

# DEGREE REQUIREMENTS

## Grade Point Averages

A cumulative grade point average (GPA) reflects all grades earned, including grades of F and grades in repeated courses. Students must earn a minimum overall cumulative GPA of C (that is, a 2.0 GPA on a 4.0 scale) for all UT course work. In addition, students must earn a minimum cumulative GPA of C in the major, minor (optional) and UT core curriculum requirements with the grades of all courses attempted at all institutions included in the GPA calculation. Some programs require a higher GPA in the major. Criteria governing this policy are detailed under 3364 71 07: GPA recalculation (<http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-07%20%20Repeating%20a%20course%20and%20recalculation%20of%20GPA.pdf>).

## Residency Requirement

The undergraduate residency requirement establishes a definition for residency for the awarding of an undergraduate degree from the university. Residency is defined as the minimum number of credit hours a student needs to complete while enrolled at the university. The undergraduate residency requirement for the University of Toledo is 30 credit hours. A student must complete at least 30 credit hours while enrolled at the university in order to qualify for a degree. The 30 credit hours may be accumulated over multiple semesters in which the student is enrolled at the university. Policy Name: 3364-71-10 Residency requirement for a degree (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utoledo.edu%2Fpolicies%2Facademic%2Fundergraduate%2Fpdfs%2F3364-71-10%2520%2520Residency%2520requirement%2520for%2520a%2520degree.pdf&data=05%7C01%7CCathy.Zimmer%40utoledo.edu%7C6ed292558f9f4974205a08dab8f91f08%7C1d6b1707baa94a3da8f8deabfb3d467b%7C0%7C0%7C638025677344144350%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhawWILCJXVCi6MnU%3D%7C3000%7C%7C%7C&sdata=uFkHts67myc61mCTDnW6uJgOlgPvsI5SuD115Xxr8E%3D&reserved=0>).

## Credit Hours and Levels

1. Students must complete 120-124 credit hours of course work that must include the University and college core curriculum requirements, and an area of concentration (major) and course work related to the major. The exact number of hours is determined by the program.
2. In all baccalaureate programs, a minimum of 60-64 hours must be taken at the 2000 to 4000 levels; of these a minimum of 30-32 hours must be taken at the 3000 to 4000 levels. (Courses transferred from community, junior or technical colleges offering Associate degrees will count at the levels of their UT equivalents.)
3. Students are cautioned to make use of their degree audit and review remaining requirements with their Advisor before every registration in order to make progress toward completion of their requirements in an orderly, timely manner.
4. Insofar as a student can complete the basic courses and the courses required for a chosen major in fewer than the hours required for a

degree, the student must choose elective courses to complete the total hours, subject to the restrictions outlined below.

## Credit Restrictions

Total earned hours shown on a student's transcript may not all be applicable to the 120-124 credits required for a degree, as follows:

1. Students with entrance deficiencies in mathematics and other students who are required or choose to take developmental course work will not be able to count those hours toward the degree.
2. No more than four hours of credit in performing ensembles (MUS 3010 to MUS 3190) will apply toward the degree.
3. No courses in typing, shorthand or keyboarding will apply toward the degree.
4. No more than two hours in Student Leadership Development I and II will apply toward the degree.
5. Duplicate credit - except for courses identified as repeatable courses, students will not receive credit for repeated courses (taking the same course twice), whether taken at The University of Toledo or elsewhere.
6. The college reserves the right to deny credit for other specific courses (including most SKLS and some UC courses) and for blanket technical credit not applicable to a student's specific program.
7. A maximum of 2 credits of sport and physical courses are applicable toward a degree.

## University General Education/Core Requirements

Students earning baccalaureates in all colleges and programs are required to complete between 36 and 42 credit hours of courses that comprise the university core curriculum. Those courses are distributed in the areas of English composition, humanities/fine arts, social sciences, natural sciences and mathematics, and multicultural studies. Some colleges and programs require courses in these areas above those required to fulfill University core curriculum requirements. Students should consult their degree audit or their advisor for specific details.

## Departmental Major

Every student must complete either a departmental major or an interdisciplinary major. Courses given in other colleges of the University may be credited to the major only with the approval of the Dean of upon recommendation of the Department Chair. Waiver of a required course or the substitution of a course from another department does not necessarily reduce the minimum credits required in the major.

**See the complete list of departmental majors under "Degrees Offered" in the Judith Herb College of Arts, Social Sciences, and Education section of this catalog.**

The minimum number of semester hours a student must complete for a departmental major is prescribed by the department. A student may have two majors from two different departments within the Judith Herb College of Arts, Social Sciences, and Education, provided the requirements of both programs are satisfied. Work in the second major may be accepted as fulfilling the related course requirement, but requires the approval of the Advisors in both departments. A student

cannot use courses from the first major to satisfy the second and vice-versa. See section on "Earning a Second Degree" for the statement on requirements when two or more desired major programs are offered as different degrees.

## Interdisciplinary Majors

A student may complete one of the interdisciplinary majors if accepted into that particular program. A student completing a departmental major and a second major in an interdisciplinary or interdepartmental major cannot use courses from the first major to satisfy the second or vice-versa. See the complete list of interdisciplinary majors under "Degrees Offered" in the Judith Herb College of Arts, Social Sciences, and Education section of this catalog.

## Minors

Many Judith Herb College of Arts, Social Sciences, and Education departments and interdisciplinary programs offer minors. In addition, non-program minors are offered in the college. Specific minor requirements are listed under Programs of Study. Students wishing to pursue minors should consult with their primary program Advisors and then with an Advisor in Student Services. Not all minors can be added to all degree programs. Courses selected for the minor must be chosen from courses acceptable for credit toward a major in the college. In meeting requirements for some majors, work in the minor may be accepted as fulfilling the 18 hours of related courses, but only with the approval of the student's major Advisor. At least 12 hours of the minor must be distinct from any credit hours used to fulfill any major the student is pursuing.

No more than six hours of courses taken for minor credit may be applied to the total Judith Herb College of Arts, Social Sciences, and Education core curriculum requirements. A minimum GPA of 2.0 is required in the minor. Credit hours for a minor contained in the Judith Herb College of Arts, Social Sciences, and Education vary from 18 to 22 hours, depending on the minor. At least nine of those hours must be completed at The University of Toledo. All minors must be declared and completed prior to graduation.

## Certificates

The Judith Herb College of Arts, Social Sciences, and Education offers several certificates containing credit-bearing courses which appear on an official transcript and give added value to career goals. See the programs in the Departments of Art, Economics, Communication, and World Languages and Cultures for more information.

## Orientation

All new first-year students are required to take AR 1000 Orientation. The course is optional for transfer students.

## Related Fields Courses

Every student who chooses a departmental major or interdisciplinary major also must complete a minimum of 18 hours in courses related to the major. These 18 hours must be in addition to courses taken to fulfill the basic requirements listed above. Each department defines the areas from which courses may be chosen by its majors, and these listings are given in other sections of this catalog under Programs of Study or in the student's online degree audit. Related fields must be chosen from

courses acceptable for credit in a Judith Herb College of Arts, Social Sciences, and Education major. Generally, these are upper-level courses.

Courses offered by other colleges of the University may be credited to the major or to related courses only with the approval of the department Chair.

## Writing Across the Curriculum

Students must pass both Composition I and II with a C or better. The Judith Herb College of Arts, Social Sciences, and Education recommends that these requirements be met before completing 45 hours of course work.

After completing Composition I and II with a C or better, students must pass two writing intensive courses. The Judith Herb College of Arts, Social Sciences, and Education recommends that the first of these writing courses be completed within the first 65 hours of course work, and the second within the first 90 hours. One of these courses must be taken within the student's major. Students with dual majors must take a writing intensive course in each major. Students with interdisciplinary majors will meet this requirement by selecting courses in consultation with their Advisors, who will monitor students' progress to help them complete these requirements in a timely fashion.

Transfer students from institutions that have required writing intensive courses should forward the syllabus to the Registrar's office for review (transfer@utoledo.edu) to show that they have completed writing intensive courses comparable to those required in the Judith Herb College of Arts, Social Sciences, and Education. Transfer students who have not taken writing intensive courses must meet the Judith Herb College of Arts, Social Sciences, and Education Writing Across the Curriculum requirements.

## Pre-Medical, Pre-Dental and Pre-Veterinary Program

Students interested in professional medical, dental or veterinary careers may choose to apply for the pre-medical, pre-dental or pre-veterinary programs. **Students choosing this option must also complete the requirements for a major in a specific discipline or in an interdisciplinary baccalaureate program.**

Students who have declared the pre-medical, pre-dental or pre-veterinary concentration will have access to additional advising support through the Pre-Health Advising Center, <https://www.utoledo.edu/success/pre-health-advising/>. (<https://www.utoledo.edu/success/pre-health-advising/>)

## Education Degree Requirements

### Credit Hours

Students in bachelor's degree programs must complete a minimum of 120 hours of coursework that includes University Core requirements and all required coursework in the major. Students are encouraged to use Degree Audit to review remaining requirements and meet with their academic advisor before every registration to assess progress toward completion of requirements. If a student completes University Core requirements and required courses in the major in fewer than 120 hours,

the student must successfully complete elective courses to meet the total of 120 hours.

Students may qualify for a second bachelor's degree in the College by completing a minimum of 30 credit hours of additional residence course work and by satisfying the applicable bachelor's degree requirements and state requirements.

## Grade Point Average

Students completing degree programs in teacher education must attain a cumulative UT GPA of 2.7 or higher. In addition, students must have a GPA of 2.7 or higher in their subject-matter area courses and professional education courses.

## University Core Curriculum

Students earning bachelor's degrees in Judith Herb College of Arts, Social Sciences, and Education are required to complete the University Core Curriculum. Those courses are distributed in the areas of English composition, mathematics, arts and humanities, social sciences, natural sciences (with lab) and multicultural studies (see the General Section (<https://catalog.utoledo.edu/general-section/>) of this catalog for details). Some programs require courses in these areas over and above those required to fulfill University Core Curriculum requirements. The student's academic department or college office should be contacted for specific details.

## Residency

Students transferring from other institutions must earn at least 30 credit hours in the Judith Herb College of Arts, Social Sciences, and Education at The University of Toledo to be eligible for graduation and/or teacher licensure. Professional Education coursework must be completed in residence for students completing teacher education programs.

## Degree Audit

U.Achieve is an online degree auditing tool available online through the myUT portal Student Self-Service. Students can track their progress toward meeting degree requirement for their declared major. Students should review their degree audit and work with their advisor to identify specific courses to fulfill program requirements.

## Teacher Education

Initial educator preparation Bachelor of Education degree programs require preparation in pre-professional education, supporting coursework, subject-matter, and professional education including internship. These requirements are described below. Specific course and other requirements are listed for each degree and concentration on each degree requirement page in this catalog.

**Pre-professional Education:** A grade of C or higher in each course and a minimum GPA of 2.7 in pre-professional education courses is required.

**Supporting Coursework:** Required courses that may be taken before or after admission to professional education.

**Subject-matter Specialization:** A minimum GPA of 2.7 in the specialization is required.

**Admission to Professional Education:** Admission is required prior to enrolling in Professional Education courses.

- Enrolled as a regular student in a Bachelor of Education degree program with appropriate concentration(s)
- All pre-professional courses completed with a C or higher
- Pre-professional courses GPA of 2.7 or higher
- Subject-matter courses GPA of 2.7 or higher
- Minimum of 48 credits overall and 12 credits in residency at UToledo
- UT GPA of 2.7 or higher

**Professional Education:** Admission to professional education is required. A grade of C or higher in each course and a minimum GPA of 2.7 in Professional Education coursework is required. Courses may not be transferred from another institution.

**Internship Eligibility:** The following conditions must be met to be eligible to enroll in Professional Education Internship courses.

- All professional courses completed with a C or higher
- Professional education courses GPA >2.7
- Completion of 90% of subject matter specializations
- Subject matter GPA >2.7
- Completion of 100 credits and 30 credits residency at UToledo
- UT GPA >2.7

## Professional Attendance During Field Experience

### Definitions of Field Experience Types

**Practicum.** Practicum is a part-time, semester-long experience. Practicum students are expected to be at their field experience school regularly each week, participating consistently with the same students.

**Internship.** Internship is a fulltime, semester-long experience. Internship students are expected to be at their field experience school each day school is in session and on teacher workdays. Internship students will follow the field experience school's calendar for the beginning and end of day and school breaks. Internship students will attend on-campus professional development days. These are full day sessions. Dates are given to candidates before their internship semester starts.

### Field Experience Schedule

Licensure candidates in both Internships and Practicums will submit a Field Experience Schedule to the College's field experience management system by the end of the first week of the semester. This Field Experience Schedule will list the dates and times the candidate will be in the field experience school for that semester and will include approximate dates for completing activities assigned by the faculty instructor for the co-requisite, on-campus seminar course as coordinated with their mentor teacher. The Field Experience Office and faculty instructor will verify that the schedule meets requirements for the field experience.

The written Field Experience Schedule will include the following information:

- A copy of the field experience school's calendar with beginning and end of day times and school breaks.

- A calendar listing dates and times the candidate will be in the field experience school.
- Approximate dates for completing assigned activities.

#### Professional Attendance

Licensure candidates are expected to be present and active at their field experience school according to the Field Experience Schedule agreed upon by their mentor teacher and faculty instructor.

Licensure candidates should report to the main office to sign in and out as required, each day they are in their field experience school. Licensure candidates have the responsibility to learn and follow the field experience school's and their specific classroom's policies and procedures.

Licensure candidates should be considerate and professional.

#### Missing Time on The Field Experience Schedule

Licensure candidates may need to miss a planned time in their field experience due to illness or other personal matters that require immediate attention. Licensure candidates must notify their mentor teacher and field supervisor as far in advance as possible if they will be late or absent for a field experience session. If possible, the licensure candidate will provide substitute teaching plans or copies of planned activities for any missed field experience sessions. If completing the requirements of the field experience as outlined in the Field Experience Schedule for the semester is in jeopardy due to attendance, the field supervisor will notify the Office of Field Experiences.

#### Religious Accommodations

Consistent with the University policy on religious accommodations (UToledo policy 3364-71-30.01), licensure candidates may schedule up to three days away from their field experience school. These dates must be indicated on the candidate's Field Experience Schedule submitted at the beginning of the semester. In addition, the candidate should also submit the Religious Accommodations Request Form (<https://forms.office.com/r/gBBCQkQj3H/>) required by the University.

#### Substitute Teaching

Opportunities to substitute teach cannot conflict with the licensure candidate's Field Experience Schedule. If the licensure candidate substitute teaches, those events cannot be considered part of the licensure candidate's field experience and will be at the sole discretion of the employing school district.

#### Unsatisfactory Performance in a Field Experience

Licensure candidates in the Judith Herb College of Arts, Social Sciences, and Education may be determined to have made an unsatisfactory performance in an internship or practicum experience. Reasons for recording an unsatisfactory performance include, but are not limited to, the following:

- Grade of U (unsatisfactory) for the Internship
- Grade of W (withdrawal) for the Internship when concerns regarding performance have been documented.
  - Unprofessional attendance or preparedness.
  - Unprofessional dispositions or behaviors as described in the College's disposition and behavior referral policy.

- Concerns regarding professional performance *at the level appropriate for the experience* documented by the mentor teacher, field supervisor, or faculty instructor.

Depending on the nature of the concern(s), the student may be removed from the field experience by the Field Experience Coordinator before the end of the semester.

#### Repeating a Field Experience Internship

Internship may be repeated only once. Students who have an unsatisfactory performance must repeat the Internship experience within the next two terms, not including summer. Before scheduling a second attempt, the Field Experience Coordinator will consult with the field supervisor and faculty instructor to develop an Action Plan for correcting the concerns noted during the first experience. This Action Plan should be in writing and describe the deficiencies, remedies for each deficiency, and a timeline for addressing each component.

When repeating an internship, a co-requisite, on-campus seminar will also be required but may be completed as pass/fail if a passing grade (C or higher) has already been recorded for the original co-requisite seminar.

Unsatisfactory performance on the second internship experience (or failure to enroll for the second attempt) in any program disqualifies the student from any licensure preparation program in the College.

#### Practicum

Each practicum may be repeated only once. Students who have an unsatisfactory performance must repeat that practicum experience within the next two terms, not including summer. In the interim between experiences, the Field Experience Coordinator should consult with the field supervisor and faculty instructor to develop an Action Plan for correcting the concerns noted during the first experience. This Action Plan should be in writing and describe the deficiencies, remedies for each deficiency, and a timeline for addressing each component prior to scheduling the second attempt.

When repeating a practicum, a co-requisite, on-campus seminar will also be required but may be completed as pass/fail if a passing grade (C or higher) has already been recorded for the original co-requisite seminar. If the second attempt is satisfactory, the student may continue in the program without prejudice.

Unsatisfactory performance on the second attempt for that practicum experience (or failure to enroll for the second attempt) disqualifies the student from licensure preparation in that program concentration. The student may, however, apply for admission to another licensure program concentration in the College.

#### Denial of Opportunity to Repeat a Field Experience

In some cases, the opportunity to repeat the internship or practicum experience may be denied and the student will be disqualified from any licensure preparation program in the College.

Reasons for denying a repeated internship or practicum experience include, but are not limited to the following:

- Performances that place PK-12 students at risk academically, mentally, or physically

- Conduct that is unprofessional as described in the Licensure Code of Professional Conduct for Ohio Educators
- Revocation of pre-service teacher permit or notification of concern from Ohio Department of Education
- Dishonest or unethical actions

## Professional Conduct

Verification of professional conduct as stipulated by the state of Ohio is required. Students will not be allowed to continue in a teacher education major or participate in a field experience if they have pleaded guilty to, have been found guilty of, or have been convicted of a criminal offense listed in R.C. 3319.31 or R.C. 3319.39. Students should refer to a list of the rules and statutes in the Ohio Revised Code and the Ohio Administrative Code that are applied by the Office of Professional Conduct at the Ohio Department of Education. All rules and statutes listed will result in removal from all teacher education programs.