

# 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 College Natural Sciences and Mathematics under which they entered. Students who have been out of the College of Natural Sciences and Mathematics 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 (<http://myut.utoledo.edu>) portal with Student Self-Service.

## Declaring or Changing a Major or Minor

To declare a major or minor or change one previously declared within the College of Natural Sciences and Mathematics, students email NSM Advising ([nsmadvising@utoledo.edu](mailto:nsmadvising@utoledo.edu)) ([nsmadvising@utoledo.edu](mailto:nsmadvising@utoledo.edu)).

## Sequence of Courses

There is no single prescribed sequence of courses, except that all first-year students should take NSM 1000 and any courses required on the basis of placement testing and/or high school deficiencies. 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.

Course prerequisites and corequisites, along with the minimum grade requirements to progress through sequential courses can be found in the Undergraduate Course Descriptions section of the catalog.

## Study Abroad

Students who plan to study abroad must be sure that their proposed course of study is properly accredited. Students should ascertain in advance from the Education Abroad Office whether the course work will count toward their general requirements, majors, or related areas or only be regarded as electives. Information about study abroad programs is generally available from advisors in many college programs and departments and from the Center for International Studies and Programs (Education Abroad Office) (<http://www.utoledo.edu/cisp/>).

## GPA Recalculation for Repeated Courses

The College of Natural Sciences and Mathematics permits a maximum of 18 semester hours of course work to be excluded from the UToledo GPA calculation. Students who have had their GPAs recomputed under the Academic Forgiveness Policy are not eligible for grade deletions. Criteria governing this policy are given in the Undergraduate Policy 3364-71-07: GPA Recalculation: <https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-07%20%20Repeating%20a%20course%20and%20recalculation%20of%20GPA.pdf>. Students should check with the NSM Advising Office for more specific information on this policy. Students may not use repeat courses taken at other institutions to qualify for a GPA recalculation.

## Academic STANDING

Academic standing in the College of Natural Sciences and Mathematics is determined by the University Academic Standing policy <https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-01%20Academic%20standing.pdf> and procedures <https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-01-1%20Academic%20standing%20procedure.pdf>. The College of Natural Sciences and Mathematics does not have additional requirements for minimum academic performance under this policy and procedures beyond the University wide requirements.

## 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, the Associate Dean, then to the college appeals committee 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 Academic Grievance section of the Policies and Procedures of the College of Natural Sciences and Mathematics 3364-71-05 at <https://www.utoledo.edu/nsm/policies-procedures.html#academicgrievance> for more information on the steps and timeline of the appeals process within the College, prior to the petitioning the Student Grievance Council). If a student chooses to appeal to the university level Student Grievance Council the student file the appeal no later than the last day of classes of the semester (including summers) following the one in which the grievance arose. The procedures for making an appeal to the student grievance council may be found on the Provosts Website: <http://www.utoledo.edu/offices/provost/academicgrievance/>.

## Statement on Academic Dishonesty

A student found to be academically dishonest by a faculty member may appeal, in order, to the department Chair, the Dean, the college appeals committee and the University student grievance council. The procedures for making an appeal to the student grievance council, as outlined for academic grievance in the previous section. Criteria governing this policy are detailed in undergraduate policy 3364-71-04: Academic Dishonesty: <http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-04%20%20Academic%20dishonesty.pdf>.

## **College Level Examination Program (CLEP)**

The College of Natural Sciences and Mathematics 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. Refer to the University of Toledo Registrar's CLEP Credit web page [https://www.utoledo.edu/offices/registrar/student\\_records/clep-exams.html](https://www.utoledo.edu/offices/registrar/student_records/clep-exams.html) for specific information on minimum scores needed to award UT Credit and specific credit awarded.

## **Advanced Placement Program**

Refer to the University of Toledo Registrar's web page ([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**

Students may elect to enroll in certain undergraduate courses for Pass/No Credit rather than an A-F grade. Students must complete a petition to take a class Pass/No Credit and obtain the approval of their college before the withdrawal date for the part of term. Grades of C or better will be changed to PS, and grades of C-, D+, D, D-, and F will be changed to NC. The grades of PS and NC do not affect the grade point average. Refer to programs of study (<https://catalog.utoledo.edu/undergraduate/natural-sciences-mathematics/degrees-offered/>) in the College of Natural Sciences and Mathematics section of this catalog for the limitations on pass/no credit grading in effect for different majors and minors. Undeclared students, as a general rule, should not elect pass/no credit grading in major-level courses.

## **Field Experience/Internship**

Policies and procedures for incorporating field experiences or internships in academic programs vary by 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.