

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 (<http://utoledo-public.courseleaf.com/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.

GPA Recalculation for Repeated Courses

Student who have retaken a course and earned a higher grade may petition to have the first grade excluded from grade point average. Credit will only be awarded once for repeated courses. If a grade has been deleted that grade will not be used in determining the UT grade point average. However, all grades, including those for repeated courses, will be included in the determination of eligibility for graduation honors, fellowships, or other distinctions awarded on the basis of GPA. No more than a total of 18 semester hours of course work will be deleted. Students who have had their GPAs recomputed under the Academic Forgiveness Policy are not eligible for grade deletions. Specific programs within the college may have more rigorous requirements for grade deletions of major or related courses.

Withdrawal Policy (W Grades)

The number of credit hours of 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 F's 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 W.

Academic Probation and Suspension

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 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.

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 morals 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.

Academic Honesty

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

Academic APPEAL

Students have the responsibility and right to call to the attention of a professor any course grade believed to be in error. 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 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 Policy3364-71-05) for the procedures that apply beyond the JHCOE.

Student Responsibilities

Students are responsible to complete the following:

- All first-year students must see an advisor each semester; all Judith Herb College of Education students are strongly encouraged to see a faculty or academic advisor at least once a year.
- Readmit students are responsible for degree requirements in effect at the time of readmission.
- Students are responsible for fulfilling all degree requirements.
- Students are encouraged to meet with their academic advisors as needed for assistance.
- Students must contact the Office of Student Services to schedule an advising appointment.