

# 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 semester and cumulative GPA falls below a 2.0 after a semester on Academic Warning. Students may remove Incompletes while under suspension. Please see the link on the Academic Standing Policy (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utoledo.edu%2Fpolicies%2Facademic%2Fundergraduate%2Fpdfs%2F3364-71-01-1%2520Academic%2520standing%2520procedure.pdf&data=05%7C02%7CEdmund.Lingan%40utoledo.edu%7Cae60f51032934e9694f708dc9d11157c%7C1d6b1707baa94a3da8f8deabfb3d467b>)

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## 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. They must email [CALAdvising@utoledo.edu](mailto:CALAdvising@utoledo.edu) and request readmission. From there, students will need to follow the instructions provided via email. 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.

## Education Academic Policies

The Judith Herb College of Education adheres to all of The University of Toledo policies and procedures. Please refer to the General Section (<https://catalog.utoledo.edu/general-section/>) of this catalog for academic policies governing all students enrolled at the University. In any case where University, college, departmental and/or program policies conflict, the most stringent policy applies. Students should consult with their program for a complete list of all policies and procedures specifically related to their program. Refer to the UToledo Policy web site (<http://www.utoledo.edu/policies/>) for most recent policies.

## 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 of the Judith Herb College of Education under which they entered. Students should review their degree audit and work with their advisor to identify specific courses to fulfill program requirements. Students who have been readmitted to the University are responsible for the requirements in the University catalog under which they reenter.

Students are strongly encouraged to see an academic advisor at least once a year and as needed for assistance. First-year students should see their advisor each semester. Students must contact the Office of Student Services to schedule an advising appointment.

Students are required to obtain Ohio Department of Education & Workforce required permits prior to beginning classroom experiences and are responsible for all associated expenses. Students are responsible for transportation to their PreK-12 school placements. Placements are completed with our partner schools, within 30 mile radius of campus.

Students are responsible for successfully completing all required licensure assessments prior to applying for licensure and are responsible for all associated expenses. Scores should be reported to the University of Toledo.

## GPA Recalculation for Repeated Courses

Students may apply for grade deletion per the University GPA recalculation policy ([https://www.utoledo.edu/offices/registrar/student\\_records/gpa\\_recalculation.html](https://www.utoledo.edu/offices/registrar/student_records/gpa_recalculation.html)).

## Course Withdrawal

The number of credit hours of Withdrawal (W) is limited to 22 hours for all undergraduate students in degree programs in the Judith Herb College of Education. Once a student has accumulated 22 hours of W, further withdrawals will be counted as Fail (F) in computation of the student's GPA for the purposes of probation or suspension. In addition, students risk the loss of financial aid if they accumulate excessive hours of Withdrawal.

## ACADEMIC HONESTY

Refer to the UToledo Policy web site (<http://www.utoledo.edu/policies/>) for further information on Academic Honesty.

## ACADEMIC APPEAL

Students may appeal an academic decision including an assignment or course grade or other academic decision or action perceived to impede their progress toward completion of the academic program. Appeals dealing with student misconduct are explicitly exempt from this process and shall be dealt with under the relevant University policy and procedures (see UT Policies 3364-30-04).

The student should first verbally discuss the contested grade with the faculty member involved and make reasonable efforts to resolve the issue. If a verbal attempt to resolve the problem fails or the faculty member is unavailable, the student may initiate the Academic Appeal process outlined below.

Academic appeals must be initiated in writing within 20 working days following the receipt of the contested grade. If the faculty member involved is not available during this time period due to University

approved leave of absence or for any other reason, the student will initiate the appeal process described in Step 1 and contact the Department Chair. The Chair will make reasonable efforts to contact the instructor or advisor before proceeding with the appeal process.

No individual may sit in judgement of an appeal or grievance at more than one level of review.

After completing the steps listed below, the Dean's decision may be appealed by either the student or the faculty member to the Student Grievance Council no later than the end of the semester following receipt of the contested grade or decision perceived to impede the student's academic progress.

**Note:** Working days are Monday through Friday not counting holidays when the university is closed.

### Steps Of The Academic Appeal Process

1. The student may initiate the appeal process through a written request for reconsideration to the faculty member involved within 20 working days following the receipt of the contested grade. The appeal should include a statement describing the specific grounds for the appeal and suggested resolution.
2. The faculty member must provide a written response to the student within ten (10) working days of receiving the written request for reconsideration.
3. If no mutually agreeable resolution can be achieved, the student may present in writing their position to the Department Chair within ten (10) working days of completing the previous step. Both the student and the faculty member may provide the Chair with relevant information. The appeal should include a statement describing the specific grounds for the appeal and the written explanation of the decision made by the instructor or advisor involved.
4. The Department Chair will attempt to resolve the case by meeting or otherwise communicating with both the student and the faculty member. If a resolution is not achieved, the Department Chair will provide a written determination within ten (10) working days of receiving the written appeal.
5. If the problem is not resolved at the department level, either party may appeal in writing to the Associate Dean for Undergraduate Education. A written request for a resolution must be made to the Associate Dean within ten (10) working days of the Department Chair's determination. The appeal should include a statement describing the specific grounds for the appeal and the written explanation of the decision made at each level of review.
6. The Associate Dean will attempt to resolve the case by meeting or otherwise communicating with both the student and the faculty member. If a resolution is not achieved, the Associate Dean will call upon the JHCOE Student Appeals and Grievance Committee. Any member of the committee directly involved in the disputed academic decision will be excused from reviewing the case. The committee will review all relevant documentation and may interview the student and faculty member involved. The committee will provide a written recommendation to the associate dean within 15 working days of receiving the appeal.
7. Upon receiving the committee's recommendation, the Associate Dean shall make a recommendation to the Dean. The Dean will issue a decision within ten (10) working days of receiving the Committee's recommendation.
8. The Dean's decision may be appealed by either the student or the faculty member to the Student Grievance Council no later than the end of the semester following receipt of the contested grade perceived to impede the student's academic progress. See the Academic Grievance policy (UT Policy 3364-71-05) for the procedures that apply beyond the JHCOE.

### Academic Probation

Students with a cumulative GPA of less than 2.0 are automatically placed on probation until a cumulative GPA of 2.0 is achieved. While on probation, it is recommended students enroll for 12 or fewer credit hours. Students on probation must see an adviser.

### Academic Suspension

Academic suspension means the student is prohibited from registering at The University of Toledo for a period of at least one semester. A student is subject to academic suspension if his or her GPA continues to fall below the minimum of 2.0 or if he or she fails to make sufficient progress toward attainment of the degree by accumulating excess W grades. Students may remove Incompletes while under suspension. Refer to the UT Policy web site (<http://www.utoledo.edu/policies/>) for additional information on academic suspension.

### Reinstatement Following Academic Suspension

To be reinstated, the student must submit a written petition to the Associate Dean for reinstatement to their program.

**Readmission:** If a suspended student takes courses at another institution and wishes to petition for readmission to the University following the term of their suspension, then they must successfully petition for readmission and meet the transfer student admission requirements for the degree program in which they wish to continue their studies.

### Reinstatement Process

**Account Holds:** Students must clear all account holds before submitting reinstatement documents.

**Financial Aid:** Students should check their financial aid status and eligibility. Financial aid is a separate process from academic probation or suspension.

**Academic Advising:** Students seeking to be readmitted should meet with their academic advisor to review their academic progress and develop a plan for improving their academic progress prior to submitting the petition for readmission.

### Written Petition for Reinstatement

The student prepares the written petition. The petition is a one-page, professionally written document. The petition must include the following.

- **Student Information:** At the top of the document, clearly list the date of the petition, your name, rocket number, degree program, concentration, and name of your academic advisor.
- **Academic Goals:** In paragraph form, describe your academic goals for pursuing this degree and concentration.
- **Plan for Improving Academic Standing:** In paragraph form, describe the steps you will take to significantly improve your academic performance upon your return to school.
- **Academic Advisor Approval:** Your academic advisor must review and approve the plan described in the petition. Your advisor may also include conditions intended to support your success. If the plan is approved the petition will be signed by the student and the academic advisor.

The petition, signed by both the student and the academic advisor, must be submitted by the student to the Associate Dean. The Associate Dean may request revisions to the plan and conditions prior to approval or denial. Deadline for submission is four weeks prior to the end of the current semester. If acceptable, the student will be reinstated and will be eligible to register for the next academic semester.

Note: Undergraduate students who are not able to improve their UT and subject matter GPA to 2.7 or higher will be ineligible to enter professional education and may be ineligible to continue in their degree program in the College.

## Academic Dismissal

Dismissed students are not eligible for readmission to the Judith Herb College of Education. A student may be dismissed for:

- Failing to meet the conditions of readmission after suspension from the Judith Herb College of Education.
- Demonstrating patterns of behavior that are inappropriate for students preparing for educational roles or for failing to meet the professional conduct standard as defined by the state of Ohio.

Regulations for probation, suspension and dismissal apply to both full-time and part-time students. In all matters, the dean's decision is final.

## Education Academic Policies

The Judith Herb College Arts, Social Sciences and Education adheres to all of The University of Toledo policies and procedures. Please refer to the General Section (<https://catalog.utoledo.edu/general-section/>) of this catalog for academic policies governing all students enrolled at the University. In any case where University, college, departmental and/or program policies conflict, the most stringent policy applies. Students should consult with their program for a complete list of all policies and procedures specifically related to their program. Refer to the UToledo Policy web site (<http://www.utoledo.edu/policies/>) for most recent policies.

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Students are strongly encouraged to see an academic advisor at least once a year and as needed for assistance. First-year students should see their advisor each semester. Students must contact the Office of Student Services to schedule an advising appointment.

Students are required to obtain Ohio State Board of Education required permits prior to beginning classroom experiences and are responsible for all associated expenses. Students are responsible for transportation to their PreK-12 school placements. Placements are completed with our partner schools, within a 30-mile radius of campus.

Students are responsible for successfully completing all required licensure assessments prior to applying for licensure and are responsible for all associated expenses. Scores should be reported to the University of Toledo.

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Students may appeal an academic decision including an assignment or course grade or other academic decision or action perceived to impede their progress toward completion of the academic program. Appeals dealing with student misconduct are explicitly exempt from this process and shall be dealt with under the relevant University policy and procedures (see UT Policies 3364-30-04).

The student should first verbally discuss the contested grade with the faculty member involved and make reasonable efforts to resolve the issue. If a verbal attempt to resolve the problem fails or the faculty member is unavailable, the student may initiate the Academic Appeal process outlined below.

Academic appeals must be initiated in writing within 20 working days following the receipt of the contested grade. If the faculty member involved is not available during this time period due to University approved leave of absence or for any other reason, the student will initiate the appeal process described in Step 1 and contact the Department Chair. The Chair will make reasonable efforts to contact the instructor or advisor before proceeding with the appeal process.

No individual may sit in judgement of an appeal or grievance at more than one level of review.

After completing the steps listed below, the Dean's decision may be appealed by either the student or the faculty member to the Student Grievance Council no later than the end of the semester following receipt of the contested grade or decision perceived to impede the student's academic progress.

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### Steps Of The Academic Appeal Process

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2. The faculty member must provide a written response to the student within ten (10) working days of receiving the written request for reconsideration.
3. If no mutually agreeable resolution can be achieved, the student may present in writing their position to the Department Chair within ten (10) working days of completing the previous step. Both the student and the faculty member may provide the Chair with relevant information. The appeal should include a statement describing the specific grounds for the appeal and the written explanation of the decision made by the instructor or advisor involved.
4. The Department Chair will attempt to resolve the case by meeting or otherwise communicating with both the student and the faculty member. If a resolution is not achieved, the Department Chair will provide a written determination within ten (10) working days of receiving the written appeal.
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6. The Associate Dean will attempt to resolve the case by meeting or otherwise communicating with both the student and the faculty member. If a resolution is not achieved, the Associate Dean will call upon the JHCOE Student Appeals and Grievance Committee. Any member of the committee directly involved in the disputed academic decision will be excused from reviewing the case. The committee will review all relevant documentation and may interview the student and faculty member involved. The committee will provide a written

recommendation to the associate dean within 15 working days of receiving the appeal.

7. Upon receiving the committee's recommendation, the Associate Dean shall make a recommendation to the Dean. The Dean will issue a decision within ten (10) working days of receiving the Committee's recommendation.
8. The Dean's decision may be appealed by either the student or the faculty member to the Student Grievance Council no later than the end of the semester following receipt of the contested grade perceived to impede the student's academic progress. See the Academic Grievance policy (UT Policy 3364-71-05) for the procedures that apply beyond the JHCOE.

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### Reinstatement Process

**Account Holds:** Students must clear all account holds before submitting reinstatement documents.

**Financial Aid:** Students should check their financial aid status and eligibility. Financial aid is a separate process from academic probation or suspension.

**Academic Advising:** Students seeking to be readmitted should meet with their academic advisor to review their academic progress and develop a plan for improving their academic progress prior to submitting the petition for readmission.

## Written Petition for Reinstatement

The student prepares the written petition. The petition is a one-page, professionally written document. The petition must include the following.

- **Student Information:** At the top of the document, clearly list the date of the petition, your name, rocket number, degree program, concentration, and name of your academic advisor.
- **Academic Goals:** In paragraph form, describe your academic goals for pursuing this degree and concentration.
- **Plan for Improving Academic Standing:** In paragraph form, describe the steps you will take to significantly improve your academic performance upon your return to school.
- **Academic Advisor Approval:** Your academic advisor must review and approve the plan described in the petition. Your advisor may also include conditions intended to support your success. If the plan is approved the petition will be signed by the student and the academic advisor.

The petition, signed by both the student and the academic advisor, must be submitted by the student to the Associate Dean. The Associate Dean may request revisions to the plan and conditions prior to approval or denial. Deadline for submission is four weeks prior to the end of the current semester. If acceptable, the student will be reinstated and will be eligible to register for the next academic semester.

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- Demonstrating patterns of behavior that are inappropriate for students preparing for educational roles or for failing to meet the professional conduct standard as defined by the state of Ohio.

Regulations for probation, suspension and dismissal apply to both full-time and part-time students. In all matters, the dean's decision is final.