

UT Catalog 2012 - 2013

COLLEGE OF ADULT AND LIFELONG LEARNING Rocket Hall 1830/1840 Main Campus

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Mission Statement: The College of Adult and Lifelong Learning (CALL) provides access, career and life coaching, degree completion and academic support to new, continuing and reentering adult learners in a respectful and nurturing environment. CALL helps students transition to college life and establish a foundation for educational attainment, career success and lifelong learning.

Population Served:

The College of Adult and Lifelong Learning serves new, continuing, returning, exploring and prospective students who meet any **one** of the following criteria:

- Age 25 or above
- Are financially independent of parents
- Veteran or active military status
- Delayed the start of college or have earned some college credit
- Individuals with diverse interests and career goals that are not being met by existing UT degree programs
- Individuals who are working, have busy lifestyles or are place bound and desire a non-traditional approach to completing a college degree

Office of Adult Student Extended Services

The Office of Adult Student Extended Services (OASES) provides services and support to adult learners in a respectful and nurturing environment, offering extended evening hours to better accommodate the adult learner schedule. Our staff is committed to assisting students in the transition to college life and serving as advocates during their college journey while establishing a foundation for successful learning and career development.

OASES Services

- Supportive and caring OASES staff to help navigate campus resources and services
 - Blackboard
 - Enrollment assistance
 - Library support
 - MyUT portal
- Pre-admissions/pre-advising assistance
 - Guidance through Admissions and other University processes and procedures
 - Concerns with balancing college and life responsibilities
 - Study Skills and time management
 - Support and encouragement
- Career and Life Planning Assistance
 - Major/career guidance
- Networking with other adult students
 - Non-traditional Student Organization (NTSO)
- Campus and community resources and referrals

Military and Veteran Services

The Military Service Center (MSC) assists former and active duty military students and their spouses and dependents with accessing military benefits. The MSC helps students with the application and certification process so they may receive their educational benefits toward tuition and fees. The Military Service Center also assists students with obtaining military transcripts and posting credit, student support services and community resource referrals.

Program 60

Program 60 provides educational experiences at reduced rates to individuals 60 years of age or older who have resided in Ohio for at least the last 12 consecutive months. Enrollment is limited to space availability which is determined on the last day of the regular registration period. Students must meet all course prerequisites to enroll.

The University of Toledo will waive tuition costs for older adults enrolled in Program 60 who wish to audit college courses. Program 60 students cannot earn college credit. Students must apply for admission and register for courses through the College of Adult and Lifelong Learning. All Program 60 participants are responsible for any additional fees such as the cost of textbooks, general fees, lab fees, technology fees, faculty fees, special service fees, distance learning course fees, library, parking and other fees.

Program 60 students are not eligible to enroll in an independent study course, studio art courses, private music lessons or other similar courses where a course or section number is required to be created.

The University of Toledo is governed by the Ohio Revised Code in administering this program. Ohio Revised Code may be viewed at <http://codes.ohio.gov/orc/3345.27>.

Individuals 60 years of age or older who wish to earn a college degree or credit for UT courses must apply for admission and pay current tuition and fees as a general UT student.

Prior Learning Assessment (PLA) Program

Prior Learning Assessment is based on the notion that college-level learning can be achieved outside of the classroom. The following are ways in which prior learning can be demonstrated, evaluated and converted to college credit.

- **Standardized Testing**—Students demonstrate college-level learning through nationally recognized examinations. The University of Toledo accepts examination scores from Advanced Placement (AP) examinations, College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST) and International Baccalaureate (IB) examinations.
- **Non-Sponsored Collegiate Learning**—Students have demonstrated college-level learning in an educational setting. In most instances, this credit would be equivalent to specific courses or transcribed as transfer credit. The American Council on Education (ACE) recommended college credit and military credit is accepted.
- **Credit by examination**—Students demonstrate college-level learning through course-specific examinations created and evaluated by faculty assessors from the department/school in which the course is offered from the university. Colleges and/or specific programs may establish guidelines on the acceptance of credit by examination in accord with any directive on credit by examination issued by the Ohio Board of Regents.
- **Experiential Learning Portfolio**—Students demonstrate college-level learning by submitting a collection of evidence that documents the match between their experiential learning and learning outcomes of a specific course offered at The University of Toledo. Colleges and/or specific programs may establish guidelines on the acceptance of experiential learning portfolios in accord with any directive on learning portfolios issued by the Ohio Board for Regents.
- The University follows the directives on the transfer and articulation of Tech Prep credit as directed by the Ohio Board of Regents.

The undergraduate academic policy on Credit for Prior Learning, policy number 3364-71-17 can be found at <http://www.utoledo.edu/policies/academic/index.html>.

Department of Access and Success

The mission of this department is to ensure access for adults to The University of Toledo through academic advising and support classes. Support classes are designed to integrate the academic needs and life experiences of adult and military students and provide them with skills and background necessary to meet their academic goals. Classes are offered in a variety of formats: day, evening, on-line and blended, with workshops provided to address any barriers that prevent full participation.

The department also works with first-time, transfer and readmitting undecided adults who may be academically at risk due to previous academic experiences, or need a higher grade-point average to declare the major of their choice.

Division of Workplace Credit Programs

The mission of the Division of Workplace Credit Programs is to provide quality education and academic services to employer, employees and other off-site entities, wherever they are needed. The division provides convenient, affordable education at the workplace, using UT's comprehensive array of options of credit courses, programs, schedules, locations and means of delivery. The major purpose of this division is to link the educational needs of organizations with the appropriate educational programs and highly qualified faculty in all UT Colleges.

College of Adult and Lifelong Learning Degree (CALL) Programs

Admission to the CALL Degree Programs

Adult Liberal Studies (ALS) accepts students without college credit, but requires a High School Diploma or GED and a minimum High School g.p.a. of 2.0 (if applicable). For students who have earned college credit, a minimum g.p.a. of 2.0 is required for admission.

Transferring into CALL's Degree Programs

Students wishing to transfer into CALL's Degree Programs must meet the minimum entrance requirements of The University of Toledo. Students wishing to transfer into any CALL baccalaureate program must have a minimum cumulative 2.0 higher education GPA (i.e. combined GPA for all coursework taken at post-secondary institutions) and a minimum 2.00 UT GPA, if applicable. The Individualized Program (IDVP) requires completion of 20 semester-hours of college credit and a cumulative 2.0 g.p.a. to transfer. Professional Studies (PRST) requires transfer students to have an earned associate degree or completion of 60 semester-hours of college credit and a cumulative 2.0 g.p.a.

Students who do not meet this GPA requirement can be admitted to the College's Division of Access and Success and work towards meeting the admission requirements for the degree programs. Courses from an approved institution may be used, as applicable, toward a student's

program of study. However, the maximum number of effective transferable credits is 90 semester-hours for Professional Studies and 94 hours for Adult Liberal Studies and the Individualized Program, with a limit of 85 hours at the 1000 or 2000 level. The General Section of this catalog has information on admission and transfer.

A graduate of an accredited institution of higher education may apply to CALL for a second bachelor's degree. An acceptable program of study in this case entails a minimum of 30 semester hours of additional work. Any student who has earned a bachelor's degree from CALL in an Individualized Program may not earn a second degree in another Individualized Program.

Pass/No Credit Grading

The option of a Pass/No Credit grade is not available to a CALL bachelor's degree student unless this is the only grading option for the course. However, a grade of Pass obtained while a student was enrolled in another college may be transferred to CALL provided it is applicable to the student's new program.

Honors in CALL

The University of Toledo offers all students of exceptional academic ability the opportunity to enter a special program of academic rigor and challenge. For further details on the Honors Program, students should contact their advisers. Students who have demonstrated exceptional promise may be invited to participate in CALL Honors. These students' programs will be developed in close conjunction with the college honors adviser. The minimum requirements for consideration for the CALL Honors Program are 20 hours of completed course work and at least a 3.3 GPA.

Field Experiences and Internships

CALL Degree Program students have the opportunity to earn credit hours toward their degree while completing a practical experience outside the classroom. A field experience is a project-based experience, while an internship is meant to be an exposure to a new career field. A maximum of eight credits can be earned in any combination of a field experience and/or internship. This option is only available to Junior and Senior students and requires a UT g.p.a. of 2.5.

Note: All new CALL students who have not already completed a comparable University of Toledo orientation course are required to take AL 2020.

Undergraduate Programs of Study - Baccalaureate Programs

Individualized Program – Interdisciplinary Studies (B.A. or B.S.)

Adult Liberal Studies (B.A.)

Professional Studies (B.A., possible future B.S. options)

Individualized Programs – Interdisciplinary Studies (IDVP)

An individualized program of study is based on a student's unique interests and goals, which would not be addressed by a traditional program of study. The degree awarded is the Bachelor of Arts or the Bachelor of Science, depending upon the program. The designated major is Individualized Program: Interdisciplinary Studies.

Students considering an individualized program of study will receive assistance from an academic adviser in preparing an individualized program. Important considerations in the formulation of a program are as follows:

- The program must be interdisciplinary or intercollegiate in nature (broad in scope, incorporating course work from more than one discipline).
- The program must not duplicate an existing program of study in another college of the university.
- The student's objectives must be clearly stated and appropriate courses identified for achieving these objectives.

A CALL student will receive guidance in designing his/her individualized program, often through multiple advising sessions. The program is reviewed by the Individualized Degree Program Review Committee. Once the program meets all CALL Degree Program requirements and is accepted, the program of study must be followed. **Prior written approval is necessary to make any course substitutions.** If a program is denied, a student may appeal the decision. Advisers work with students to prevent this from happening.

The individualized program of study is particularly useful for students with associate's degrees and those with a variety of credits – serving as a degree completion option. Students enjoy the benefits of flexibility, individual attention to their needs, personalized advising, access to all of UT's academic resources and the ability to use UT classes to best reflect their academic and career goals and needs.

Students may take no more than 30 semester hours of course work from the College of Business and Innovation, including no more than three courses in any one department, with the exception that up to eight courses are permitted in the Business Administration (BUAD) department.

Individualized Degree Program Requirements and Options

The University Undergraduate Core Curriculum requirements, detailed in the General Section of The University of Toledo Undergraduate Catalog, must be fulfilled by all baccalaureate degree students. In fulfilling The University of Toledo Core Curriculum, CALL Individualized baccalaureate degree students must meet the following specific requirements:

- One English Literature elective
- One Philosophy elective
- One American Government or one American History elective
- One Economics elective
- One elective from Anthropology, Geography, Psychology or Sociology
- One Speech Communication elective

Thirty-nine semester hours must be completed in upper division courses (numbered 3000 or 4000). Students must complete a minimum of 30 semester hours of credit as a CALL Degree Program student (per Academic Policy 3364-71-10 of The University of Toledo). The minimum number of approved credit hours required for completion of an Individualized Program from the College of Adult and Lifelong Learning is 124 semester hours and may be more, depending upon the agreed program content.

Academic advisers work with students to design a program of study that matches student interests, background and skills with UT curriculum to create a unique area of emphasis and fulfill the remaining graduation requirements.

Graduates of the Individualized Program find jobs in the specific fields to which their studies are geared. They have the ability to succeed in the arts, in government agencies and in business organizations. Also, many students choose to continue their education in graduate and professional programs.

Adult Liberal Studies (ALS)

Adult students, 25 years of age or older, may earn Bachelor of Arts degree by completing a broad, liberal arts-based curriculum. Courses in this program are scheduled to facilitate attendance by those having other full-time responsibilities. Students benefit from the wide scope of seminar-formatted classes that are student driven, focus on specific topics and explore events and attitudes through critical thinking and interaction with other adult students.

Students begin by enrolling in the Adult Liberal Studies Introductory Research Seminar (ALS 2500). In conjunction with individual advising, students are introduced to liberal studies by emphasizing processes that build effective critical thinking and writing as foundations. Students progress to topical seminars that utilize the foundational skills developed earlier in the program. Students pick a concentration related to an area that meets their professional or personal goals. Students take an active role in determining the direction and content of their learning. This program can also serve as a degree completion option for those with existing college credit.

Graduates find their broad education valuable in finding employment opportunities in all business, industry and service sectors. Many choose to pursue advanced degrees in law, health and other areas of special interest.

Online Option

The ALS program seminars can also be completed entirely online. Minimum computer skills are advised for online courses, such as Internet navigation, Blackboard 9.1, email and basic knowledge of Microsoft Office.

CLEP Scores for the ALS Program

Students may have the potential to take the CLEP (College Level Examination Program). These examinations are given to establish competency in the general education discipline areas of mathematics, humanities, social sciences and natural sciences. These four discipline areas are required for graduation. The required general education credit hours and the regulations for the CLEP exams for this program are as follows:

1. Students earning a CLEP exam score of below 50 or those choosing not to take the CLEP exam must earn a minimum of three semester hours of credit in a math general education course. A minimum of nine semester hours each of credit in general education courses in the areas of the humanities, social science and natural science are required. Independent studies may not be substituted for any general education course.
2. Students who take any courses in these four discipline areas after entry into the ALS program forfeit their right to apply CLEP credit in that discipline toward their ALS degree. In addition, passing scores on the general education courses are required as prerequisites to enroll in the ALS topical seminars. Therefore, students are encouraged to take the CLEP exams early in their academic endeavors.
3. Students who have taken course work in any of these discipline areas prior to entry into the ALS program and subsequently earn CLEP credit cannot have credit for both count toward meeting general education requirements.
4. Students earning a CLEP exam score of 50 will have 10 semester hours of credit posted to their transcripts.
5. Students earning a CLEP exam score of 45 to 49 may retake the exam after a period of six months.

Adult Liberal Studies Program Requirements

Topical Seminars

These seminars are upper-division courses in the humanities, social sciences and natural sciences that change each semester. Students are required to take three seminars in each discipline area in order to graduate and may take a 10th seminar as an elective. **No more than 10 ALS seminars will be counted toward fulfillment of graduation requirements.** Students are responsible for fulfilling the program's prerequisites and should seek an academic adviser's guidance before enrolling in courses. Students who enroll in a topical seminar without the required prerequisites may be administratively dropped from the course.

Prerequisites for the ALS Topical Seminars

1. Completion of both a freshman orientation course (if applicable) and the ALS 2500 Introductory Research Seminar.

2. Earned credits in College Composition I and II by taking and passing the courses or earning credit through PLA.
3. Completion of a minimum of nine credit hours in the discipline area of the topical seminar or passing the CLEP examination in the discipline of the seminar with a 50 or above score.

Electives

Students are to establish an emphasis area that ties together their educational interests and/or career aspirations. The objective of these courses should be academic investigation and should focus on sound educational goals. Students should seek the advice of an academic adviser in drafting their elective course components.

Area of Concentration

Students are required to complete a minimum of three classes (nine hours) of upper-division courses (3000/4000 level) that are associated with an area of academic investigation or a knowledge base that is related in theoretical content to support the Senior Thesis.

Senior Thesis

The senior thesis is the capstone requirement of the ALS program. It is a four-credit-hour project undertaken with a faculty member as the thesis adviser. Students should seek the advice of an academic adviser and must turn in the appropriate paperwork before enrolling in this final requirement. Students are expected to integrate their respective thesis themes with their Concentration courses.

ALS Honors

The ALS Honors program provides a valuable foundation of writing and research for students who want to be admitted into advanced graduate or professional programs or for those wanting a stimulating learning experience. Any student qualifying for ALS Honors needs to complete 36 Honors hours with a final 3.3 GPA or better to graduate with College Honors.

Adult Liberal Studies Required Courses

UT Core

Orientation	1 hr.
One Math course or CLEP Test	3 hrs.
English Comp I	3 hrs.
English Comp II	3 hrs.

CALL College Core

ALS 2500 – Introduction to Research	2 hrs.
Humanities General Ed or CLEP	9-10 hrs.
Social Sciences General Ed or CLEP	9-10 hrs.
Natural Sciences General Ed or CLEP	9-10 hrs.

Liberal Studies Core

3 ALS 3040 – Social Science Seminars	12 hrs.
3 ALS 3050 – Humanities Seminars	12 hrs.
3 ALS 3060 – Natural Sciences Seminars	12 hrs.
3 Concentration* (3000-4000 level)	9 hrs.
Senior Thesis*	4 hrs.

Electives

26-36 hrs.

Courses electives are selected in consultation with adviser. Many of these may be fulfilled by transfer credit if applicable.

Professional Studies (PRST)

This degree completion program combines minors in high demand areas from the College of Business and Innovation with customized programming from the College of Adult and Lifelong Learning designed to develop professional effectiveness in the areas of information literacy, interpersonal communication and organizational culture. Students will earn a minor in one of three areas: Electronic Commerce and Information Technology, Professional Sales or Entrepreneurship and Family and Small Business with the Bachelor of Arts in Professional Studies. Additional options are currently being developed and information will be posted at www.utoledo.edu/CALL when it is available.

Required Curriculum

In addition to the classes listed below, UT Core Competencies must be met in transfer or at UT prior to graduation (see General Education section). Thirty semester-hours of classes at the 3000-4000 level and 120 applicable semester-hours are required for graduation. All students must complete:

AL	3000	Foundations of Professional Studies
BUAD	1020	Microcomputer Applications (or CMPT 1100) or Proficiency
BUAD	2000	Career Development (or AL 4940)
COMM	3880	Professional Business Communication
AL	4000	Professional Studies Capstone

18 semester-hours of Related Electives (list available from CALL office)

3 – 5 semester-hours of Free Electives AND

E-Commerce & Information Technology Minor

ECON	1150	Macroeconomics
ECON	1200	Microeconomics
BUAD	3010	Principles of Marketing
EBUS	3090	E-Commerce and the Networked Economy
INFS	3250	Software Applications in Business

9 Additional Hours from:

EBUS	3180	Web Design for Business
INFS	3370	Business Data Communications
INFS	3770	Small Business Data Systems
BUAD	3050	Information Technology Management
MKTG	3260	Global Framework for E-Commerce
MKTG	3280	Internet Marketing

OR

Entrepreneurship & Family/Small Business Minor

EFSB	3500	Introduction to Entrepreneurship
EFSB	3480	Entrepreneurial Finance
EFSB	3590	Entrepreneurship & Small Business Management
EFSB	4010	Growing Family & Entrepreneurship Business
BUAD	2040	Financial Accounting OR
ACTG	1040	Principles of Financial Accounting
BUAD	3030	Managerial & Behavioral Processes in Organizations
PHIL	3120	Business Ethics

One Additional Class from:

BUAD	3010	Principles of Marketing
EFSB	4690	Technology Commercialization

OR

Professional Sales

ECON	1150	Principles of Macroeconomics
ECON	1200	Principles of Microeconomics
BUAD	3010	Principles of Marketing
PSLS	3440	Professional Sales
PSLS	3450	Account & Territory Management
PSLS	4740	Advanced Sales

One Additional Class from:

PSLS 3080 Purchasing and Relationship Management
PSLS 4710 Salesforce Leadership

