievance has occurred. Exceptions should be made for spring and summer semesters as provided for above.

All written materials submitted by the student in the course should be graded and made available to the student for inspection within a reasonable amount of time following their submission.

Since student evaluation includes the process by which a final grade is determined as well as the grades assigned to individual projects, a procedure similar to the one that applies to written materials submitted by the student should apply to calculations that enter into the determination of a final grade. Presumably the grade book or its equivalent is a permanent record kept by the faculty member and filed in the department office when the faculty member leaves the University. This permanent record, however, does not necessarily make clear the nature of the process by which the final grade is determined. It is therefore necessary for the faculty member to be able to explain this process, should the process by which a grade was assigned be the subject of the grievance.

- B. An aggrieved student shall prepare, alone or with assistance from the president of Student Government, a written grievance petition with the student's name and Social Security number, specifying the action that the student believes to have been improper, the instructor, the course number, the section, and semester, and any other information needed to explain the circumstances. The petition shall be dated and signed by the student and sent, either directly or through the president of Student Government, to the chair of the Student Grievance Council. The petition may be supplemented by other documents and/or personal testimony.
- C. The chair of the Student Grievance Council shall supply copies of the grievance petition to members of the Council, the faculty member whose action the student has questioned, the chair of the faculty member's department, and the dean of the college. Any member of the Council who has a conflict of interest in a particular case shall be disqualified from Council deliberations and action on that case. The Faculty Senate has provided for the selection of an alternate faculty member and an alternate student member to serve in the absence of regular members.
- D. The Council shall request the faculty member to reply to the Council within a ten-school-day period with a written statement concerning the action referred to in the grievance petition. The statement may be supplemented by other documents and/or personal testimony. If the grievance refers to a course grade, the instructor should explain the components of the evaluation and their relative weight, supplying evidence such as papers and examinations if possible.
- E. After an initial meeting to review the information presented, the Student Grievance Council may ask the faculty member and/or the student to meet with the Council for a confidential hearing. The Council may request testimony of other faculty and students. The chair of the Student Grievance Council shall make a formal recommendation, copies of which shall be sent to the student who filed the grievance, the faculty member, the chair of the faculty member's department, and the dean of the college.
- F. If the Council's recommendation includes a request for action by the faculty member, the faculty member shall, within a ten-school-day period, inform the Student Grievance Council in writing of his response to that request. The chair of the Council shall forward copies of the faculty member's response to each of the persons listed in Section E above. If the faculty member does not implement the recommendations of the Student Grievance Council, the chair shall direct the Executive Vice President for Academic Affairs and Enrollment Services to do so.

## Honors

### Graduation with Honors

Baccalaureate students graduate with scholastic distinction on the basis of the higher education (overall) grade point averages. The higher education grade point average includes all course work taken at all institutions of higher education, including the UT grade point average (unadjusted by Grade Deletions or the Academic Forgiveness Policy). These averages and the citation they merit on the student's degree are as follows: 3.3, cum laude; 3.6, magna cum laude; 3.9, summa cum laude. Students must have 80 percent of their course work on the regular grading system minus any credits earned in courses where the student has no choice in receiving a P/NC grade to qualify for honors.

Students graduating with an associate's degree will receive a scholastic distinction of "High Scholarship" if their overall grade point average is a 3.3 or higher.

Transfer students should note that The University of Toledo will include all course work taken at all institutions of higher education in the calculation to determine if a student will graduate with honors. All college course work ever taken is computed in determining eligibility for graduation with honors, although no student will be awarded a level of honors above that indicated by The University of Toledo cumulative GPA.

**Note:** The University of Toledo requires a minimum of 30 semester hours of standard letter graded courses from UT in order to qualify for graduation with honors.

### President's List

Each semester, except summer, full-time students (12 or more quality hours, graded A through F) earning a 4.0 GPA are selected for recognition by being named to the President's List. Because of the co-op programs, full-time students in the College of Engineering will be eligible for the President's List during the summer term.

### Dean's List

Each semester, except summer, full-time students (12 or more quality hours, graded A through F) earning a 3.5 or above GPA are selected for recognition by being named to the Dean's List. Because of the co-op programs, full-time students in the College of Engineering will be eligible for the Dean's List during the summer term.

### Dean's Recognition List

The Dean's Recognition List is used to recognize part-time students for academic excellence. This recognition will occur in the summer for the previous academic year's performance. For this distinction a student must:

1. be enrolled for both semesters of an academic year and complete a total of 9 to 22 hours graded A through F between the two semesters;
2. be a part-time student for the academic year; and
3. earn a cumulative GPA of 3.5 or better for each semester.

*Please refer to the individual college sections for more specific information on scholastic distinction.*

## General Undergraduate Degree Requirements

### Earned Hours Required for a Degree

The University of Toledo requires a student to earn a minimum of 60 semester hours to be awarded an associate's degree and a minimum of 124 semester hours to be awarded a bachelor's degree. Some colleges/programs require that more than the minimum of 60-124 hours be earned. In addition, a student must have a cumulative University of Toledo GPA of at least 2.0 in order to qualify for graduation. For specific information, consult the individual college sections of this catalog. Earned hours are those hours that each college of the University counts toward fulfilling specific degree program requirements. Hours counted toward degree requirements may vary depending on the college/degree program a student enrolls in and is pursuing.

### Residency Requirement for a Degree

Every college of The University of Toledo requires a student to earn a specific number of hours as a University of Toledo student. Some colleges require a specific number of hours be taken as a student registered in that college. In addition, residency hours may be required to be earned in specific classes, specific programs and/or in specific semesters prior to the proposed semester when the student plans to graduate.

### Graduation Application Process

A student nearing the completion of a degree program must take the following actions:

1. The student must complete the following steps **no later than** the 11<sup>th</sup> week of the fall semester for spring graduation and the 11<sup>th</sup> week of the spring semester for summer or fall graduation:
  - a. Complete the "Application for Graduation" (available from the Registrar's Office, online from the Registrar's Office at <http://registrar.utoledo.edu/graduation.htm> and from college offices).
  - b. File the application with the Office of the Registrar.  
Students who do not graduate the semester for which they applied to graduate, but anticipate degree completion the following semester, must reapply **by completing another application no later than** the 15<sup>th</sup> day of the next semester in which they expect to graduate.

**Failure to apply for graduation means that the student's graduation date will be postponed.**
2. The student must request an academic evaluation that lists any remaining requirements to be completed before the student can be awarded a diploma. Students can arrange this academic evaluation through their college office.

### Dual Degrees

Students may earn more than one bachelor's degree or associate's degree, or a bachelor's and associate's degree concurrently. Students interested in earning two or more degrees simultaneously should consult the colleges from which they wish to earn the degrees for specific rules and requirements. Policies related to fee assessment for dual degrees are presented in the "The University of Toledo Finance Brochure."

## Student Support Services

### Office of Accessibility

Location: Room 1201, Health and Human Services Building, Bancroft campus  
 Phone: Bancroft campus: 419.530.4981; TDD: 419.530.2612  
 Web address: <http://www.student-services.utoledo.edu/accessibility/>

For students with disabilities, the Office of Accessibility offers assistance and a variety of services in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The University of Toledo provides aids such as note taker services, enlargement of materials, oral/sign language interpreters, Braille transcription, special examination procedures, secondary academic advising, electronic text (e-text) and barrier removal assistance.

### Apple Tree Nursery School

Phone: 419.530.1071  
 Web address: <http://www.student-services.utoledo.edu/appletree/>

The Apple Tree Nursery School provides quality early care and education for children of University students, faculty and staff. It is accredited by the National Academy of Early Childhood Programs and is licensed through the state of Ohio. The school is open daily from 7:30 a.m. until 5:30 p.m., with part-time and full-time care available for preschoolers and full-time care for infants, toddlers and kindergartners.

### Career Services

Location: 1532 Student Union  
 Phone: 419.530.4341  
 Web address: <http://www.student-services.utoledo.edu/career/>

Career Services provides comprehensive career planning services for students and alumni of the University. The professional staff will assist all UT students and alumni to help them clarify and implement their academic and career goals. Career Services offers individual counseling appointments, personality and occupational interest inventories, classroom presentations and workshops on the career exploration and job hunting processes, job fairs, online job listings for part-time student employment, internship, and permanent career opportunities; on-campus interviewing; and the Career Information Center with current reference materials and computers.

Any student who needs assistance selecting an academic major or related career option is encouraged to schedule a counseling appointment or participate in a career development program. At the end of the junior year, it is recommended that students attend career search workshops and job fairs and register for on-campus recruiting.

### University Counseling Center

Locations: 1007 Gillham Hall; Student Medical Center  
 Phone: Gillham Hall: 419.530.2426; Student Medical Center: 419.530.3490  
 Web address: <http://www.student-services.utoledo.edu/healthservices/counseling/>

The University Counseling Center provides individual, couples and group counseling to students to help them deal effectively with situations that arise in their lives. The center also offers outreach services to University

students, faculty and staff, as well as training opportunities for predoctoral-level psychology graduate students and the services of a consulting psychiatrist.

## Catharine S. Eberly Center for Women

Location: Room 0168 Tucker Hall  
 Phone: 419.530.8570  
 Web address: <http://www.student-services.utoledo.edu/eberly/>

The purpose of the Catharine S. Eberly Center for Women is to serve the women of the University and the larger Toledo communities by advocating for women's equity in education, work and health. Founded in 1978, the center was renamed in 1980 in honor of Catharine S. Eberly, who helped to establish the center and who served with distinction as a trustee of the University of Toledo from 1974 - 1979.

## Health and Wellness Services

Location: Student Medical Center  
 Phone: 419.530.3451  
 Web address: <http://www.shs.utoledo.edu>

Health and Wellness professionals provide care for students' medical, psychological and health educational needs. The highly trained and experienced staff offers students a variety of services, including primary and urgent medical care; women's health care; psychiatric services; laboratory testing; prescription and over-the-counter medication; alcohol and substance abuse programming; sexual assault victim advocacy and educational/prevention programming; free/anonymous HIV/AIDS testing; allergy injections and other immunizations; and student health insurance. Third party and patient billing are provided. Charges are assessed for office visits, procedures, laboratory work and pharmacy. University Counseling Center services are available at the Student Medical Center and Gillham Hall.

## Office of International Student Services

Location: 1533 Student Union  
 Phone: 419.530.4229  
 Web address: <http://www.student-services.utoledo.edu/international/>

The Office of International Student Services (OISS) provides services primarily to the international student population. OISS assists these individuals with new student orientation, location of housing, cultural adjustment, immigration information and personal emergencies. Approximately 1250 international students from over 90 nations attend The University of Toledo.

Within OISS, the American Language Institute (ALI) at The University of Toledo offers intensive English language courses and cultural orientation to individuals and companies. ALI students receive intensive English instruction in academic and test-taking skills essential for success in an American university.

## Learning Enhancement Center

Location: Room 1003 Carlson Library, Bancroft campus; Learning Resource Center—2<sup>nd</sup> floor, Scott Park campus  
 Phone: Bancroft campus: 419.530.2206; Scott Park campus: 419.530.3105  
 Web address: <http://www.ucollege.utoledo.edu/lec/>  
 E-mail: [lec@utnet.utoledo.edu](mailto:lec@utnet.utoledo.edu)

Formerly known as the Learning Assistance Center (LAC), the Learning Enhancement Center provides a wide variety of academic support services to students on both the Bancroft and Scott Park campuses.

Following are the services:

- free drop-in tutoring for most college subjects
- workshops on a wide variety of topics, including test taking, test anxiety and resume writing
- Supplemental Instruction (SI), small group study sessions facilitated by trained student leaders
- The Olympiad, a four-day series of fun, interactive, academically challenging workshops fall semester

## Multicultural Student Center

Location: 2500 Student Union  
 Phone: 419.530.2261  
 Web address: <http://www.student-services.utoledo.edu/multicultural/>

The mission of the Multicultural Student Center is to create a campus environment for African American, Asian American, Latino American and Native American students that is conducive to learning by providing programs and services that meet the needs of these students. Through its programs and services, the Multicultural Student Center strives to enhance the University's recruitment and retention efforts and to explore the indigenous roots of African American, Asian American, Latino American and Native American students.

While it is the mission of the Multicultural Student Center to address specifically the needs of African American, Asian American, Latino American and Native American students, programs and services are intended for the benefit of all the University community in an effort to foster understanding, acceptance and cross cultural communication.

## Office of Recreation

Location: Student Recreation Center  
 Phone: 419.530.3700  
 Web address: <http://utreccenter.utoledo.edu/>

The Office of Recreation, a member of the Division of Student Life, provides The University of Toledo community with quality, student-centered recreation and wellness programs and services that enrich the mind, body and spirit. The primary goal of the Office of Recreation is to convey to the University community the joy and exhilaration experienced by including recreation and wellness as healthy elements of daily life. Opportunities are offered to explore one's limits, experience achievement and practice wholesome stress-management techniques. Activities regularly promote social interaction within the culturally diverse University community. Students are continually challenged to examine their values and life choices in the search to build a meaningful identity and understand themselves and others. The numerous competitive and cooperative interchanges provide an ideal climate for learning to respect the dignity and worth of the individual, as well as the importance of team development.

## Sexual Assault Education and Prevention Program

Location: Student Medical Center  
 Phone: 419.530.3431  
 Web address: <http://www.shs.utoledo.edu>

The Sexual Assault Education and Prevention Program (SAEPP) works to create a safe campus community for everyone through educational efforts designed to reduce the incidence of sexual assault, stalking, sexual

## 30 General Section

harassment and relationship violence. The SAEPP coordinator also serves as an advocate for survivors of these crimes, providing pressure-free, confidential support and information and accompaniment through campus and community systems. If you or a friend has been victimized or you would like more information, call the SAEPP coordinator at 419.530.3431. You can also call this number to get involved in SAEPP programs and outreach or to schedule a speaker for your group. Because violence can happen to anyone, SAEPP services are available to all students, male and female, in an atmosphere respectful of all cultural backgrounds and sexual orientations.

### Student Development Center

Location: Second Floor, Learning Resource Center, Scott Park

Phone: 419.530.6288

Web address: <http://www.ucollege.toledo.edu>

The Student Development Center provides academic and extracurricular support services that enhance student success. Services offered provide opportunities for academic, social and personal growth. Services are designed to acclimate students to all aspects of the University and are available to all students. The Student Development Center provides developmental counseling, transition services and academic advising for students in the Academic Skills Enhancement (ASE) program and to others in academic difficulty. Assistance in choosing and qualifying for a major is also available.

### University Writing Center

Location: Room 1005, Carlson Library

Phone: 419.530.4939

Web address: <http://writingcenter.toledo.edu>

The Writing Center offers free writing assistance for all students, faculty and staff. Students receive personal tutoring on all types of writing at any stage of their writing process: term papers and essays, resumes and application letters, professional publications, dissertations and theses. Faculty and staff use the center for publications, brochures, memos, grants and other professional texts. Writing Center tutors, trained in writing theory and sensitive to the needs of different disciplines across campus work one-on-one with writers in the center, via e-mail, on the phone or through faxed feedback. Visit the Writing Center's Web site for e-mail tutoring, on-line handouts and writers' resources, and for help with Internet research.

### Upward Bound Program

Location: Room 2200, North Engineering Building

Phone: 419.530.3811

Upward Bound is an academic pre-college program for low-income and/or first generation students who attend public or parochial high schools in the Toledo area. Eligibility is determined on a case-by-case basis. The program, which provides nine months of academic tutoring to high school students grades 9-12, begins the second week after school starts in September and concludes in June. Students receive tutoring and Saturday classroom instruction on campus. In addition, students reside on campus during the summer and take courses that will prepare them for following school year.

Students also visit colleges throughout the year, receive assistance with the completion of ACT, financial aid and college applications. Seniors are provided assistance in locating and applying for scholarships and college applications. ACT, SAT and college application fees are paid for by Upward Bound.