

# ACADEMIC POLICIES

Refer to **UToledo Policy website** (<http://www.utoledo.edu/policies/>) for academic policies that apply to all students.

## ACADEMIC ADVISING

Academic advising is a process intended to help students derive as many benefits as possible from their education. This occurs when Advisors help students develop and reach academic and career goals. While the ultimate responsibility for making personal and educational decisions rests with the student, Advisors assist by helping to identify and assess alternatives and the consequences of decisions. Advising can be much more than selecting courses. The more frequently students arrange to meet with their Advisors, the better their needs can be served. New students, transfer students, students changing colleges, and continuing general studies students are advised in the Student Services Office, University Hall Room 3000, by college staff Advisors. They:

- provide essential information;
- help students select courses to meet university general education and college requirements;
- suggest courses for the exploration of majors and minors; and
- help students evaluate academic progress and adjustment to university life.

Students with declared majors and/or minors are advised by departmental major or program Advisors, faculty who provide general information as well as more specialized information about majors and minor programs, departmental course offerings, and career and graduate opportunities. They help students select courses for core, major, related fields, and other requirements. Students seeking more than one major or degree, a minor, or admission to professional school should meet periodically with one or more additional Advisors. Departmental major advisors will be assigned within the department. Students can see their assigned academic advisor on their student profile in the self service portal.

## STUDENT RESPONSIBILITIES

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although Advisors will assist wherever possible, the final responsibility rests with the student. Students are expected to make sure that they are fulfilling all degree requirements, as published in the issue of the catalog under which they entered. Students who have been out of the College of Arts and Letters for 12 consecutive months are responsible for the requirements in the University catalog under which they reenter.

## TRANSCRIPTS AND DEGREE AUDIT REPORTS

A transcript is a complete chronological list of a student's academic course work (including all courses attempted and grades earned). It does not show how specific courses apply or do not apply to University and college requirements as stipulated in this catalog. For example, developmental, non-repeatable and certain other courses are not counted toward minimum credits for degrees, but appear on transcripts.

The Degree Audit Report (DAR) details all requirements applicable to a student's academic program (degree, major, minor) and applies the student's courses on the transcript (including transfer credit) to those requirements. The DAR should be used to identify requirements remaining when all registered courses are completed. Students may view their transcript and DAR through the myUT portal.

## DECLARING OR CHANGING A MAJOR OR MINOR

To declare a College of Arts and Letters major or minor or change a College of Arts and Letters major or minor previously declared, students must send an email to [ALSMadvising@utoledo.edu](mailto:ALSMadvising@utoledo.edu) from their Rocket email account.

## SEQUENCE OF COURSES

There is no single prescribed sequence of courses, except that all first-year students should take AR 1000 Orientation, College Composition I and II, and math unless their program of study indicates otherwise. Students should consult the later sections of the catalog devoted to programs of study and course offerings, and they should review their programs with their academic advisors to ensure they complete courses in the proper sequences. In addition, students should use their Degree Audit Reports to track their progress.

Outside the major, during the first two years, they should be sure to take those courses in the core requirements that are prerequisite to courses they wish to take as juniors and seniors.

## STUDY ABROAD OR STUDY AWAY

Students who plan to study abroad or away must be sure that their proposed course of study is properly accredited. Its academic acceptability should be verified before departure. Students also should ascertain in advance from their Advisors whether the course work will count toward their core curriculum requirements, majors, or related areas or only be regarded as elective. Credit for foreign language study is subject to the approval and recommendation of the department of foreign languages.

Information about study abroad programs is available from the Center for International Studies and Programs, Snyder Memorial, suite 1000: <http://www.utoledo.edu/cisp/>. Your Advisor will also have general information about study abroad.

## TRANSIENT (GUEST) ENROLLMENT AT ANOTHER INSTITUTION

College of Arts and Letters students must have advance permission both to enroll elsewhere as a guest and to take specific courses. The Transient Student form for this purpose is available in the Student Services Office and on the website: [http://www.utoledo.edu/offices/student-services/facultystaff/faculty\\_forms.html](http://www.utoledo.edu/offices/student-services/facultystaff/faculty_forms.html).

Students enrolling without permission will be considered transfer readmits upon their return to UT. Arts and Letters students enrolled as transients or guests at another institution must submit an official transcript to the UT Office of Admission at the conclusion of the enrolled term after final grades have posted. Grades of all courses attempted in

the major, minor, and the UT core curriculum will be used in cumulative GPA calculations.

## GPA RECALCULATION FOR REPEATED COURSES

The College of Arts and Letters permits a maximum of 18 semester hours of course work to be deleted from the GPA calculation. Students who have had their GPAs recomputed under the Academic Forgiveness Policy are not eligible for grade deletions. Criteria governing GPA recalculation are given in the undergraduate policy 3364 71 07: *Repeating a course and calculating GPA* at <http://www.utoledo.edu/policies/academic/>

Students should check with the Student Services Office for more specific information on this policy. Students may not use repeat courses taken at other institutions to qualify for a GPA recalculation.

## WITHDRAWAL POLICY (W, IW, DR GRADES)

A student who wants to withdraw from a course must withdraw online or file a petition in the Registrar's Office by the deadline in the term of enrollment - <https://www.utoledo.edu/offices/registrar/forms.html>. The number of credit hours of W (or the former grades of IW or DR - see note below) is limited to 22 hours for all undergraduate students in degree programs in the College of Arts and Letters. Once a student has accumulated 22 hours of W, IW or DR, any further withdrawal will be counted as an F in computation of the student's GPA for purposes of probation or suspension. In addition, students who receive financial aid risk the loss of financial aid if they accumulate excessive withdrawal hours.

Students who transfer into the College of Arts and Letters from another college at The University of Toledo will bring with them the number of W, IW and DR grades accumulated in their previous work.

**Note:** Assignment of the IW and DR grades has been discontinued at The University of Toledo.

## ACADEMIC PROBATION

A student whose cumulative GPA is less than 2.0 is automatically placed on probation until a 2.0 cumulative GPA is achieved (See Withdrawal Policy above). It is recommended that a student on probation not enroll for more than 12 to 14 credits.

## ACADEMIC SUSPENSION

Academic suspension means that a student is prohibited from registering at The University of Toledo for a period of at least one semester. Students are subject to academic suspension if their GPA falls below the minimum GPA listed below or if they fail to make sufficient progress toward attainment of the degree. (See Withdrawal Policy). Students may remove Incompletes while under suspension.

A student is subject to academic suspension if the cumulative GPA is less than:

- 1.0 for 10 to 19 hours attempted
- 1.5 for 20 to 29 hours attempted

- 1.7 for 30 to 39 hours attempted
- 1.8 for 40 to 49 hours attempted
- 1.9 for 50 to 59 hours attempted
- 2.0 for 60 or more hours attempted
- After accumulating 60 credit hours without suspension, a student may be suspended if the cumulative GPA falls below 2.0 for two consecutive semesters.

## Trial Readmission Policy

After the required suspension period, a student may petition for readmission to the College of Arts and Letters through the Student Services Office. Full details including procedures, deadlines, and how to file a petition for reinstatement can be found on the Student Services website (<https://www.utoledo.edu/offices/student-services/reinstatementpolicy1.html>). If the petition is accepted, the college committee will determine the terms of the conditional registration agreement, under which the student will be permitted to re-enroll. Suspended students who are granted readmission must maintain the designated GPA for each semester thereafter and meet the conditions of their readmission agreement.

Students failing to meet these conditions are subject to a one-year suspension.

## Dismissal Policy

Students who fail to meet the conditions for readmission after their second suspension are subject to dismissal and are not eligible for readmission to the College of Arts and Letters for at least three years. Criteria governing this policy are detailed in the undergraduate policy 3364 71 06: Academic Forgiveness - <http://www.utoledo.edu/policies/academic/>

## ACADEMIC GRIEVANCE

A student has the responsibility and right to call to the attention of an instructor any grade that the student believes to be in error or unfair. A student may appeal the decision of the instructor, in order, to the department Chair, then to the college appeals committee, and then the Dean if the problem is not resolved. If the problem is not resolved at the college level, the student may appeal to the student grievance council (*See also The University of Toledo Student Handbook on the Student Affairs webpage:* <http://www.utoledo.edu/studentaffairs/index.html> (<http://www.utoledo.edu/studentaffairs/>)). A student must begin the appeals process no later than the end of the semester following the one in which the grievance arose.

## STATEMENT ON ACADEMIC DISHONESTY

A student found to be academically dishonest by a faculty member may appeal, in order, to the department Chair, the college appeals committee, the Dean and the University student grievance council. The procedures for making an appeal to the student grievance council may be found in *The University of Toledo Student Handbook on the Student Affairs website* at <http://www.utoledo.edu/studentaffairs/index.html> (<http://www.utoledo.edu/studentaffairs/>).

Criteria governing this policy are detailed in the undergraduate policy 3364 71 04: Academic Dishonesty: <http://www.utoledo.edu/policies/academic/undergraduate/>

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College of Arts and Letters will accept a maximum of 21 semester hours of CLEP through successful completion of the four general examinations. Additional credit may be earned through satisfactory scores on individual subject examinations. Specific information about general examination scores and credit can be found in the general section of the catalog: <https://nextcatalog.utoledo.edu/general-section/earning-alternative-college-credit/> (<https://catalog.utoledo.edu/general-section/earning-alternative-college-credit/>).

## ADVANCED PLACEMENT PROGRAM

Refer to the University of Toledo Office of the Registrar webpage at [http://www.utoledo.edu/offices/registrar/student\\_records/advan\\_credits.html](http://www.utoledo.edu/offices/registrar/student_records/advan_credits.html) for specific information on minimum scores and credits awarded for Advanced Placement examinations administered by the College Board Advanced Placement Program.

## PASS/NO CREDIT OPTION

Refer to the individual programs of study in the undergraduate section of this catalog for the limitations on pass/no credit grading in effect for different majors. Undecided students, as a general rule, should not elect pass/no credit grading in major-level courses.

## GRADUATION EVALUATION REQUIREMENTS

Detailed instructions on planning for graduation and ensuring the completion of requirements are available on the Student Services website: [https://www.utoledo.edu/offices/student-services/faq/grad\\_steps.html](https://www.utoledo.edu/offices/student-services/faq/grad_steps.html)

## FIELD EXPERIENCE/INTERNSHIP

Policies and procedures for incorporating field experiences or internships in academic programs vary from major to major. Some majors require a field experience or internship; for other majors, they are optional. Students should seek information from their major departments and obtain advance approval for all field experiences or internships.