

THE COLLEGE OF GRADUATE STUDIES

The University of Toledo offers a wide array of master's and doctoral programs. This catalog provides you with the necessary information to make your academic choices. For more detailed information about specific policies or academic programs please consult the graduate adviser in your chosen discipline or the College of Graduate Studies.

Important Note: Students in Health Science Campus programs should consult the HSC Graduate Student Handbook.

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 is required in order for the application to be reviewed. Please note some departments or programs have a pre-application process intended to pre-screen students for possible admission. Please check your individual department for their requirements. Regardless of any pre-screening process, all prospective students must go through the formal College of Graduate Studies application process.

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:

1. A bachelor's or professional degree earned from a department of approved standing and granted by an accredited college or university.
2. A 2.70 cumulative GPA for all previous academic work, or
 - a. If the cumulative GPA is less than a 2.70, applicants are required to request results of the Graduate Record Examination (GRE) and/or other appropriate qualifying examinations be sent to the College of Graduate Studies. Scores must be received electronically from ETS. Institution code - 1845.
 - b. Various departments may require the GRE or other qualifying examinations for all applicants. Applicants are required to request results of the Graduate Record Examination (GRE) and/or other appropriate qualifying examinations be sent to the College of Graduate Studies. Scores must be received electronically from ETS. Institution code - 1845. Paper copies of scores are not accepted.
3. Prerequisite academic work that indicates the applicant should be able to pursue effectively the graduate work in the department in which specialization is desired.
4. All students from countries where English is not the primary language must achieve satisfactory scores on the Test of English as a Foreign Language (TOEFL) and the general test of the GRE. Applicants are required to request results of the Graduate Record Examination (GRE) and TOEFL/IELTS examination be sent to the College of Graduate Studies. Scores must be received electronically from ETS. Institution code - 1845. Paper copies of scores are not accepted.
5. All international students also must demonstrate 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 bachelors 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. University of Toledo advisers and departmental chairs nominations are required in addition to the student's application. Fellowship students 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 to 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 aide. 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**. Transcripts marked “issued to student” are not considered official transcripts.

Academic Regulations

Responsibility of Graduate Students

The graduate student is advised and expected to become familiar with academic regulations of the University and the particular requirements of the specific educational 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 the adviser in the event that there is any question concerning the requirements for the degree. The student should determine if proper prerequisites for each course have been met. Regulations of the graduate faculty require graduate students to maintain a GPA of 3.0 on a 12-point system for all courses completed and an average of 3.0 on a 12-point system for courses completed in the department of specialization. Students whose GPA falls below 3.0 on the 12-point scale are subject to dismissal. Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F are used in determining GPAs. A grade less than C (2.0) in a graduate course is unsatisfactory and cannot be used to fulfill the academic requirements in a graduate program of study. Therefore, any graduate course in which a grade less than C was achieved will not be permitted on the plan of study. Grades below C will continue to be counted in determining the cumulative GPA.

For individual study, master and doctoral thesis, and/or dissertations and other projects at the graduate level, the grade of PR may be used for work in progress. The PR and IN grades will not be considered in the GPA. A limited number of special graduate courses will earn grades of S (satisfactory) or U (unsatisfactory) upon completion. A grade of S will allow for graduate credit to be earned, while a grade of U will be processed as an F.

Courses for Graduate Study

Credit toward a graduate degree is given for completion of courses designed for graduate students (5000-8000 level). If a student does not qualify for admission to the College of Graduate Studies, the student may take work in the undergraduate program as an Undergraduate with Degree (UWD) but will not be classified as a graduate student.

Advising

The College of Graduate Studies of 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 College of Graduate Studies, an adviser is appointed in the degree program. The student should address questions concerning the program to the adviser and seek advice each semester prior to the time of registration.

Graduate Research Advisory Committee Approval & Assurances (GRAD)

All graduate students engaging in project, thesis or dissertation research are required to submit a completed “Graduate Research Advisory Committee Approval & Assurances (GRAD)” form to the College of Graduate Studies. The form is available on the College of Graduate Studies' website. Students must complete this 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. Failure to obtain the proper approvals could prevent or significantly delay the awarding of the degree.

Students who work on projects sponsored by external entities are required to comply with all contractual terms, including the confidentiality of data or other information received from the sponsor or developed within the scope of the project by the university researchers.

Intellectual Protection and Patent Sign-off

All graduate students engaged in thesis or dissertation research are required to submit a completed “Intellectual Protection 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 thesis or dissertation to provide time to file the necessary legal papers, but it will not interfere with the student’s graduation schedule. Publication delays are available in increments of one year.

The form is available on the College of Graduate Studies' website and should accompany the thesis or dissertation approval form when it is submitted to the College of Graduate Studies, no later than fifteen (15) business days prior to the last day of classes for the term the degree will be awarded. Failure to submit the form could prevent or significantly delay the awarding of the degree.

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 work completed in residence at other academically accredited institutions may be offered in partial fulfillment of the requirements, other than residence, for graduate degrees at The University of Toledo when the work is of acceptable quality and appropriate to the student's program and not part of an outside degree. Application for transfer of credit must be made to the student's adviser. The department/college will communicate its recommendation to the College of Graduate Studies by completing the "Request for Transfer Credit" form available on the College of Graduate Studies' website.. The student may obtain advance approval from the adviser to take work elsewhere while enrolled at The University of Toledo. All graduate credits requested for transfer must carry a grade of A, A-, B+ or B. Credit for an S grade may be transferred for grade 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. Credits taken at a foreign institution are not transferable. Application for transfer of credit must be completed as soon as the credits have been earned. Except in unusual situations, no more than one-third of the hours required for a degree will be accepted as transfer credit. 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).

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 adviser, 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.

A student who has obtained one master's degree at The University of Toledo and elects to take a second master's degree at The University of Toledo may use up to 12 semester hours from the first master's degree if the course work is appropriate for the student's program.

Probation and Dismissal from Graduate Programs

A graduate student must maintain a minimum overall GPA of 3.0 for all graduate courses taken in order to be in good standing and to make adequate progress toward the degree. Whenever the student's GPA falls below 3.0, the student is placed on academic probation and must correct the GPA deficiency within the next semester of enrollment. Failure to do so may result in dismissal. Please consult with graduate advisers in the individual programs of study concerning other academic requirements necessary for graduation.

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. 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 for courses completed in the department of specialization 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. Admission to candidacy shall be recorded on the student's permanent record. 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/UMI. 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

A doctoral dissertation committee must consist of a minimum of four members. One of the four members must be an external member whose primary appointment is outside the candidate's program or department or 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 committee upon the recommendation of the committee chair, and approval of the Dean of the College of Graduate Studies. Requests for readers outside of The University of Toledo must be submitted in writing to the College of Graduate Studies at least one week before the dissertation defense is to occur. The request must be accompanied by a copy of the outside reader's curriculum vitae. Full membership on the graduate faculty is a prerequisite to chairing a doctoral dissertation committee.

Graduation Procedures

Students must file a formal "Application 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

Two consecutive semesters of full-time work must be completed at the University in order to fulfill requirements for the Ph. D. degree. For the Ed. D. degree, residence requirements are the same as those for the Ph.D. degree, or they may be fulfilled by the completion of two consecutive full-time summer semesters at the University.

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. A one- year extension may be requested. Further requests for extension may require course recertification. Forms are available on the College of Graduate Studies' website.

Academic Grievance Procedure for Graduate Students

In the event that a graduate student has an academic grievance, he or she should attempt to resolve the problem by adhering to the following procedure:

1. Discuss the problem with the instructor involved.
2. If no resolution can be achieved, the student should present his or her grievance to the chair of the department.
3. If the problem is still not resolved, the student should see the dean of the college.
4. If a resolution has been unsuccessful at the college dean's level, the student may present the grievance to the Graduate School.
5. The final appeal can be made to the committee on academic standing of the Graduate Council, and its decision shall be binding on all parties involved in the grievance.

In steps 1 through 4 above, a resolution of the grievance is sought by achieving a consensus on the part of all involved in the grievance. If the process reaches step 5, the academic standing committee of the Graduate Council renders a final decision based upon all of the evidence presented. The committee's decision shall be binding on all parties involved in the grievance.

Note: Graduate students must file the initial grievance with the instructor and a copy to the department no later than one semester after the occurrence of the incident. If students desire to proceed to the next level of appeal, they must file within one month of the last rendered decision until final resolution of the grievance.

Other Policies and Information

Other policies and information pertaining to graduate education may be found in the General Section of the University catalog 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.