


<b>Name of Policy:</b> Transfer Credit  <b>Policy Number:</b> 3364-  <b>Approving Officer:</b>  <b>Responsible Agent:</b>  <b>Scope:</b>		  <b>Effective date:</b>  <b>Original effective date:</b>	
Key words:			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

This policy describes procedures by which students can be awarded transfer credit at the University of Toledo. The application of transfer credit to satisfy requirements of individual degree programs is determined by the requirements of that program. Although this policy does not determine how transfer credit is applied to individual degree programs, the same rules must govern the application of both University of Toledo course credit and transfer credit toward satisfying the requirements of a degree program.

(B) Purpose of policy

The purpose of this policy is to describe internal processes for the acceptance and application of undergraduate transfer credit in its various forms while also ensuring compliance with various Ohio Department of Higher Education (ODHE) policies on articulation and transfer credit. Supersedes policy 3364-71-17 Credit for Prior Learning.

(C) Scope

The term transfer credit applies to various forms of learning that may be deemed as equivalent to University of Toledo courses and/or suitable for satisfying degree program requirements. These forms include courses taken at other institutions of higher education, Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), Discipline-Specific Subject Test (DSST), and prior learning assessment (PLA) of previous work experience.

This policy also incorporates ODHE rules on transfer, including the Ohio Transfer 36 (OT36) and general education requirements, Transfer Assurance Guides (TAGs) and degree program requirements, Career Technical Assurance Guides (CTAGs), Military Transfer Assurance Guides (MTAGs) and Industry Recognized Credential Transfer Assurance Guides (ITAGS).

## (D) Procedure

See 3365-XX-XX.X

<p>Approved by:</p>  <hr/> <p>Name Title</p>  <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul> <p>Initial effective date: Review/Revision Date: Next review date:</p>
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**Procedure:** [Transfer Credit](#)

**Procedure Number:** 3364-

**Responsible Department:** Academic Affairs



**Scope:** All University of Toledo undergraduate students

**Effective date:**

**Original effective date:**

This procedure is authorized by the university's policy on transfer credit. This procedure describes the means by which students can be awarded transfer credit. The application of transfer credit to satisfy requirements of individual degree programs is determined by the requirements of that program. Although this procedure does not determine how transfer credit is applied to individual degree programs, the same rules must govern the application of both UToledo course credit and transfer credit toward satisfying the requirements of a degree program.

(A) Evaluation of Transfer Credit

- (1) An official evaluation of transfer credit for an undergraduate student will not be completed until the student has been admitted to the university, has submitted official transcripts from all post-secondary institutions previously attended, and has submitted official test score reports for Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST) exams as appropriate.
- (2) Official college transcripts of transfer students will be reviewed by the registrar to determine whether any transfer credit evaluation (TCE) must be done and by whom. Students may also submit requests for TCE to the registrar by contacting [transfer@utoledo.edu](mailto:transfer@utoledo.edu). Students may be asked to provide detailed syllabi and other course materials in order to complete the TCE process.
- (3) Only non-remedial and non-developmental courses from domestic institutions of higher education accredited by a regional accreditation body recognized by the Council for Higher Education Accreditation (CHEA) will be considered for evaluation of transfer credit.
- (4) Non-regionally accredited course work may be considered for evaluation from institutions holding a valid certificate of authorization from the State, as listed on the Ohio Department of Higher Education's (ODHE) promoted list. Additionally, coursework recommended by the American Council on Education (ACE) may be considered if submitted through an official ACE transcript.

- (5) Courses with recognized international equivalencies may also be considered at the discretion of individual academic programs. Official transcripts from foreign institutions should be submitted to a recognized organization such as World Education Services or International Education Evaluations for credit equivalency evaluation and language translation.
- (6) Credit will only be granted for courses in which a passing grade was awarded by the originating institution. Ohio Department of Higher Education policy requires public colleges and universities which offer D as the lowest passing grade to accept all college-level courses with a grade of D or higher. Institutions which offer D- (minus) as the lowest passing grade are required to accept all college-level courses with a grade of D- or higher.

Note that the awarding of transfer credit does not automatically guarantee that the UToledo course(s) will satisfy any requirements of the UToledo degree program into which the student is transferring. This process is described in a subsequent section entitled "Application of Transfer Credit."

- (7) Credit from other institutions. Courses from other recognized domestic or international institutions (see above) will be reviewed by the registrar's office, appropriate department chair or individual designated by the chair to determine whether the course is substantially equivalent (70% or more of the learning outcomes and objectives) to a UToledo course offered by that department.
  - (a) The registrar's office will work with departments to facilitate course evaluations. If the courses are not evaluated by departments within five business days, the registrar's office will determine the equivalency.
  - (b) If a course is deemed equivalent to a UToledo course offered by that department, the equivalency will be transcribed on the student record. If no substantially equivalent course is offered at UToledo, generic elective transfer credit will be awarded.
- (8) Transfer Credit Appeal. Students may appeal the results of a transfer credit evaluation by submitting an appeal form to the registrar's office. The appeal should specify the UToledo course that the student believes is equivalent to the course from the originating institution, the rationale for why this equivalency is valid and appropriate course materials that support the equivalency claim.

#### (B) Credit for Prior Learning

The University of Toledo recognizes that students have opportunities for learning beyond the traditional or more formal methods of education and may award college credit for

demonstrated college-level learning outcomes through prior learning assessment. College-level learning is defined as demonstrated achievement of the learning outcomes, theoretical and/or applied, aligned with the content of a credit bearing, college course. Prior learning assessment (PLA) will adhere to guidelines established by the Higher Learning Commission (HLC), the Council for Adult and Experiential Learning (CAEL), and the Ohio Department of Higher Education (ODHE).

- (1) Credit by standardized exam. The University of Toledo recognizes credit earned through AP, CLEP, Credit by Exam (CBE), IB, and DSST.
  - (a) Students obtaining an AP exam score of 3 or above will be awarded credit for a UToledo course aligned to the AP exam area successfully completed. Credit will be applied toward a UToledo general education requirement if the equivalent UToledo course fulfills a general education requirement. If no equivalent UToledo course is available for the AP exam area completed, generic elective credit will be awarded in the appropriate academic discipline. Additional courses or credits may be available when an AP exam score of 4 or 5 is obtained. Such determinations will be made by the appropriate department chair or individual designated by the chair as described in the section entitled "Credit from other institutions" above.
  - (b) For IB, CLEP, DSST or other standardized exams, equivalency is determined by the department as described in the section entitled "Credit from other institutions" above. For these exams, the appropriate departments can determine the equivalent course(s) and the test scores that determine whether passing credit will be received for these courses.
- (2) Credit from military service. Credit for UToledo courses will be granted to students with military training, experience, and/or coursework recognized by (ACE) or a regionally accredited military institution recorded on a Joint Services Transcript.
  - (a) Course credit for military training and coursework that qualify as Military Transfer Assurance Guides (MTAGs) courses will be awarded if an equivalent course is offered at UToledo. If the MTAG course is not offered at UToledo, then the military training course content will be reviewed as described in the "Credit from other institutions" section above to determine if credit for a specific UT course or generic elective credit is appropriate.
  - (b) If military training and/or service that does not result in UToledo course credit via the MTAG or institution transfer credit evaluation process, then students may opt to submit their military experience through the Prior Learning Assessment (PLA) process. The PLA assessment fee is waived for review of any military experience.
- (3) Experiential Learning. UToledo course credit may be awarded for alternative learning experiences provided on official (ACE) or Joint Services transcripts. This coursework can

be reviewed as described in the “Credit from other institutions” section above to determine if credit for a specific UToledo course or generic elective credit is appropriate.

- (a) UToledo course credit may also be awarded for alternative learning or work experiences through the Prior Learning Assessment (PLA) process. A student may demonstrate college-level learning through course-specific examinations created and evaluated by faculty assessors from the department in which the course is offered. A student may also demonstrate college-level learning by submitting a collection of evidence that documents the match between their experiential learning and learning outcomes of a specific UToledo course. Portfolios are evaluated by faculty assessors from the department in which the course is offered. Colleges, departments, and academic programs may establish guidelines on the awarding and acceptance of credit by examination and of credit from experiential learning portfolios.
  - (b) A student will pay an assessment fee for the assessment process of portfolio and credit by exam through PLA, regardless of the grade earned. This fee covers the assessment of the prior learning and does not guarantee credit will be granted. Assessment fees are non-refundable and are subject to Board of Trustees approval. Students may refer to the Treasurer’s Office for a fee schedule. Additional costs associated with the assessment of prior learning credit will be the responsibility of the student.
- (C) Credit from Ohio Public Institutions. Credit for UToledo courses will be granted based on the Ohio Department of Higher Education guidelines.
- (1) Courses labeled as Transfer Assurance Guides (TAGs), Career Technical Assurance Guides (CTAGs), or Industry Recognized Credential Transfer Assurance Guides (ITAGs) will automatically be awarded credit for the equivalent UToledo course if the course is offered by UToledo. If the equivalent course is not offered at UToledo, then the course content will be reviewed as described in the “Credit from other institutions” section above to determine if credit for a specific UT course or generic elective credit is appropriate.
  - (2) Courses labeled as Ohio Transfer 36 (OT36) will receive credit that satisfies a UToledo general education requirement as determined by the OT36 category of the course. OT36 categories currently include arts and humanities, composition, mathematics, natural science, oral communication, social and behavioral science and diversity, equity and inclusion. UToledo general education requirements include all categories except for oral communication and diversity, equity and inclusion. Courses that fall within these two categories will be applied to the students’ program or general education requirement based on the course equivalent.

- (3) Credit awarded through State transfer initiatives such as TAG, CTAG, MTAG, and ITAG must apply toward satisfying requirements of the degree program specified by the TAG. Credit awarded for OT36 courses must apply toward satisfying UToledo general education requirements as determined by the OT36 category of the course at the originating institution.

#### (D) Application of Transfer Credit


- (1) There are no limits to the amount of transfer credit that can be awarded to an individual student. However, every college at UToledo requires a student to earn a minimum number of credit hours in residence as a UToledo student. Some colleges require a minimum number of credit hours be taken as a student registered in that college. In addition, residency hours may be required to be earned in specific classes, specific programs and/or in specific semesters prior to the proposed semester when the student plans to graduate.
- (2) For credit awarded through the PLA portfolio or credit by exam process, students may apply up to 15 hours of PLA course credit toward an associate degree and up to 30 hours of PLA course credit toward a baccalaureate degree. Individual colleges or departments may impose separate PLA credit hours limits for their own degree programs. Course credit from PLA can be earned only once for the same course. Credit for prior learning may not be used to petition for GPA recalculation and do not fulfill college residency requirements.

#### (E) Transcription of Credit

- (1) Transfer coursework that is awarded credit for a specific UToledo course will be recorded on the official transcript and appear under the term during which the original course was taken.
  - (a) Credit hours for coursework transferred from another institution will be determined by the number of credit hours awarded by that institution, with appropriate conversions for quarter terms and international systems.
  - (b) Credit hours for other forms of transfer coursework such as credit by exams, will be determined by the credit hours on the equivalent UToledo course or with input from the department offering the course.
- (2) Grades from transfer courses will not be included in the calculation of UT GPA and cannot be used for GPA recalculation. Grades for transfer courses will be applied to the higher education GPA calculation.
- (3) Prior learning credit earned through portfolio or credit by exam is to be posted during the term in which the credit is granted and will be transcribed if the student is actively

enrolled. A letter grade or grade of pass/fail is determined by the equivalent course grade type. The course title, grade or non-letter grade and either the portfolio or credit by exam designation is transcribed to the student's record. A student must earn a grade of C or better or a grade of PS to have credit recorded.



<b>Name of Policy:</b> Missed class  <b>Policy Number:</b> 3364-71-14  <b>Approving Officer:</b> President  <b>Responsible Agent:</b> Provost and Executive Vice President for Academic Affairs  <b>Scope:</b> All undergraduate students		  <b>Effective date:</b>  <b>Original effective date:</b> May 1, 2011	
<b>Keywords:</b>			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Although students are expected to attend every class meeting of the courses for which they are registered, the university requires that instructors provide basic protections and reasonable accommodations for students who miss class for any of the following reasons:

- (1) Illness or medical emergency that requires an appropriate healthcare professional's care of the student, ~~or a~~ dependent of the student, ~~or death of an immediate~~ family member. ~~(spouse, parent, child, grandparent, sibling);~~
- (2) Religious observances that prevent the student from attending class;
- (3) Required participation in university disciplinary procedures;
- (4) Government-required activities, such as military assignments, jury duty, or court appearances;

- (5) In the case of severe weather in which an official agency such as the sheriff's department reports that hazardous driving conditions exist and that travel is not advised; and
- (6) Required participation in university-sponsored activities, approved by the appropriate university authority, such as intercollegiate athletic competitions, activities approved by academic units, including but not limited to artistic performances, R.O.T.C. functions, academic field trips and events connected with coursework.
- (7) Any situation or condition covered under title IX or other federal legislation.
- (8) Disability-related excused absences as specified in the accommodations memo emailed to instructors from student disability services.

Instructors may use their discretion for any circumstances not specifically stated above.

For students who miss class due to a reason listed above, the instructor must provide reasonable accommodations for completing missed exams, quizzes, and other course work. Work missed due to an absence covered by this policy cannot be required to count as the low grade dropped in courses that allow for this type of grading opportunity.

(B) Purpose of policy

This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences.

(C) Scope

This policy applies to all undergraduate students.

(D) Procedure

The provost shall inform faculty in writing of this policy, making clear that instructors bear responsibility for the academic conduct of their classes and for providing reasonable accommodations for students who miss class with excused

absences. Each college may publish detailed implementation strategies specific to that college.

It is the responsibility of each instructor to inform students in writing during the first week of the course of his/her policies or applicable college policies on missed classes and related issues, including excused and unexcused absences, make-up examinations, providing notice or documentation of an excused absence, and makeup of work missed during students' excused absences. It is the responsibility of each instructor to decide and to communicate to students in the syllabus what weight shall be placed on missed classes in the computation of final course grades.

~~To be excused for any missed class, students must give to the instructor documentation of the reason for the absence per the list above (e.g.: funeral director's or funeral program slip; jury duty slip; doctor's return to work slip; notice of participation in a university function, etc.). Students must notify instructors of any planned absences, such as required participation in university or government related activities, as soon as the student is aware of the scheduling conflict.~~ If an emergency comes up unexpectedly, including such things as a death in the family or an emergency room visit, the student must let the instructor know by university email what is happening as soon as is reasonably feasible after the missed class for the absence to be excused.

Students who believe that this policy has been misapplied in their case can appeal that decision through the procedures laid out in university policy 3364-71-05 academic grievance (rule 3364-71-05 of the Administrative Code).

<p><b>Approved by:</b></p> <hr/> <p>Matthew J. Schroeder Interim President</p> <p><b>Date:</b></p> <p><b>Review/revision completed by:</b></p> <ul style="list-style-type: none"> <li>Provost &amp; Executive Vice President for Academic Affairs</li> </ul>	<p><b>Policies superseded by this policy:</b></p> <ul style="list-style-type: none"> <li>Previous 1-2-12 3360-20-15 Missed Class Policy, former Main Campus policy, effective date May 13, 2002</li> </ul> <p><b>Original effective date:</b> January 22, 2002 by Faculty Senate; posted February 7, 2011</p> <p><b>Review/revision date:</b></p>
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<ul style="list-style-type: none"><li>• <i>Faculty Senate</i></li></ul>	<p><b>Next review date:</b></p> <p><i>This policy was originally published in 2006-2008 Undergraduate Catalogue and transferred to UT policy website.</i></p> <p><i>The University of Toledo Faculty Senate must be included in the process related to the revision or reaffirmation of this policy.</i></p>
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**Name of Policy:** Emeritus faculty

**Policy Number:** 3364-72-08

**Approving Officer:** President

**Responsible Agent:** Provost and Executive Vice President  
for Academic Affairs

**Scope:** All Faculty All faculty except those covered by the  
Health Science Campus Faculty Rules and Regulations



**Effective date:**

**Original effective date:**  
June 11, 2012

**Keywords:**

	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Emeritus status conferred upon faculty is an honor intended to recognize the outstanding services of retired faculty members. Upon retirement, a university faculty member may be accorded emeritus status by the board of trustees upon recommendation by the faculty member's department chair, dean, the provost and executive vice president for academic affairs and the president. The emeritus title does not confer any employment status, rights, or entitlements.

Upon recommendation of the president, the board of trustees may name faculty in other roles to emeritus rank as a way of conferring special recognition.

(B) Purpose of policy

To define "emeritus" status and set forth the privileges for emeritus faculty.

(C) Scope

This policy applies to all retired or separated faculty ~~except those covered by the health science campus faculty rules and regulations on both the Main Campus and Health Science Campus. Faculty that separate from the institution but do not qualify for retirement under an alternative retirement plan can be considered for emeritus status if they qualify for retirement under the Ohio Public Employees Retirement System (OPERS) or the State Teachers Retirement System (STRS).~~

Faculty that have retired or otherwise separated from UToledo cannot be considered for emeritus status if they have less than 10 years of service at UToledo or if they assume a position at another academic institution following their separation from UToledo.

**Commented [MSC1]:** Here's my modification to address the definition of "retired". I included OPERS because this may apply to clinical faculty, but it can be removed if this is not correct

(D) Privileges of emeritus faculty

Each emeritus honoree is entitled to certain privileges of the university of Toledo as determined by the respective dean of the college within which the faculty member resided, which privileges may be amended from time to time at the discretion of the dean:

- (1) ~~A permanent ID card which may be used to~~ Ability to purchase parking passes, access ~~faculty rates to~~ athletic and other events at same cost to faculty, and library privileges and access to subscriptions;
- (2) A mailbox in their college's academic department, upon request;
- (3) Office space, if available;
- (4) Continuation to include the name of the member in the college's listing of faculty in any publications or bulletins;
- (5) At the discretion of the emeritus member's department chair, be provided with general office support services, computer services, research assistance, use of laboratory facilities, the ability to participate in faculty seminars, and access to funds for internal research support;
- (6) The ability to serve as a principal investigator or project director on sponsored research programs in accordance with rule 3364-70-22 of the Administrative Code;
- (7) Continue to be considered faculty for purposes of the rule 3364-70-15 of the Administrative Code (commercialization policy) while engaged in

research activities using university facilities or while providing mentoring to students engaged in university research; or

- (8) Other benefits as determined appropriate by the president of the university.

<b>Approved by:</b>  <hr/> Matthew Schroeder Interim President  <b>Date:</b>  <b>Review/revision completed by:</b> <ul style="list-style-type: none"><li>• <i>Provost and Executive Vice President</i></li><li>• <i>Faculty Senate</i></li></ul>	<b>Policies superseded by this policy:</b> <ul style="list-style-type: none"><li>• <i>Former Main Campus policy II-2-7 Emeriti effective February 10, 1999</i></li></ul> <b>Original effective date:</b> <i>June 11, 2012</i>  <b>Review/revision date:</b> <i>May 18, 2020</i>  <b>Next review date:</b>
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