

# ACADEMIC POLICIES

## University Policy Website (<http://www.utoledo.edu/policies/>)

The University of Toledo Policy Website is a compilation of relevant policy, operational procedures, governing documents and handbooks of The University of Toledo. The purpose of the policy website is to ensure faculty, staff, and students have ready access to policies. It is the responsibility of the UToledo community, including faculty, staff, and students, to familiarize themselves with the policies and comply with the University policies that affect them.

## Class Rank

In the John B. and Lillian E. Neff College of Business and Innovation, class rank is determined as follows:

Rank	Hours Earned
Freshman	0-29.99
Sophomore	30-59.99
Junior	60-89.99
Senior	90+

## academic advising

Students receive advising concerning their academic program from the college professional advisors located in the Office of Student Retention and Academic Success in the Savage and Associates Business Complex room 3130. Students may self-select which of the Neff COBI advisors to work with or the office will make recommendations based on need and advisor level of expertise. Advisors are cross-trained in a variety of areas so that someone is always available to answer specific questions. Appointments are available throughout the year. Students may also email general questions to the staff through [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu). Degree audits (DARS) are available in the office and online through Student Self-Service through the myUT portal Student Self-Service.

### DEGREE AUDIT REQUIREMENT (DARS)

The Degree Audit Reporting System is an automated record that contains all of a student's graduation requirements and tracks that student's progress toward meeting those requirements. Degree audits are available to students upon request from the Office of Student Retention and Academic Success and online through the myUT portal Student Self-Service. Students are encouraged to keep current degree audits for their personal use and to discuss their degree audits with their academic advisors.

## Declaring or Changing a Major and/or Minor

Forms for declaring or changing a college major and/or minor are available online at <http://www.utoledo.edu/business/StuServ/Forms.html>.

## Transfer / Change of College Degree Requirements

All Neff College of Business and Innovation degree requirements are the same for students whether or not they begin at UToledo or transfer into a program at some point.

Transfer courses will be evaluated by the Registrar's Office in conjunction with the Neff College of Business and Innovation and other related colleges after the student has submitted official transcripts from all colleges/universities attended and has been accepted by the university. Syllabi may also be required for courses that have not yet been evaluated by the university. The student must complete the evaluation process before the end of the first term of attendance at UT.

For purposes of determining the UT GPA, grades from another institution do not transfer. The GPA will be based on the course work taken while enrolled at The University of Toledo. For students transferring into the Neff College of Business and Innovation from another college within The University of Toledo, all undergraduate hours attempted and earned, as well as the GPA, will transfer. To qualify for the Bachelor of Business Administration degree, students must fulfill all Neff College of Business and Innovation course and grade requirements.

Transfer students should note The University of Toledo will not include all course work taken at other institutions of higher education in the calculation to determine if a student will graduate with honors. A student will be awarded a level of honors indicated by The University of Toledo cumulative GPA. The University of Toledo also requires a minimum of 30 semester hours of standard letter-graded courses from UToledo in order to qualify for graduation with honors.

Students must complete at least 50% of their major/area of specialization courses and 50% of business minor courses at the University of Toledo.

## Evaluation of Transfer Courses

The Neff College of Business and Innovation Office of Student Retention and Academic Success assists in the evaluation of business coursework based on course equivalencies determined by the appropriate academic unit as coordinated through the Registrar's Office. In many cases, courses from other universities/colleges have been pre-approved for equivalency and will transfer automatically. Equivalent courses from AACSB-accredited schools also automatically transfer but they may require submission of a syllabus for confirmation. For any course that does not automatically transfer, students may submit a syllabus to the Office of Student Retention and Academic Success for the purpose of re-evaluation.

The evaluation of non-business coursework is coordinated by the Registrar's Office and completed by the appropriate corresponding college.

## Testing for Course Credit

In the Neff College of Business and Innovation, there are two distinct areas of testing for credit related to business courses:

1. testing to validate transfer or native coursework that was not applied at the desired level of credit based on accreditation or other issues for credit, and
2. testing based on knowledge earned outside the classroom as defined by the university policy on credit for prior learning.

Students who have transfer or native credit that was not initially accepted for course credit or course credit at the desired level, possibly based on accreditation issues, may pursue testing for credit based on departmental approval and test availability to hopefully validate their transfer credit to the desired level. In many departments, testing for credit is only allowed for core business courses designated by a “BUAD/ Business Administration” prefix. Some departments/majors have transfer agreements in place with other Universities that set additional conditions or procedures which supersede this general college policy.

Students who feel they have significant knowledge in a core business subject area may pursue a “testing for credit” option through university procedures. Core business subject areas are limited to BUAD courses and are not major specific. Courses in the AOT department are currently not subject to these limitations and are open to any testing procedures as approved by the university. Please see the Credit By Assessment Form located on the Registrar’s Office website for additional information:

**UT Policy - Credit for prior learning** (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-17%20%20Credit%20for%20Prior%20Learning%20Policy.pdf>)

**Forms:** <http://www.utoledo.edu/offices/registrar/forms.html>

There are no fees associated with the validation of transfer course credit, but university fees do apply for other testing options. **All Neff COBI testing procedures** are coordinated through the specific department chairs, the Office of Student Retention and Academic Success and the Dean’s Office. Any test for a course may only be attempted once.

## Code of Student Academic Conduct and Student Academic Grievance Procedure

Issues related to charges of student academic misconduct or disputes as to final course grades, and the procedures for resolving such issues are set forth by the specific language of the COBI Code of Student Academic Conduct and the procedures for resolution of such issues in the Neff COBI Student Academic Grievance Procedure. For non-business course grievances and in situations where a student has exhausted Neff COBI procedures but is not satisfied with the outcome, students are directed to the UT Grievance Procedure. Neff COBI Procedural guidelines are located on the college’s website at <http://www.utoledo.edu/business/COBI/COBICCD/COBIStudentResources.asp>.

**UT Policy - Academic Dishonesty** (<http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-04%20%20Academic%20dishonesty.pdf>)

**UT Policy - Academic Grievance** (<http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-05%20%20Academic%20grievance.pdf>)

## GPA Recalculation for Repeated Courses

Effective fall 2006, if a student repeats a UToledo course and receives a higher grade, a request to delete the original grade, as long as the original course grade was lower, can be made. Prior to fall 2006, if a student repeats a UToledo course and receives a grade of C (2.0) or higher, a request to delete the original grade, as long as the original course grade was a C- or lower, can be made. If the original grade was earned because of cheating or academic dishonesty, it will not be deleted. A maximum of 18 credit hours can be deleted by university policy.

**UT Policy - GPA Recalculation for repeated courses** ([https://www.utoledo.edu/offices/registrar/student\\_records/gpa\\_recalculation.html](https://www.utoledo.edu/offices/registrar/student_records/gpa_recalculation.html))

**Forms:** <http://www.utoledo.edu/offices/registrar/forms.html>

## Residency Requirement

To earn a BBA degree from the Neff College of Business and Innovation, a student must complete at least 50 percent of their major and minor course work. The final 30 hours of the baccalaureate program must be taken in residence at UToledo by all business students (UToledo online courses satisfy this requirement). Under certain circumstances, appeals to the senior residency rule are approved for up to 15 semester hours. For associate degrees, the final 15 semester hours or a minimum 15 semester hours must be taken in residence at the University of Toledo. **UT Policy - Residency Requirement** (<http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-10%20%20Residency%20requirement%20for%20a%20degree.pdf>)

## Additional Degrees / Course Work

While students may return to complete additional course work or degrees after an initial bachelor’s degree is awarded, a second BBA will not be awarded if the initial degree was also a BBA or an equivalent degree in Business.

Multiple associate degrees may be awarded, but only one ATS, Technical Studies, degree will be awarded.

## Academic Probation

When a student’s cumulative GPA falls below 2.0, the student is automatically placed on probation. Students are recommended to reduce their enrolled hours and meet with an advisor to develop a plan of action to improve their GPA.

## Academic Suspension

Academic suspension means a student is not eligible to enroll in courses from The University of Toledo for a minimum period of one semester. However, students may remove work toward the completion of incompletes while under suspension. A student is subject to academic suspension if they fall below the minimum requirements or fail to make sufficient progress toward attainment of the degree, as outlined below.

**UT Policy - Academic Standing/Suspension** (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-01%20Academic%20standing.pdf>)

University standards for required minimum GPA associated with attempted quality hours

- Minimum 1.00 GPA, after attempting 10-19 semester hours
- Minimum 1.50 GPA, after attempting 20-29 semester hours
- Minimum 1.70 GPA, after attempting 30-39 semester hours
- Minimum 1.80 GPA, after attempting 40-49 semester hours
- Minimum 1.90 GPA, after attempting 50-59 semester hours
- Minimum 2.00 GPA, after attempting 60 semester hours

Note: A student may be suspended if the student falls below a cumulative GPA of 2.0 for two consecutive semesters after attempting more than 60 semester hours.

## Readmission

Suspended students cannot enroll at UT for at least one semester. A suspended student must submit an appeal in writing for readmission to the Neff College of Business and Innovation Academic Standards Committee at COBladvising@utoledo.edu. Students suspended for a second time cannot enroll at UToledo for at least one year. Appeals must be received at least one month prior to the beginning of the academic term.

## Additional UT Undergraduate Academic Policies (<http://www.utoledo.edu/policies/academic/undergraduate/>)

- **UT Policy** - Enrollment Status (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-02%20Enrollment%20status.pdf>)
- **UT Policy** - Academic Forgiveness (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-06%20%20Academic%20forgiveness.pdf>)
- **UT Policy** - Adding/Dropping a course (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-08%20%20Adding%20or%20dropping%20a%20course.pdf>)
- **UT Policy** - Dual Degrees (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-09%20Dual%20degrees.pdf>)
- **UT Policy** - Grades and Grading (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-11%20%20Grades%20and%20grading.pdf>)
- **UT Policy** - Priority Registration (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-12%20%20Priority%20registration.pdf>)
- **UT Policy** - Graduation with Honors distinction; Dean's List; President's List (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-13%20%20Graduation%20with%20honors%20distinction.pdf>)
- **UT Policy** - Missed Class Policy (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-14%20Missed%20class%20policy.pdf>)
- **UT Policy** - Confidentiality of student records (FERPA) (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-15%20%20Confidentiality%20of%20student%20records.pdf>)

- **UT Policy** - Administrative adjustment for extenuating circumstances (<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-16%20Administrative%20adjustment%20for%20extenuating%20circumstance.pdf>)
- **UT Policy** - Veteran and service members' support and assistance ([https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364\\_71\\_18.pdf](https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364_71_18.pdf))