

THE COLLEGE OF GRADUATE STUDIES

2015-2016 Catalog

The University of Toledo offers a wide array of master's and doctoral programs as well as graduate certificate programs. This catalog provides you with the important information regarding graduate education at UT including admissions information, academic regulations, and related policies. For more detailed information about specific policies or academic programs please consult the graduate advisor in your chosen discipline or the College of Graduate Studies.

Admissions

Admission Application Forms

Applications are submitted electronically at <http://apply.utoledo.edu>. The application along with transcripts and other required documents (statement of purpose, letters of recommendation) must be filed at least three weeks prior to registration in order to be considered. A non-refundable application fee of \$45 for domestic applicants, \$75 for international applicants is required in order for the application to be reviewed. Please note some departments or programs require applicants to also submit an application using the Centralized Application System. Please check your individual department for their requirements. Regardless of any additional application required, all prospective students must go through the formal College of Graduate Studies application process to be given consideration for admission.

Admission Requirements

An applicant is considered for admission to the College of Graduate Studies on the basis of the performance of the applicant in his or her undergraduate program, a well-formulated objective for graduate study and recommendations from college faculty members acquainted with the student's ability. In some instances, additional recommendations are required. The specific minimum requirements are:

Main Campus (MC) Applicants

- **Earned Degree:** All graduate applicants must possess a bachelor's degree from a regionally accredited college or university. Applicants seeking admission to the Education Specialist must also possess a master's degree from a regionally accredited college or university. Applicants seeking admission to a doctoral degree must possess a master's degree from a regionally accredited college or university unless otherwise indicated by department/program.
- **Cumulative GPA:** A 2.70 cumulative GPA for all previous academic work. All applicants with less than a 2.70 cumulative GPA on all undergraduate work are required to forward results of the GRE. GMAT is required for all business applicants. On the basis of the results of these examinations, the department will make a recommendation to the College of Graduate Studies.
- **GRE requirement:** It is within the discretion of the various departments to require the GRE (general test-institution code 1845) for all applicants. Please refer to the department website to determine if the GRE is required of all applicants. All applicants whose native language is not English will be required to submit GRE scores for all graduate programs.
- **GMAT requirement:** The GMAT is required of all applicants seeking admissions to the College of Business & Innovation. GRE scores may be used in lieu of the GMAT. Please check with the College of Business & Innovation. JD/MBA students may submit LSAT scores in lieu of the GMAT.
- **Letters of Recommendation:** Depending on the program, two or three letters of recommendation are required. Refer to the specific program's admission criteria for the required number of letters of recommendation.
- **Transcript requirement:** See below for details.
- **TOEFL/IELTS requirement:** See below for details.

Health Science Campus (HSC) Applicants

- **Earned Degree:** Baccalaureate or professional doctoral degree earned from a department of approved standing and granted by a regionally accredited college or university.
- **Cumulative GPA:** A 3.0 GPA (on a 4.0 scale) from the institution granting the baccalaureate. For an applicant to be considered for regular admission, they must submit official transcripts confirming their degree with a cumulative GPA of 3.0 or better. An applicant whose GPA is below 3.0 may be considered for provisional admission. Other criteria affecting status of admission (i.e. Regular; Provisional), are program-specific.

- **GRE/MCAT requirement:** It is within the discretion of the various programs to require the GRE or other qualifying examinations for all applicants. The GRE is required of applicants for the following graduate programs on the HSC: MS or PhD in Biomedical Science Programs, Occupational Therapy (OTD), Clinical Nurse Leader - Graduate Entry MSN program. For applicants with a baccalaureate from an accredited U.S. institution, although recommended, GRE scores are not required for the remaining master's degree and certificate programs on the HSC. All applicants whose native language is not English will be required to submit GRE scores for all graduate programs. For MD/PhD and MD/MS dual degree applicants, GRE scores are strongly recommended but MCAT scores may be accepted in lieu of GRE scores.
- **Letters of Recommendation:** Depending on the program, two or three Letters of Recommendation are required. Refer to the program's admission criteria for the required number of letters of recommendation.
- **Transcript requirement:** See below for details.
- **TOEFL:** See below for details.

Applicants, All Programs

Transcript requirement:

The College of Graduate Studies requires official transcripts from all universities/colleges you are currently attending or have attended.

Domestic Students:

- Official transcripts are those sent directly from the institution to the College of Graduate Studies.
- Transcripts not received directly from the institution will be considered unofficial.
- Only official transcripts will be acceptable for final admission to the program.
- You may use the attached form to request transcripts from your other institutions - http://www.utoledo.edu/graduate/files/Transcript_request.pdf

International Students:

- Official transcripts/marksheets are those sent directly from the institution to the College of Graduate Studies.
- Transcripts/marksheets not received directly from the institution will be considered unofficial.
- Only official transcripts/marksheets will be acceptable for final admission to the program.
- You must also provide official certified, or attested copies of all graduation certificates, diplomas or degree certificates needed to fulfill your admission.
- If you earned a degree from a U.S. degree granting institution, simply order a transcript to be sent to us directly from the school's Registrars' Office. We do not make photocopies of official documents.
- Documents given to the Graduate Admissions Office become the property of the College of Graduate Studies and will not be returned or forwarded.
- **IMPORTANT NOTICE ABOUT TRANSLATIONS** - You must submit clear and legible photocopies of precise word-for-word English translations of all foreign language documents. English translations must be provided by the issuing institution or you may contact a translation service. Please refer to <http://naces.org/members.htm> for a list of acceptable evaluators. All arrangements must be made by you directly with the translation service.

The College of Graduate Studies must receive all official final transcript(s) including the transcript showing proof of a bachelor's degree at the time of application or within the first semester of enrollment; without such proof future registration will be prevented. International students must provide the official final transcript and the official diploma showing the degree earned.

TOEFL requirement:

- In addition to the requirements for regular admission, all applicants whose native language is not English must submit TOEFL scores unless the applicant has graduated from a U.S., regionally accredited college or university or completed at least one full time academic year of study earning a 3.0 or greater GPA
- Applicants must achieve satisfactory scores on the TOEFL. Effective Spring 2014 IELTS scores are no longer accepted.

	Minimum Score MC	Minimum Score HSC
TOEFL PBT	550	550
TOEFL CBT	213	213
TOEFL IBT	80	80
GRE Minimum	varies by department	varies by department
GMAT Minimum	450	n/a

Please note - Test scores for TOEFL cannot be older than 2 years from the first day of the term that the student begins their program. Test scores for GRE/GMAT cannot be older than 5 years from the first day of the term that the student begins their program. In the event test scores are considered invalid and cancelled by ETS, The University of Toledo reserves the right to require submission of new test scores. Please contact the College of Graduate Studies if you have questions regarding this.

International Applicants, Financial Responsibility

- All international students must also demonstrate that they have adequate financial resources for their graduate education before they can be admitted.

The College of Graduate Studies must receive the official transcript showing proof of a bachelor's degree at the time of application or within the first semester of enrollment; without such proof future registration will be prevented.

Students not meeting requirements for admission to the College of Graduate Studies may apply to the appropriate baccalaureate college for admission as an undergraduate with degree (UWD) to make up deficiencies and to establish a basis for reconsideration of admission to the College of Graduate Studies. UWDs are not permitted to register for graduate credit courses.

Admission to a master's program does not automatically admit a student to the doctoral program.

Financial Assistance

Assistantships are available for students studying for advanced degrees. Students holding assistantships receive a stipend for service as assistants and a tuition fee award. Contact department chairs or designated directors of graduate programs for application procedures.

A limited number of University Fellowships are available in doctoral areas for outstanding students. Letters of recommendation including from the student's University of Toledo advisor are required in addition to the application. Fellowship recipients receive a stipend during the academic year and a scholarship for tuition and fees.

Scholarships from foundations and societies are available to students who have maintained a high undergraduate and graduate scholastic record. Such scholarships usually permit full- or part-time study. Prospective students are advised to inquire directly with departments, colleges or agencies that provide scholarships or other financial support.

Classification of Students

Students may be admitted in five categories to take graduate studies.

1. **Regular** – An applicant is admitted as a regular graduate student if, after considering all of the required documents, the applicant is considered to meet all admission requirements.
2. **Provisional** – An applicant is admitted as a provisional student if, at the time of application, all of the requirements for admission have not been completed. All admission requirements must be completed during the first semester of attendance.
3. **Graduate Non-Degree** – Applicants interested in taking graduate courses for personal enrichment, professional development, certification, or who wish to explore graduate study prior to deciding on a degree program, may enroll under special student status. This status is not an admission to a College of Graduate Studies degree program. However, if subsequently accepted to a degree program, a student may, upon approval of the College of Graduate Studies, have a maximum of nine semester hours counted toward a degree. Since this status is not available in all academic areas, applicants should inquire with the College of Graduate Studies, the appropriate department or college before submitting an application. Students registering as graduate non degree are not eligible for federal financial aid. Graduate non degree status does not guarantee admission to a degree seeking program.

5. **Guest admission** – A student enrolled in a graduate program at an accredited institution other than The University of Toledo may be admitted as a graduate guest student. A transcript of work completed at The University of Toledo will be sent to the student’s home institution for the semester enrolled. This status is granted on a semester basis and is contingent upon approval of the institution in which the student is pursuing a degree.

Concurrent Enrollment Program

The University of Toledo and Bowling Green State University jointly sponsor this program, which allows graduate students at one institution to enroll and receive credit for classes offered at the other institution. The concurrent program provides graduate students the unique opportunity to enhance their academic experience by taking advantage of resources provided by the two institutions. Credit and grades earned count as resident credit at the home institution.

Students at these institutions must be admitted under the concurrent student status, and the approval of the graduate dean of the student’s home institution is required before a student receives credit and a grade for the class in which he/she has enrolled. In addition, graduate students from The University of Toledo who enroll at Bowling Green State University are required to complete a minimum of 51 percent of their courses in their degree programs on campuses of The University of Toledo. Part-time graduate students pay the instructional, general, and if applicable, the nonresident fees at the host institution on a per-hour basis. Full-time graduate students who have paid full-time instructional, general and nonresident fees at their home institution, or who are graduate assistants or teaching fellows at their home university, generally will not have additional charges associated with their concurrent registration; however special service fees and facilities fees apply.

Letter of Admission

A letter of admission will be mailed to the student upon the recommendation of the admitting department and final approval of the College of Graduate Studies. Only the College of Graduate Studies is authorized to provide admission into graduate programs.

Transcripts

Official transcripts showing all credits (graduate and undergraduate) and all degrees earned must be submitted to the College of Graduate Studies from the issuing institution. Students who fail to provide official transcripts within the first semester of enrollment will not be permitted to register in subsequent semesters. ***Note:** An official transcript is defined as one that is **received directly from the issuing institution in a sealed envelope.**

Academic Regulations

Responsibilities of Graduate Students

Graduate students are expected to become familiar with the academic regulations of the University and the specific requirements of their graduate program. The student is solely responsible for complying with all regulations of the University, the College of Graduate Studies and the department of instruction, and for meeting all requirements for the degree. The student should consult with their advisor on a regular basis to ensure that they remain on track within the degree program or in the event that there are any questions concerning the requirements for the degree.

Academic Standards

A minimum cumulative GPA of 3.0 (four point grading system) in graduate coursework is required for graduation. Graduate students whose cumulative GPA falls below 3.0 during any semester will be placed on academic probation. Depending on the program, a full-time student on academic probation will have one or at most two semesters (excluding summers) to meet the cumulative GPA standard. A student failing to meet the standard will be subject to dismissal. A part-time student on academic probation will be required to meet the GPA standard after 12 additional credit hours of graduate coursework. A grade of C is the minimum passing grade for graduate courses. Therefore, any graduate course in which a grade below “C” or grade of “U” was earned will not be permitted on the Plan of Study. Grades of below “C” will continue to be counted in calculating the cumulative grade point average. Individual programs may offer a specific number of credit hours with earned grades of C or below to be repeated one time. Colleges are permitted to establish individual program course retake standards. However, such standards shall not exceed two courses up to a maximum of 12 credit hours. Both the original and repeated grades will appear on the transcript and be calculated into the cumulative GPA. Colleges/departments/degree programs may enact additional coursework grade requirements beyond the minimum standard established here by the Graduate Faculty. Graduate students shall be responsible to consult with the appropriate graduate degree program director for the applicable standards.

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, WP, or WF may be awarded depending on College/program/departmental policies. A limited number of graduate courses earn grades of S (Satisfactory) or U (Unsatisfactory) upon completion. A grade of S will be allowed for credit toward graduation but is not computed in the grade point average. A grade of U earns no credit and the course must be repeated to earn graduate credit but is not computed in the grade point average. The grade of PR may be awarded to indicate work in progress and courses with this grade will not be included in the GPA calculation. The grade of IN is assigned only under extraordinary circumstances when unexpected events prevent a 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 (excluding summers) in which the IN grade was received; otherwise the grade will be converted to the 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. Once the IN grade has been converted to F, the student must re-register and take the course again. The grade of IN will not be included in the GPA calculation. It is recommended that faculty set specific benchmarks for completion of the course or material each term, and regularly assign S, U or IN grades as appropriate instead of awarding a PR. Students may not graduate with a grade of U, IN, or PR on their Plan of Study. Students may not graduate with a grade of IN or PR on their transcript. A grade of WP (withdrawal passing) or WF (withdrawal failing), according to the status of the student at the time of withdrawal, will be assigned to students who withdraw after the university established withdrawal period at the discretion of the instructor. The grade of WP will not be included in the GPA calculation. A grade of WF indicates that a student's work is unsatisfactory (grade of less than C), and will be included in the GPA calculation as a grade of F. Students may repeat courses with grades WF or U subject to the maximum credit hour repeat limitation.

Academic Fresh Start

A student who meets all of the criteria described below may petition the Vice Provost for Graduate Affairs and Dean of the Graduate College to remove from his/her graduate cumulative grade point average all those grades earned under the student's prior enrollment at The University of Toledo. The petition must first be approved through the appropriate academic college channels prior to submission to the Graduate College.

- Degree seeking graduate student.
- Had previous enrollment at The University of Toledo.
- Not enrolled at The University of Toledo for at least two years prior to current enrollment.
Under exceptional circumstances a student may apply to the College of Graduate Studies for a waiver of the two-year rule.
- Maintain a current graduate grade point average of 3.00 or better for the first semester of re-enrollment if full-time or the first 12 credits of re-enrollment if part-time (not to exceed three semesters)

If the student's petition is granted, the following will apply:

- This policy only applies to the student's graduate grade point average. There is no impact on a student's earned hours.
- All University of Toledo grades will remain on the student's official, permanent academic record (transcript); this process will affect the cumulative graduate grade point average only. It will not remove evidence/documentation of the student's overall academic history at the university.
- No grades/credits from the student's prior graduate enrollment at the university may be counted toward the subsequent degree program requirements. Degree requirements may only be met by courses included in the calculation of the student's cumulative graduate grade point average at The University of Toledo. Thus, the student who successfully petitions for cumulative graduate grade point average recalculation under this policy automatically forfeits the right to use any of the excluded course work toward the current degree requirements.
- Credit earned from other institutions during the two-year period will not be accepted for transfer credit.

A student may exercise this graduate academic fresh start option only once, regardless of the number of times the student enters/attends a graduate degree program at The University of Toledo.

The Academic Fresh Start option applies only to students re-enrolled in the summer 2011 term or beyond. Students re-enrolled prior to summer 2011 are not eligible.

Courses for Graduate Study

Credit toward a graduate degree is given for completion of courses designed for graduate students (5000-8000 level). University course numbers follow this system at the graduate level:

- 5000-5990 Master's level
- 6000-6990 Advanced master's level
- 7000-7990 Doctoral level
- 8000-8990 Advanced doctoral level

Advising

The College of Graduate Studies at The University of Toledo places a high priority on a program of faculty advising for students. After a student has been accepted for graduate study by the Graduate College, a program contact is appointed. The student should address questions concerning the program to the faculty member and seek advice prior to registration.

Plan of Study

Early in the program (usually by the end of the first semester, but no later than the completion of 12 credit hours), graduate students must submit to the College of Graduate Studies a Plan of Study approved and signed by the student, graduate advisor, department chair or program director, and the associate dean of the college (or designee). The Plan of Study is a listing of courses and other requirements that a student must complete to fulfill the requirements of the graduate degree program. The College of Graduate Studies checks the student's record against the Plan of Study to verify eligibility for graduation.

Graduate Research ADvisory Committee Approval & Assurances (GRAD) Form

Students must complete the GRAD form and receive the required approvals prior to beginning any research for a project, thesis, or dissertation involving humans, animals, radiation, or biohazardous substances. Federal regulations do not allow retroactive approval. Completion of the GRAD form indicates that a student's committee has approved both a topic and an approach for the research, and is aware of federal requirements for institutional review of research methods. Policy information and required applications referenced on the GRAD form are available on the Research & Sponsored Programs Website.

This form normally should be completed at the time the student determines the nature of the research project. However, in all cases the student must have submitted the form demonstrating compliance before engaging in related research. Failure to obtain the proper approvals could prevent or significantly delay the awarding of the degree. Compliance with federal and state regulations is essential to assure continued funding of the University research programs and, therefore, requires cooperation of all University researchers.

If a student works on a project that is supported by a research grant or contract between the University and an external entity or entities, the student must comply with all terms of the grant or contract. Contractual agreements in support of research or other sponsored activities are legally binding on the University, including the administration, faculty and students engaged in the sponsored projects.

Intellectual Protection and Patent Sign-off

All graduate students engaged in thesis or dissertation research are required to submit a completed "Intellectual Property and Patent Sign-Off" form prior to graduation. This form is designed to protect both the student and the University's legal rights in any invention resulting from the student's research efforts. If potential intellectual property is identified, this form allows for the publication delay of the dissertation or thesis to provide time to file the necessary legal papers, but it will not interfere with the student's graduation schedule. This form should be submitted at the time the dissertation or thesis is uploaded to OhioLINK and the ProQuest Publishing Agreement is completed. All requests for a delay will be granted in increments of one year.

Minimum Enrollment

Graduate students who have completed their course work and are working on their project, thesis or dissertation, and/or using University facilities and services (i.e., the library, health services, computer services, laboratories, consulting with faculty, apply for graduation, etc.) must register for a minimum of one graduate credit hour each semester, excluding summer terms. However, students who apply for graduation during the summer term also

must be registered for a minimum of one graduate credit hour. Access to certain other facilities and services, such as the Student Recreation Center and parking, will require additional user fees. Students who are not enrolled during any time over one calendar year (three consecutive semesters, including summer) will be considered to have stopped their graduate programs and will be required to apply for readmission in order to complete their programs.

Transfer of Credits

Graduate courses completed at other appropriately accredited academic institutions or at an academic institution with high academic standards deemed appropriate and acceptable by the academic department, academic college, and the College of Graduate Studies may be offered in partial fulfillment of the requirements for graduate degrees at The University of Toledo subject to the limits and approvals described below.

The following conditions must be met in order to transfer graduate credit:

1. All graduate credits requested for transfer must carry a grade of A, A-, B+ or B. Credit for an S grade may be transferred only if the grading institution verifies that the S translates into a grade of B or higher. Research hours earned at another university are not transferable towards research hours for a project, thesis, or dissertation. Courses taken for professional development cannot be transferred for graduate credit.
2. The student must have been admitted and enrolled as a graduate student at the institution where the graduate credit was completed.
3. Courses requested for transfer from a non-United States institution will be evaluated on an individual basis. To be considered, the credits to be transferred must have been earned in a program judged by the University graduate program to be comparable to a graduate degree program of a regionally accredited institution in the U.S. and appropriate documentation must accompany the request.
4. The credit requested for transfer must not have been applied in whole or in part toward any other degree from another university. Requests for transfer of credit applied in whole or in part toward a graduate certificate from another university will be reviewed on a case-by-case basis.
5. The student is actively pursuing a graduate degree program at UT.
6. Provisionally admitted students must meet the terms of their admission to achieve regular admission status before requesting transfer of credit. By definition, transfer of credit is not appropriate for graduate, non-degree students as they have no graduate degree program toward which credit can be transferred. If a graduate non-degree student becomes regularly admitted to a graduate degree program, transfer of credit can then be requested. (Graduate courses completed at UT in non-degree status and later applied toward degree requirements are not considered as transfer credit from outside the University.)
7. The amount of credit transferred does not exceed one-third of the hours required for the graduate degree. Requests for exceptions to this requirement will only be considered with supporting documentation and would only be approved in unusual circumstances. Academic colleges and/or programs and departments may have more restrictive policies with regard to the number of transferable credits or eligibility of specific courses. Transfer credit will only be considered by the College of Graduate Studies if it has been reviewed and approved through the required channels of the student's academic department and college.
8. Credit applied towards the master's degree and education specialist degree must have been earned within the period of six years immediately preceding the time the degree is awarded. Credit applied for the doctoral degree must have been earned within seven years immediately preceding the time the degree is awarded (combined M.D./Ph.D. program limit is ten years). Credit applied towards a graduate certificate must have been completed within the four years immediately preceding the time the certificate is awarded. Transfer credit is reviewed again at the time of graduation to ensure the course work falls within the time to degree limits. If the previously approved transfer credit is beyond the time limitation for the degree, it can no longer be used to fulfill degree requirements. Transfer credits are not eligible for recertification.

The following process must be followed to request transfer of graduate credit:

1. Application for transfer of credit must be made to the student's advisor on a Request for Transfer Credit form available on the College of Graduate Studies' website. If endorsed by the academic department and college, the form should be forward to the College of Graduate Studies.
2. A Plan of Study must accompany any request for transfer credit. If an approved Plan of Study is already on file with the College of Graduate Studies, an amended Plan of Study or Plan of Study Course Substitution Form must accompany a request for transfer credit.
3. Students must attach a copy of the course description from the institution at which the course to be transferred was completed. Students may also be asked to provide a statement from the institution confirming that the course was not used toward a prior degree. Additional documentation may requested by the College of Graduate Studies if necessary to make a determination on the transfer request.
4. An official transcript reflecting the credit requested for transfer must be on file in the College of Graduate Studies or submitted with the Request form. Transcripts marked 'Issued to Student' will not be accepted.
5. Final approval for transferred credit is granted only by the graduate dean or designee. Any prior assurances for transfer of credit given by faculty or staff must be regarded as professional opinions and do not commit the University to final approval of the credits
6. Once final approval has been granted and official transcripts received, the credits hours (not grades) for the approved courses are transferred to the student's UT graduate degree program.

Additional Restrictions:

1. The transfer of credit for purposes of consolidating transcripts is not permitted.
2. A student may substitute an acceptable alternative for a required course in the case where a substantially similar course was completed as part of a previous degree. Such a substitution requires the approval of the advisor, department chair or program director, college associate dean and College of Graduate Studies and must not decrease the number of course hours required by The University of Toledo. Substitutions may be requested on the Plan of Study form.
3. A maximum of nine semester hours of post-master's credit may be transferred to a doctoral program subject to all required approvals for the transfer of graduate credit. This is in addition to the 30 credits that can transfer from a master's program.
4. A maximum of twelve graduate course credits may be counted in common between two University of Toledo master's degrees if the course work is appropriate for the student's program and has received all required approvals.
5. Requests to apply up to twelve credits from an awarded University of Toledo graduate or advanced degree to another University of Toledo graduate degree will be evaluated on an individual basis subject to all required approvals.
6. In all cases, unless a specific exception has been approved, the total amount of credit transferred and/or applied in common between UT graduate degrees may not exceed one-third of the hours required for the graduate degree.

Foreign Language Requirement

The student is required to meet the foreign language requirement of the specific department or college. The "Instructions and Application for the Foreign Language Exam" are available on the College of Graduate Studies' website.

Master's Thesis

Certain departments specify the submission of a thesis as a requirement for the master's degree. If a thesis is required, the student must meet with the advisor to determine the appropriate paperwork and establish a timeline to meet all requirements of the academic department, academic college, and College of Graduate Studies. Students are required to submit their document electronically by uploading to OhioLINK and to publish their document with ProQuest. Procedures for proper submission of a thesis are available on the College of Graduate Studies' website. A handbook authorized by the Graduate Council is available on the site which details the requirements for preparing your document.

Thesis Committee

A master's thesis committee must consist of a minimum of three members, all of whom must be members of the graduate faculty. An expert from outside the University also may serve as one of the three thesis committee members upon recommendation of the committee chair and approval by the department chair and the graduate dean. Full membership on the graduate faculty is a prerequisite to chairing a master's thesis committee.

Application for Admission to Candidacy for the Doctoral Degree

At the time a student applies for admission to candidacy, the following requirements must be fulfilled: a GPA of 3.0 on a 12-point system for all courses completed and satisfactory completion of the examination requirements of the specific college or department. The Admission to Candidacy form is available on the College of Graduate Studies' website. It is the student's responsibility to initiate the application. A student who fails to qualify for candidacy at the required time will not be permitted to continue.

Doctoral Dissertation

All departments require a dissertation in partial fulfillment of the doctoral degree. The dissertation should constitute an original work of a scholarly nature. The student must meet with the advisor to determine the appropriate paperwork and establish a timeline to meet all requirements of the academic department, academic college, and College of Graduate Studies. Students are required to submit their dissertation electronically by uploading to OhioLINK and to publish their document with ProQuest. Procedures for proper submission of a dissertation are available on the College of Graduate Studies' website. A handbook authorized by the Graduate Council is available on the site which details the requirements for preparing your document.

Dissertation Committee

Full membership on the graduate faculty is a prerequisite to chairing a doctoral dissertation committee. A doctoral dissertation committee must consist of a minimum of four members. One of the four members must be an external committee member whose primary appointment is outside the candidate's program or department, or may be outside the University. The external member must be familiar with the standards of doctoral research in the field of the dissertation and should be in a field related to the student's dissertation topic. Those committee members who are tenured or tenure-track UT faculty must be members of UT's graduate faculty. An expert from outside the University may serve on the doctoral dissertation com-

mittee upon the recommendation of the committee chair, and approval by the department chair and the graduate dean. The request, along with the Graduate Faculty Membership Application and reader's curriculum vita, must be submitted to the College of Graduate Studies for approval prior to committee appointment.

The composition of the doctoral dissertation committee is recommended by the chair of the committee in consultation with the student; it requires concurrence by the relevant department/program director, the dean (or designate) of the academic division, and approval by the dean of the College of Graduate Studies.

Graduation Procedures

Students must apply for graduation by the posted deadline for the term. Graduation information is available on the College of Graduate Studies' website. The University graduation exercises are conducted to honor those who have earned their degrees. The graduate is encouraged to attend the commencement exercises. Candidates shall wear academic dress with appropriate hoods. Arrangements for academic dress must be made through the University Bookstore well in advance of commencement. The student should contact the University Bookstore early in the semester of graduation. Graduate students completing all degree requirements will receive the official diploma approximately six to eight weeks after the commencement ceremony. Students who fail to graduate in the semester for which they have applied must submit a new application for a future term. It is the responsibility of the student to meet all requirements for graduation. To ensure graduation proceeds as planned, it is important for students to meet with the advisor early in the semester of intended graduation.

Courses Reserved for Graduate Credit

A senior who does not require a full schedule for the completion of bachelor's degree requirements at The University of Toledo may enroll in courses for graduate credit. In such cases the total schedule is not to exceed 12 semester hours of work. The appropriate application must be filed with the College of Graduate Studies before the beginning of the semester. Please contact the College of Graduate Studies for details regarding this process. This procedure is possible only where the academic record reveals unusual scholastic ability. This option may not be available in all programs of study.

Residence Requirements for the Ph.D. and Ed.D. Degrees

The College of Graduate Studies has established an academic residency requirement in order to provide doctoral students with the opportunity to engage in intensive, concentrated study over an extended period of time in association with faculty members and other students in an atmosphere conducive to a high level of intellectual and scholarly activity.

The purpose of a residency requirement is to encourage doctoral students to experience contact with the academic community: colleagues, libraries, laboratories, ongoing programs of research and inquiry, and the intellectual environment that characterizes a university. Such experience is generally as important as formal classwork in the process of intellectual development. Although the residency requirement is, by necessity, given in terms of full or part-time enrollment, the intent of the requirement is to ensure that the student becomes fully engaged in an essential part of scholarly life.

Doctoral students satisfy the doctoral residency requirement by completing a total of 18 hours of coursework taken over 3 consecutive semesters. Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms could count toward the 18 hours required for residency. Each graduate program may exclude certain courses and credit hours from meeting the residency requirement.

Any exceptions to the residency requirement must be requested in writing. For students who have been determined by their academic college to need an exception to this requirement, the request must be attached to a Plan of Study and include information detailing how a student will interact with faculty and other students, read widely within and beyond the major field, and contemplate scholarly issues as they relate to professional practice.

Time Limitations for Degrees

Credit applied toward the master's and education specialist degree must have been earned within the period of six years immediately preceding the time the degree is awarded. Credit applied for the doctoral degree must have been earned within seven years immediately preceding the time the degree is awarded (combined M.D./Ph.D. program limit is ten years). Certificate programs must be completed within four years.

An extension of the time limit for the degree may be requested by a student by written petition to the College of Graduate Studies. Although exceptions may be warranted, students who exceed the norm shall be required to justify in writing their request for an extension. Forms are available on the College of Graduate Studies' website.

Graduate Student Enrollment Status Policy Statement

Policy Number: 3364-77-05 <http://www.utoledo.edu/policies/>

The university recognizes the role of enrollment status in support of satisfactory academic progress towards degree completion. A student's enrollment status is determined by the number of class hours the student is enrolled in credit bearing courses during a semester or during an entire summer term. The definitions are as follows: A full-time graduate student is enrolled for a minimum of 9 or more semester hours in credit bearing courses. A full-time student who elects to enroll in more than 18 credit hours in fall or spring (combined total of more than 15 semester credit hours in summer) is considered to be on academic overload. A part-time graduate student is enrolled for fewer than 9 semester hours in credit bearing courses. Audit means a student is enrolled in credit bearing courses but elects not to receive credit. A student enrolled in a full-time and transcribed internship placement will be considered a full-time student for purposes of reporting to the National Clearinghouse if the time commitment required for the internship equates to the time commitment of a graduate student enrolled in 9 semester hours. This policy applies to all graduate students. Each college may establish additional credit hour requirements based upon degree program requirements, graduate assistantship appointments, or other considerations deemed necessary to the program or college. *Please visit the University Policy Website to view the complete policy.*

For additional details regarding enrollment status, please visit the Registrar's Office Website:

https://www.utoledo.edu/offices/registrar/student_records/enrollment_status.html

Graduate Student Academic Dishonesty Policy Statement

Policy Number: 3364-77-01 <http://www.utoledo.edu/policies/>

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success as an educator or in another profession. Activities inconsistent with these aims will not be permitted. Graduate students are responsible for knowing what constitutes academic dishonesty; if students are uncertain, for example about what constitutes plagiarism or cheating, they should seek the instructor's advice. The purpose of the policy is to outline the procedures that allow graduate students to appeal an adverse decision by their college in an instance of academic dishonesty. *Please visit the University Policy Website to view the complete policy.*

Graduate Student Academic Grievance Policy Statement

Policy Number: 3364-77-02 <http://www.utoledo.edu/policies/>

The graduate student grievance policy covers appeals in which a graduate student disputes (grieves) a particular grade. Appeals dealing with academic dishonesty, including, but not limited to, cheating and plagiarism, are explicitly exempt from this process and shall be dealt with under the procedures outlined in the Graduate Academic Dishonesty Appeal Policy (3364-77-01). The purpose of the policy is to provide graduate students and their colleges with the procedures to follow to grieve a particular grade after appeals within their respective college are exhausted. This policy grants the graduate student the right to appeal in writing to the Dean of the College of Graduate Studies for further and final consideration of the student's appeal. *Please visit the University Policy Website to view the complete policy.*

Graduate Student Leave of Absence Policy Statement

Policy Number: 3364-77-04 <http://www.utoledo.edu/policies/>

Students enrolled in a graduate degree program (or graduate certificate program), who do not expect to make progress towards degree requirements for a period of time due to personal, medical, call to active military duty, or other compelling reasons may request a leave of absence from a degree program. Students on an approved leave may not make significant use of university resources and services and do not have the rights and privileges of registered students. Students cannot fulfill any official department or university requirements during the leave period. Students on an approved leave must complete the Application for Graduate Readmission at the end of the leave. In order to register and to have the rights and privileges of registered students. If a student does not return to the graduate degree program within the approved period for which the leave was granted, the student will be considered as having withdrawn from the university. To be reconsidered for graduate study, students who have withdrawn must complete the necessary application materials and pay all associated fees. Students called to active duty while enrolled in graduate school will follow regulations for military leave of absence per section 3345.53 of the Ohio Revised Code. It is the responsibility of the student to resolve all issues pertaining to registration, financial support, federal financial aid, and outstanding balances owed to the university. Students should also consider the potential implications of a leave on such matters as immigration status, health insurance, and loan repayment. Leaves approved in accordance with this policy, do not constitute a leave of absence for federal financial aid purposes. *Please visit the University Policy Website to view the complete policy.*

For additional details regarding the graduate student leave of absence process, please visit the College of Graduate Studies Website:

<http://www.utoledo.edu/graduate/currentstudents/references/GradLOA.html>

Other Policies and Information

Other policies and information pertaining to graduate education may be found on the University Policy Website (<http://www.utoledo.edu/policies/>) and the college and departmental catalog sections. Graduate students are encouraged to frequently check the "Current Students" section of The College of Graduate Studies website for up-to-date information, the *Graduate Student Handbook*, and/or the individual college departments for specific program policies.

