

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 responsible for transportation to their PreK-12 school placements. Placements are completed with our partner schools, within 30 mile radius of campus.

Students are required to authorize The University of Toledo to obtain criminal record checks (i.e., BCII and FBI) including fingerprinting and are responsible for all associated expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission and/or during program progression. Convictions may result in denial of admission to the program or dismissal after matriculation.

Students are responsible for successfully completing all required licensure assessments (i.e., OAEs) 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).

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

- 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.
- The faculty member must provide a written response to the student within ten (10) working days of receiving the written request for reconsideration.
- 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.

- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.