

## The University of Toledo Learning Collaborative (UTLC)

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

**Academic Enrichment** offers students an opportunity to expand and enhance their college career through the Office of Service Learning and Community Engagement, Office of Undergraduate Research, Honors Program and Study Abroad.

**Student Success and Retention** houses the services and offices that will ensure a student’s success while in college and prepare her/him for their career. Students can utilize Career Services, Office of Accessibility, FYE+ (First Year Experience), FYI (First Year Information) Orientation Class, University Testing Services, and for tutoring needs the Learning Enhancement Center. If needed, some students may also benefit from the Academic Skills Enhancement curriculum.

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

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

**University College Degree Programs** are baccalaureate degrees in Administrative Services, Adult Liberal Studies and Individualized Program – Interdisciplinary Studies. These degree programs often serve as effective degree completion program for adult and transfer students.

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### **Academic Enrichment**

**Office of Service Learning and Community Engagement (OSLCE)**

The OSLCE is committed to developing and promoting service learning initiatives to enrich the educational experience of students and promote responsive citizenship. In addition OSLCE cultivates and facilitates avenues for engaged scholarship for faculty through service learning courses and community-based research, and promote a culture of civic engagement that aspires to improve the human condition and quality of life in the community. The OSLCE is located on Main Campus, Rocket Hall. For more information, call 419.530.2231, e-mail [servicelearning@utoledo.edu](mailto:servicelearning@utoledo.edu) or visit [www.utoledo.edu/offices/servicelearning](http://www.utoledo.edu/offices/servicelearning)

### **Office of Undergraduate Research**

The Office of Undergraduate Research is a central resource for undergraduate research at UT. Undergraduate students can access this office as a focal point for research opportunities, research funding, and a place to showcase research accomplishments of UT's undergraduates. The Office of Undergraduate Research also coordinate undergraduate research activities with other UT offices including: the Office of Research, the Honors Program, the Office of Service Learning and Community Engagement, colleges, departments and/or academic programs. The Office of Undergraduate Research is on Main Campus in Rocket Hall. For more information, call 419.530.2983 or visit [www.utoledo.edu/offices/undergradresearch](http://www.utoledo.edu/offices/undergradresearch)

### **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 the Honors Program is competitive and is based on high school GPA, ACT or SAT test scores, an essay, an extracurricular resume, and references. Students entering directly from high school with a GPA of 3.75 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 a minimum GPA of 3.75 and an ACT composite of 25 (SAT composite of 1140) also are considered for admission. Upper-class or transfer students may apply for admission to the Honors Program if they meet the specific requirements for the various baccalaureate colleges, as described elsewhere in this catalog. Admission to the University Honors Program is granted on a space-available basis. The University Honors Program is located in Sullivan Hall. For more information, call 419.530.6030, email [honors@utoledo.edu](mailto:honors@utoledo.edu), or visit [www.utoledo.edu/honors](http://www.utoledo.edu/honors)

### **Office of Study Abroad**

The Office of Study Abroad serves as a key resource at UT in regard to international opportunities. The office collaborates with the many academic departments in creating and administering study-abroad programs for undergraduate and graduate students, as well as in the transfer of academic credit. 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 opportunities, such as short-term teaching abroad and faculty development activities. Finally, the office provides financial support to students in the form of travel grants, and the office administers the various Fulbright Awards, the

National Security Education Program grants, and other special scholarships and grants. The Office of Study Abroad is located in Rocket Hall. For more information, call 419.530.8550 or e-mail [studyabroad@utoledo.edu](mailto:studyabroad@utoledo.edu).

## **Student Success and Retention**

### **Career Services**

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

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

### **Office of 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. The Office of Accessibility is located on Main Campus in Rocket Hall. For more information call 419.530.4981; TTY: 419.530.2612, or visit [www.utoledo.edu/studentaffairs/accessibility](http://www.utoledo.edu/studentaffairs/accessibility)

### **First Year Experience**

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. First-year students encouraged to make educational commitments that lay a firm foundation for achieving lifelong success. The desired outcomes of the FYE are 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. The Office of First Year Experience is located on Main Campus in Rocket Hall. For more information call 419.530.8549 or visit [www.utoledo.edu/fye](http://www.utoledo.edu/fye)

### **FYI Orientation Class**

The FYI (First Year information) orientation classes at the University of Toledo are intended to enhance the educational experience of incoming first year students. In order to facilitate this goal, the university has identified a common curriculum that highlights each section of orientation.

### **University Testing Services**

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

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

University Testing Services are located on the Scott Park Campus and Main Campus. For more information call 419.530.3266 or visit

[www.utoledo.edu/ucollege/testing\\_centers](http://www.utoledo.edu/ucollege/testing_centers)

### **Learning Enhancement Center and Math Learning and Resource Center**

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

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

The Learning Enhancement Center is located on the Main Campus, Carlson Library Rathbun Cove (lower level) and at the Scott Park Campus. For more information call 419.530.2176, email [lec@utnet.utoledo.edu](mailto:lec@utnet.utoledo.edu) or visit [www.utoledo.edu/centers/lec](http://www.utoledo.edu/centers/lec)

### **Academic Skills Enhancement (ASE) Curriculum**

The University of Toledo has an Academic Skills Enhancement curriculum (ASE) which provides intensive instruction, tutoring, advising and other support services to admitted high school graduates who have an ACT composite score of 18 or less or an SAT of

890 or less AND a high school cumulative GPA of less than 2.0. Students who meet this criterion will be admitted as a pre-major to The University and will work with faculty and staff during their first semester or until completion of the program. There is a pre-major student admission stipulation at The University of Toledo, during the first semester, pre-majors students will only be allowed to enroll in 11 or fewer credit hours. This will classify students as a part-time student. Enrolling in a lighter course load will enhance a student's chances of academic success and provide the opportunity to focus on college classes.

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

The following is a list of ASE courses offered. Students may be required to take some of these courses based on the results of their placement tests and the specific requirements of the ASE program and/or their academic major. The academic adviser will be able to tell students which courses, if any, will be required, and they can direct students to advisers in the Gateway Program for further assistance.

SKLS 0980 College Reading (grades do not apply to the student's GPA or fulfill graduation requirements)

SKLS 0990 Academic Writing (grades do not apply to the student's GPA or fulfill graduation requirements)

SKLS 1150 College Study Strategies and Orientation

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

MATH 0910 Elementary Algebra I

MATH 0950 Elementary Algebra II

MATH 0980 Intermediate Algebra

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

UC 1120 Career and Self Evaluation

UC 1110 Creative Problem Solving

SKLS 1940 Learning through Service

## **Student Solutions**

### ***Student Customer Service***

The Student Customer Service serves as a confidential information and referral source,



assisting students with questions and concerns regarding University policies and procedures. This office will investigate the nature of a complaint, explain the process to be followed to address the problem, or make a referral to the appropriate person to help resolve the issue. While taking a concern to the Student Customer Service, it does not necessarily mean the problem will be settled in your favor, you can be assured your concern will be addressed through impartial investigation of the facts and circumstances. The existence of this office at The University of Toledo is a testament to the University's commitment to equity, academic excellence and student success. Student Solutions is located on Main Campus in Rocket Hall. For more information call 419.530.2571 or visit [www.utoledo.edu/offices/studentsservice](http://www.utoledo.edu/offices/studentsservice)

## Gateway Programs

### Office of Excellence

The Office of Excellence is a hub of academic activities and services that reach from an access program beginning in the 7th grade through a high school graduation program and beyond. These programs include: GEAR UP-PREP/TECH, TOLEDO EXCEL, Upward Bound, Student Support Services and the Annual Conference for Aspiring Minority Youth, and are targeted towards students in the Toledo area who are underrepresented in higher education, including African-American, Hispanic-Americans, Asian-Americans, Arab-Americans, and Appalachian-Americans. The Office of Excellence is located on Main Campus in North Engineering Building Room 2200. For more information call 419.530.3820 or visit <http://excel.utoledo.edu/>

- **TOLEDO EXCEL**

Since its inception in 1988, TOLEDO EXCEL, a scholarship incentive program of The University of Toledo, strives to prepare students who are members of groups underrepresented in higher education—including African, Asian, Hispanic and Native-Americans—for success in college. EXCEL involves students in pre-college academic programs in order to increase their self-esteem, cultural awareness of diversity, and civic involvement and responsibility. Some of the many services EXCEL offers students throughout their high school years are Saturday School, Summer Institutes, tutoring, academic retreat weekends, campus visits, strategic admissions and financial aid advising, and ethnographic field studies in the U.S. and abroad. To date approximately 850 students have enrolled in EXCEL, with at least 50 new scholars being inducted yearly.

- **Gear Up Toledo Students (GUTS) & PREP/TECH**

Gear Up is a federally funded math and science enrichment program designed to address the educational gap in achievement of low income and ethnic minority students and their middle class counterparts, accelerate their growth into math and science based careers, and increase the number of these students who are ready to enroll and succeed in college. Targeting the population of two junior and senior high schools that have the highest percentage of students receiving free or reduced-priced lunches, an indicator of the average level of poverty within the

district, each year GUTS serves a new cohort of seventh graders. It also offers academic development and enrichment opportunities to teachers in order to foster a lasting systemic change, and encourages parents to take an active role in their children's educational lives. With scholarships as incentives, GUTS engages students in early college awareness, preparation and planning. Services and activities offered to students include tutoring and mentoring, Summer Institutes, Saturday School, academic retreats and workshops, field trips, and college visits.

PREP/TECH is a related math and science enrichment program sponsored collaboratively by The University of Toledo and the Engineers Foundation of Ohio. The Purpose of PREP/TECH is to yearly identify and select 30 sixth graders that are from groups underrepresented in institutions of higher education, and demonstrate interest or potential in the math and science subject areas. Services offered to students during their seventh and eighth grade years include Saturday School, Summer Institutes, and tutoring. Under the instruction of University Professors, students perform hands-on Engineering experiments in order to help them better understand mathematical and scientific concepts, and increase their interest in math and science-based careers.

- **Upward Bound Program**

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. The program provides academic tutoring, advising, classroom instruction, career planning, life skills, college preparation, etc. Upward Bound is a full-year program encompassing an academic component (September-June) and a six-week academic summer session, during which students reside on The University of Toledo campus.

Students also visit colleges throughout the year and receive assistance with the ACT and SAT. Upward Bound services are provided free of charge, including the payment of participant college application fees.

Students are accepted into the Program during their ninth and tenth grade years, then receive tutoring and attend Saturday School two Saturdays per month. During the summer, the forty students with the highest attendance/grade average live on campus for five weeks to prepare them for the following year of study in high school. Graduated high school seniors are entered into the Bridge Program: these students are enrolled for their first quarter of college at UT during the summer session, with the cost covered by the Upward Bound Program. Other services offered to students include college financial planning, career fairs, motivational speakers, and periodic campus visits. For more information on Upward Bound call 419.530.3811 or visit <http://upwardbound.utoledo.edu>

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

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.

Among the services SSS offer students are a detailed orientation session and skill development course; individual, intrusive academic advising, and academic career counseling; tutoring; and special section courses in the basic academic skills. SSS monitors student progress throughout the school year, and performs ongoing and overall evaluations in order to improve the effectiveness of services offered. Skill development activities, coupled with strategic planning and advising, helps participating students navigate the University system and matriculate and graduate successfully. For more information call TRIO Student Support Services at 419.530.3609

### **Student Development**

University College's Student Development provides academic, extra curricular and transition support services that enhance student success. Services help student to acclimate to all aspects of the University and are available to all students. Core activities of Student Development include the following:

- Facilitate student's adjustment to the college environment
- Promote and support academic and co-curricular student involvement
- Monitor and foster academic independence
- Provide experiential employment experiences for students
- Advocate and encourage student goal setting and attainment

### **High School Outreach Initiatives Office**

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

- **Post Secondary Enrollment Options Program** – A state-funded program for high school students, freshman through senior years  
The University of Toledo's Post-Secondary Enrollment Options Program (PSEOP) is designed to provide qualified students the opportunity to enroll in courses offered by the University on a space-available basis. Students must meet additional admission requirements and submit a separate application for the Post-Secondary Enrollment Options Program, which is available through their

high school guidance offices or the Office of Undergraduate Admission. Application deadlines are June 1 for the fall semester and Dec. 2 for the spring semester. All college courses taken are a permanent part of the student's collegiate record.

- **High School Concurrent Enrollment Option Program** – For students who are still in high school  
The University of Toledo's High School Concurrent Enrollment Option Program is designed to provide qualified high school students the opportunity to enroll in a selected number of courses offered by the University on a space-available basis. Students must meet additional admission requirements and submit a separate application. Applications may be obtained in the Office of Undergraduate Admission. All college courses taken are a permanent part of the student's collegiate record.

### **Toledo Early College High School (TECHS)**

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

### **Adult and Transfer Services**

This gateway program provides an array of services specifically designed to meet the needs of adult and transfer students: one-stop customer service and academic advising along with related support services for adults desiring skill upgrading or retraining through credit courses. For more information on the Adult and Transfer Services call 419.530.3142.

- **Non-Degree Seeking Students**  
Students not seeking a degree, however you want to gain new skills or enhance an existing one, expand your career development or explore new subject matter for personal growth can find a place in this Gateway Program. Courses or certificate programs can be taken online, in a classroom or a combination. Students can take up to 24 semester hours of college credit of either undergraduate or 9 credit hours for graduate level courses as a non-degree seeking student.
- **Program 60 for Senior Citizens**  
A unique educational opportunity is available for adult learners age 60 or older. Individuals may engage in serious academic study or attend courses for general interest. This program provides educational experiences at reduced rates to individuals 60 or older who have been residents of Ohio for at least one year and

whose family income is below 200 percent of the federal poverty guidelines based on family size. Students may enroll in courses on a space-available basis and are responsible for textbooks and course materials, lab fees, parking and graduation application fees. For more information visit [www.utoledo.edu/ucollege/program\\_60](http://www.utoledo.edu/ucollege/program_60)

- **Portfolio Development**

Students may obtain additional credit via Portfolio Development, which involves the compiling of a portfolio detailing the student's prior learning. Credit may be earned for certain courses in which a student has had previous learning or practical experience.

### **QUEST for Success**

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

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

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

### **Transition for Success**

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

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

Another student category served by the Transition for Success program is the pre-major. A pre-major is a student with less than a 2.0 high school Grade Point Average and below a 19 ACT Composite or below a 900 combined SAT score. There is an admission stipulation to pre -major students at The University of Toledo, during the first semester, pre-majors students will only be allowed to enroll in 11 or fewer credit hours. This will classify students as a part-time student. Enrolling in a lighter course load will enhance a student's chances of academic success and provide the opportunity to focus on college classes.

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

### **Change of college or major**

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

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

## **University College Degree Programs**

### **Admission to University College Degree Programs**

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

### **Transferring into University College Degree Programs**

Students wishing to transfer into University College Degree Programs must meet the minimum entrance requirements of The University of Toledo. Students wishing to transfer into any University College baccalaureate program must have a minimum

cumulative GPA of 2.00. Courses from an approved institution may be used, as applicable, toward a student's individualized or special program of study. However, the maximum number of effective transferable credits is 94 semester hours, with a limit of 84 hours at the 1000 or 2000 level. The General Section of this catalog has information on admission and transfer.

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

### **Pass/No Credit Grading**

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

### **Honors in University College**

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

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### **Alternative College Credit:**

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

University of Toledo. Students desiring credit by this process should contact the portfolio coordinator in The University of Toledo Learning Collaborative.

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

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

### **Undergraduate Programs of Study - Baccalaureate Programs**

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

Adult Liberal Studies (B.A.)

Administrative Services (B.S.)

### **Individualized Programs – Interdisciplinary Studies**

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

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

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

A University College student will receive guidance in designing his/her individualized program, often through multiple advising sessions. The program is reviewed by the Individualized Degree Program Review Committee. Once the program meets all University College Degree Program requirements and is accepted, the program of study must be followed. Prior written approval is necessary to make any course substitutions.



If a program is denied, a student may appeal the decision. Advisers work with students to prevent this from happening.

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

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

### **Individualized Degree Program Requirements and Options**

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

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

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

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

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

### **Adult Liberal Studies (ALS)**

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

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

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

### **Online Option**

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

### **CLEP Scores for the ALS Program**

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

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

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

## **Adult Liberal Studies Program Requirements**

### **Topical Seminars**

These seminars are upper-division courses in the humanities, social sciences and natural sciences that change each semester. Students are required to take three seminars in each discipline area in order to graduate and may take a 10th seminar as an elective. Students are responsible for fulfilling the program's prerequisites and should seek an academic adviser's guidance before enrolling in courses. Students who enroll in a topical seminar without the required prerequisites may be administratively dropped from the course.

### **Prerequisites for the ALS Topical Seminars**

1. Completion of both a freshman orientation course and the ALS Introductory Seminar. Transfer student need to check with an adviser to see if this applies.
2. Earned credits in College Composition I and II by passing the English essay exam or taking and passing the courses.
3. Completion of a minimum of nine credit hours in the discipline area of the topical seminar or passing the CLEP examination in the discipline of the seminar with a 50 or above score.

### **Electives**

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

### **Area of Concentration**

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

### Senior Thesis

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

### ALS Honors

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

### Adult Liberal Studies Required Courses

#### UT Core

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

#### University College Core

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

#### Liberal Studies Core

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

#### Electives

26-36 hrs.

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

## Administrative Services

Administrative services is a program that gives graduates of two-year institutions who did not complete a business-related associate's degree program of study the opportunity to continue their education in a structured program that leads to the bachelor of science degree. The purpose of this program is to give students the basic skills necessary to work effectively in an organizational setting. These skills include competency in solving quantitative problems, an ability to communicate effectively, and an understanding of human behavior.

This interdisciplinary program is composed of required and elective courses from several colleges and a variety of departments. Students also must complete the University's Core Curriculum and University College general education requirements. The minimum credit requirement for the Bachelor of Science in administrative services degree is 124 semester hours. A minimum of 55 semester hours will be earned at the baccalaureate level, of which 40 hours must be in upper-division course work.

Special note: Students may take no more than 30 semester hours of course work from the College of Business Administration, with no more than three courses in any one department, except up to eight foundation (BUAD) courses are permitted. All transfer credits for business courses are included in the 30-semester-hour total.

The prerequisite core in this program consists of courses in communications, economics, mathematics, statistics and accounting – all areas of knowledge important for business managers. The core courses and the administrative electives allow students to be introduced to one of five broad areas of interest – accounting, management, finance, marketing, and information systems and operations management. Students who plan to enter the master of business administration program are urged to follow a general business sequence. Material describing the requirements and options in the administrative services program may be obtained from the University College office.

## Administrative Services Program Requirements

### UT Core Requirements                      30 hours

The following courses must be taken in order to fulfill the core requirements.

|          |                                      |   |
|----------|--------------------------------------|---|
| ENGL2960 | Report Writing.....                  | 3 |
| ENGL     | English Literature.....              | 3 |
| PHIL3120 | Business Ethics.....                 | 3 |
|          | Multicultural Studies (U.S. Culture) | 3 |
|          | Multicultural Studies (Non-Western)  | 3 |
| ECON1200 | Principles of Microeconomics .       | 3 |
| MATH1260 | Modern Business Mathematics I...     | 3 |
|          | ANTH/GEPL/PSY/SOC core course        | 3 |
|          | Natural Science .....                | 3 |

Natural Science (with lab)..... 3

**University College Core 11 hours**

|           |   |   |
|-----------|---|---|
| UC 1000   | Orientation.....  | 1 |
| ENGL 1110 | College Composition .....                                 | 3 |
| COMM      | 3840 Interpersonal Communication or other Speech Comm...4 |   |
|           | U.S. Political Science or U.S. History.....               | 3 |

**Program Required Courses 24 hours**

|           |  |   |
|-----------|--|---|
| BUAD 1020 | Micro-Computer Applications.....           | 3 |
| BUAD 2040 | Financial Accounting Information.....      | 3 |
| BUAD 2050 | Accounting for Business.....               | 3 |
| BUAD 2070 | Application of Statistics in Business..... | 3 |
| BUAD 3030 | Managerial and Behavioral Processes... 3   |   |
| ECON 1150 | Principles of Macroeconomics.....          | 3 |
| MATH 1270 | Modern Business Mathematics II.....        | 3 |
| MATH 2630 | Statistics for Business and Economics or   |   |
| BUAD 2060 | Data Analysis for Business.....            | 3 |

**Administrative Services Core 15 hours**

Select a combination of five courses at the 3000/4000 level from the department of economics in the College of Arts and Sciences and/or specialization courses from the College of Business Administration, not to exceed a total of 30 hours of course work from the College of Business Administration. All transfer credits for business courses are included in the total of 30 hours of course work from the College of Business Administration.

**Administrative and General Electives 44-47 hours**

Courses are selected in consultation with an adviser. Many of these will come from an associate's degree program.

Graduates find many employment opportunities relating to the specific programs they earned at the associate-degree level. They have the background needed to move into a management/leadership position. The administrative services program is an ideal degree completion program if UT's MBA program is the student's ultimate goal.

## University College Degree Program Faculty

### Department of Interdisciplinary and Special Programs

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

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

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

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

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

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

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

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

### Emeritus and Superannuates Faculty

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

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

Genevieve Nawrocki, Superannuate  
B.A., Mary Manse College; M.Ed, The University of Toledo

Albert Wright, Superannuate  
B.A., The University of Toledo; M.Ed, The University of Toledo; Ed.S., The University of  
Toledo

