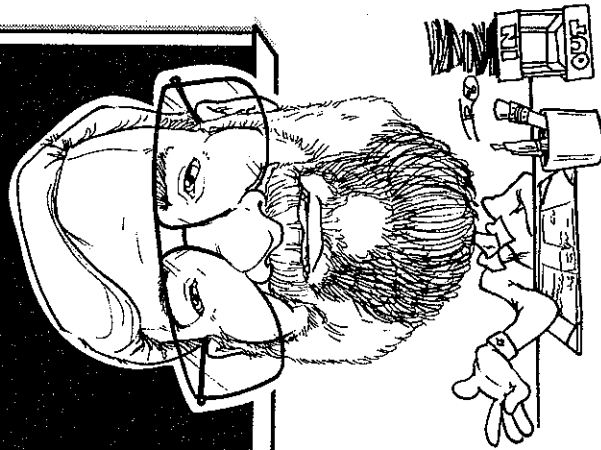


The University of Toledo
Student **Semester**
Transition Guide

Take it!
Read it!
Graduate!



Student Semester Transition Guide

**A General Guide to the Semester
Conversion at The University of Toledo**

June 1996

Table of Contents

This *Student Semester Transition Guide* is a comprehensive reference guide to the semester transition at The University of Toledo. Its purpose is to explain how the conversion to semesters will affect you and to assist you in your transition planning.

Consultation with an academic adviser is essential to making a successful transition from quarters to semesters. The *Transition Guide* is not intended to substitute for consultation with your adviser.

The *Transition Guide* is intended as a general guide to the UT semester transition for you and your adviser; more specific and detailed information about particular academic programs will be available in your college and departmental offices.

In addition to this *Transition Guide*, The University of Toledo will publish a 1997-1998 *Catalog* which will contain course descriptions of semester courses and quarter/semester course equivalency tables. The *Catalog* will be available during spring quarter 1997. You should also watch for articles on the semester conversion in *The Collegian* and in your college and department newsletters.

This guide was written by the Semester Transition Guide Committee. The committee wishes to acknowledge its debt to the Michigan State University *Green Book* and to thank the Academic Conversion Council members and other faculty and students who reviewed our drafts and made valuable suggestions for our work.

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From the desk
of The Professor...

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Section 1: Planning for Semester Conversion

A. Semester Transition Fall 1997	2
B. Transition Students	2
C. University Responsibilities to Transition Students	3
D. Transition Student Responsibilities	3
E. Advice for the 1996-97 Academic Year	4

Section 2: Understanding Semester Conversion

A. Relationship of Semester Courses to Quarter Courses	5
1. Alias courses	5
2. Transition courses	6
3. Repeating courses for grade deletion	6
B. Transition Student Academic Records	7
C. Credit Conversion	7
D. Grade Point Average	8
E. Student Rank Based on Credits Earned	9
F. Requirements Completed on the Quarter System	9

Section 3: Meeting Graduation Requirements

After Semester Conversion

A. Associate's Degree	10
B. Bachelor's Degree	10
1. Completion of University credit requirements	10
2. Completion of University core requirements	11
3. Completion of math deficiencies	12
4. Completion of college and major requirements	12
C. Undergraduate Transfer Students	13
D. Reentering Undergraduate Students	13
E. Students Changing Colleges at UT	14
F. Master's Degree	14
G. Doctoral Degree	14

Appendices

A. Location of College and Department Offices	16
B. Credit Conversion Tables	20
C. Appeals Process	23
Glossary	25

Section 1: Planning for Semester Conversion

A. Semester Transition Fall 1997

The University of Toledo will convert from the quarter system to the semester system in Fall 1997. The academic year will start earlier in Fall and end earlier the following Spring.

For students, advisers, faculty, and staff at UT, the shift to semesters will bring many important changes:

- All courses will be offered on the semester system beginning Fall Semester 1997.
- Some semester courses will be similar to former quarter courses; others will be entirely new; others will combine the content of two or more quarter courses. In some cases, the content of a quarter course may be incorporated into a new semester course or split into two or more semester courses.
- College and department degree requirements will be reconfigured for all academic programs (majors and minors).

The semester transition will not affect students who finish their degree programs on the quarter system prior to Fall 1997.

B. Transition Students

The conversion to semesters will have its greatest impact on transition students. "Transition Students" are students who started at UT on the quarter system and who will continue their studies on the semester system. *The Student Semester Transition Guide* is designed to help transition students and their advisers.

In consultation with their academic program adviser(s) and according to established college and university policies, Transition Students will combine credits from the quarter courses taken prior to Fall 1997 and from the new semester courses to complete their degree requirements.

From the desk
of The Professor...

The University
is going
to make it
as easy
as possible.

C. University Responsibilities to Transition Students

The guiding principle of semester conversion at UT is one of fairness to Transition Students:

Students who are making acceptable progress toward a degree shall not be disadvantaged by the conversion to the semester calendar. (For acceptable progress, a student must have been enrolled in at least one course during the previous twelve months.) The total number of semester credits required of an individual Transition Student should not exceed two-thirds of the remaining number of quarter credits needed to graduate.

Transition Students who do not change their program between 1997 and 1999 should not have to remain in school beyond the year they could have graduated if UT had remained on quarters.

Semester conversion has been carefully planned to help you through the transition and to prevent problems which might hinder your academic progress.

A Council for Student Semester

Conversion Appeals has been established to resolve student grievances regarding semester conversion issues; the appeals process is described in Appendix C of this *Transition Guide*.

D. Transition Student Responsibilities

The University is doing everything it can to ensure that you are not disadvantaged by the transition to semesters. However, you must also take the responsibility for learning how the transition affects your own academic program and for making decisions about course selection that best serves your interests. Students who meet these responsibilities will experience a smooth transition to semesters.

As a Transition Student you should:

Contact your department or college to determine how transition advising for your major will be conducted. Advisers will work with students to develop individual completion plans (See Appendix A for locations of colleges and departments). **Keep in contact** with your adviser. Advisers will provide information about course offerings and how students may best complete academic programs in a timely way.

From the desk
of The Professor...

You shouldn't
get hurt by
the change.

From the desk
of The Professor...

Heads Up!
You gotta know
the new system!

Plan which quarter courses need to be taken prior to the conversion to semesters and which semester courses need to be taken beginning Fall 1997.

Follow the individual completion plans developed with your adviser. Copies of the plan will be kept by the student and in the department and/or college files. Degree audits will be available in colleges using the Degree Audit Reporting System (DARS).

Read *The Collegian* and college newsletters for information on semester transition topics.

If you have any questions or concerns about the semester transition you should contact your adviser or department.

E. Advice for the 1996-97 Academic Year

The 1996-97 academic year is the final year on the quarter system at UT. Transition Students should plan this year carefully in order to avoid any problems in completing their programs on the semester system.

If you are a transition student and have not declared a major, you should consult with your college adviser about enrolling for courses in 1996-97 that fulfill your UT core, general education, and pre-professional/pre-major requirements.

If you have declared a major, you should consult with your major adviser and develop an individual completion plan; this plan should be based on your program requirements and the schedule of course offerings. You should carefully follow this plan.

Degree Audits will be available for students in colleges using the Degree Audit Reporting System (DARS). The degree audit is a computerized report which shows which degree requirements have been met and which remain to be completed.

The following general strategies for 1996-97 will be helpful to most students. Several of the recommendations pertain to course sequences. Since quarter course sequences and semester course sequences will not be equivalent, you may experience more problems completing quarter course sequences with semester courses than you will completing other aspects of your programs. Other recommendations pertain to the fact that some quarter courses will not have semester equivalents; you will not be able to repeat such courses on the semester system.

From the desk
of The Professor...

Before the
change,
take these
steps.



Prior to Fall 1997 you should:

Meet with an adviser and develop an academic program completion plan;

Plan which courses to take on the quarter system during the 1996-1997 academic year;

Take advantage of summer school options to complete basic requirements and sequenced courses;

Declare any planned change in major;

Complete as many core, general education and pre-professional/pre-major requirements as possible;

Give priority to completing sequenced courses over taking electives and non-sequenced courses;

Delay taking electives and non-sequenced courses if they interfere with completing course sequences;

Delay starting sequenced courses that cannot be completed prior to Fall 1997;

Repeat quarter courses, if necessary, on the quarter system.

If you are a graduate student, you must file a Plan of Study with the Graduate School.

Section 2:

Understanding Semester Conversion

A. Relationship of Semester Courses to Quarter Courses

Since Transition Students must use semester courses to finish programs started on the quarter system, it is important to understand the relationship between semester courses and quarter courses. In particular, you need to understand the definitions of "alias courses" and "transition courses."

1. Alias Courses. The content of most new semester courses will be similar (closely equivalent) to quarter courses. A quarter course is the alias (close equivalent) of the semester course which incorporates the content and objectives of the quarter course. Thus, most quarter courses are "alias" to semester courses. However, some semester courses will have more than one quarter course alias, and some quarter courses are not an alias to semester courses.

From the desk
of The Professor...

Some courses
will look
like old ones.



From the desk
of The Professor...

Make a plan!



For example, the three quarter calculus sequence (Calculus QI, QII, QIII) will become a two semester calculus sequence (Calculus SI and SII). In this case, Calculus QI is the alias of Calculus SI, and Calculus QIII is the alias of Calculus SII. The content of Calculus QII is split between Calculus SI and SII, so Calculus QII is an alias of both semester courses.

You will not get duplicate credit toward your degree for a semester course if you have already received credit for its alias.

2. Transition Courses. Some Transition Students may need only part of a semester course to complete their degree requirements. Transition Courses allow you to enroll for that part of a semester course needed to fulfill degree requirements. A Transition Course will be for fewer credits than the semester course.

In the calculus example in the section above, a three-course sequence on quarters (Calculus QI, QII, QIII) becomes a two-course sequence on semesters (Calculus SI and SII). If you have completed Calculus QI, you will need to complete the Transition Course, Calculus TI, in order to meet the prerequisites for Calculus SII. (Calculus TI will contain the material covered in the final third of Calculus SI.)

Academic departments may schedule special transition sections of courses if they expect that a large number of students will need a transition course. The courses will be numbered 1970, 2970, 3970, 4970. These sections will be listed in the Fall 1997 Semester Time Schedule. Transition Courses will be offered a maximum of two years, depending upon student need.

Academic departments are not obligated to offer a transition course in every conceivable case. If departments do not offer a transition course option, however, they will make available other ways of completing requirements which do not oblige students to repeat course material or to enroll for unnecessary credits.

You should consult with your adviser for additional information on Transition Courses.

3. Repeating Quarter Courses on the Semester System for Purposes of Grade Deletion (this section applies to undergraduate students only).

You may repeat a quarter course by taking the semester course(s) which has (have) that quarter course as its alias. Subject to the policy of the undergraduate college offering the course, you may be eligible for a grade deletion if the original grade was a C- or lower. Conversely, the grade deletion option does not exist for courses in which the original grade was C or higher.

Some quarter courses may not be repeatable on the semester system since the content of some quarter courses may be dropped completely in the semester conversion or may be dispersed across several courses. In other words, these courses will not be alias to any semester courses. Your department and college

will advise you on the available means of repeating these courses on the semester system. If you feel that you are being disadvantaged, you should follow the appeals process described in Appendix C.

B. Transition Student Academic Records

Beginning Fall 1997, a statement will appear on University transcripts to the effect that "The University of Toledo converted to the semester system in Fall 1997 and credits are adjusted as of that date." Transcripts will show adjusted totals for hours attempted, quality hours, and hours earned as semester credits at the point of conversion.

Transcripts are historical records which document a student's course registrations and academic performance term by term; transcripts will therefore show the system (quarter or semester) under which courses actually have been taken. Courses taken prior to Fall 1997 will be recorded as quarter courses and courses taken beginning Fall 1997 will be recorded as semester courses.

From the desk
of The Professor...

Check your
transcript.

C. Credit Conversion

There are two Credit Conversion Tables in Appendix B. Credit Conversion Table 1 can be used to convert earned quarter hours to semester credits. Fractions have been rounded up.

Credit Conversion Table 2 can be used to convert quarter credit deficiencies to semester credit deficiencies. Fractions have been rounded down.

When UT changes to semesters, the number of quarter credits that have been earned by each Transition Student will be multiplied by two-thirds to convert quarter to semester credits. Although the number of credits earned by Transition Students will be reduced by one-third, credit requirements will also be reduced by one-third. Therefore, the semester conversion will not affect your progress toward your degree. Multiplying quarter credits by two-thirds does not always result in a whole number. In converting quarter credits, the semester credits are rounded up or down to the nearest whole number, always to your advantage.

From the desk
of The Professor...

Rounding is in
your favor.

From the desk
of The Professor...

Sometimes you
will need to take
only part of a
new course.

In converting the number of credits which have been earned, fractions are rounded up. For example, if you have earned 110 quarter credits:

110 quarter credits $\times \frac{2}{3} = 73\frac{1}{3}$ semester credits
 $73\frac{1}{3}$ is rounded up to 74 semester credits

In converting credit deficiencies and requirements stated in terms of maximum credit hours allowed, fractions are always rounded down. For example, if a you need to complete 14 more quarter credits in the major:

14 quarter credits $\times \frac{2}{3} = 9\frac{1}{3}$ semester credits
 $9\frac{1}{3}$ is rounded down to 9, so you need to complete 9 semester credits in the major

D. Grade Point Average

Your grade point average is computed by dividing quality points by quality hours. Quality hours are hours taken in graded courses (P/NC courses are excluded); quality points are the product of credit hours multiplied by grade values. For example, a student has earned the following grades:

Course	Credit Hours	Grade	Value	Quality Points
HIST 103	5.0	B	3.0	15.0
MATH 132	3.0	C+	2.33	6.99
CHEM 110	4.0	B-	2.67	10.68
PED 101	1.0	PS	0.0	0.0

To compute this student's grade point average add quality hours for all courses except PED 101 ($5 + 3 + 4 = 12$); add quality points ($15 + 6.99 + 10.68 = 32.67$); divide quality points by quality hours (32.67 divided by $12 = 2.72$). The student's grade point average for the term is therefore 2.72.

Your Grade Point Average will not be affected by semester conversion. Although the number of graded quarter credits attempted and the number of UT quality points earned (the two components of your grade point average) will be converted to semester equivalents in Fall 1997, the grade point average will remain the same.

From the desk
of The Professor...

What's my
GPA? (your
GPA won't
change).

For example: If you have completed 40 credits, of which 37 credits are in graded courses, and have earned 83 quality points on the quarter system your Grade Point Average is 2.2432 (83 divided by 37 = 2.2432).

To compute your grade point average for the semester system:

Multiply 37 quarter credits by $\frac{2}{3} = 24.6666$ semester credits;
 Multiply 83 quality points by $\frac{2}{3} =$ a total of 55.3333 quality points.
 55.3333 quality points divided by 24.6666 credits = 2.2432
 Grade Point Average, the same as on the quarter system.

For the calculation of **Grade Point Average**, the quarter credits which have been converted to semester credit totals will not be rounded since this would affect the **Grade Point Average**.

Earned credits Fractions will be rounded up
 Credits needed Fractions will be rounded down
 Grade point average No rounding for grade point average

E. Student Rank Based on Credits Earned

A revised student classification system will take effect in Fall 1996. Student rank on the semester system will be a direct conversion of the system used on quarters. Class rank will be based on the number of credits completed and is determined as follows:

Rank	Quarter	Semester
Freshman	0 - 44.99 hours	0 - 29.99 hours
Sophomore	45 - 89.99 hours	30 - 59.99 hours
Junior	90 - 134.99 hours	60 - 89.99 hours
Senior	135.0+ hours	90.0+ hours

From the desk
of The Professor...

Am I still
a junior?

F. Requirements Completed on the Quarter System

All quarter courses now applicable to degree requirements will still be counted toward degree requirements during the transition. Quarter courses will be applied to degree requirements as specified in Section 3 on Meeting Graduation Requirements After Semester Conversion.

Section 3: Meeting Graduation Requirements After Semester Conversion

Transition Students must complete University requirements, college requirements and the specific requirements for their academic majors or programs. This section contains information on how both undergraduate and graduate students will complete their requirements with semester courses.



A. Associate's Degree

The minimum requirements for an associate's degree under the quarter system are listed in the Community and Technical College section of *The University of Toledo 1995 - 1997 Catalog*. Although the minimum number of quarter credits required is 90, many programs require more than 90 quarter credits.

In order to calculate how many semester credits must be earned to complete these requirements, subtract the number of quarter credits earned before Fall 1997 from the number required on the quarter system. Multiply the result by $\frac{2}{3}$ and round down if the result includes a fraction. The rounded total is the number of additional semester credits which must be completed. (See Credit Conversion Table 2 in Appendix B.)

For example, Ms. Dee Gree has completed 44 credits of the 90 credits required under the quarter system for her degree:

90 quarter credits - 44 quarter credits completed = 46 quarter credits
46 quarter credits $\times \frac{2}{3} = 30\frac{2}{3}$ semester credits,
rounded down to 30 semester credits to complete

Ms. Gree must complete 30 semester credits to complete her associate's degree. (See Credit Conversion Table 2 in Appendix B for additional information.)

B. Bachelor's Degree

1. Completion of University Credit Requirements. The quarter system University Graduation Requirements for a bachelor's degree are listed on pages 29 - 30 of *The University of Toledo 1995 - 1997 Catalog*. If you have not completed current University graduation requirements prior to Fall Semester 1997, including University of Toledo Core Curriculum requirements, you will complete them with semester courses.

The University requires a minimum of 186 total quarter credits to graduate with a bachelor's degree. Several colleges (Business Administration, Education and Allied Professions, Engineering, and Pharmacy) require more than 186 quarter credits.

In order to calculate how many semester credits must be earned to complete these specific degree requirements, subtract the number of quarter credits earned before Fall 1997 from the number required on the quarter system. Multiply the result by $\frac{2}{3}$ and round down if the result includes a fraction. The rounded total is the number of additional semester credits which must be completed in order to complete a bachelor's degree. (See Credit Conversion Table 2 in Appendix B.)

For example, Ms. Lori Att has earned a total of 125 quarter credits out of the minimum of 186 credits required by her college for graduation:

186 quarter credits - 125 quarter credits = 61 quarter credits
61 quarter credits $\times \frac{2}{3} = 40\frac{2}{3}$ semester credits, rounded down to
40 semester credits

Ms. Att must complete a minimum of 40 additional semester credit hours to earn a bachelor's degree. (See Credit Conversion Table 2 in Appendix B.)

Since several colleges require more credits than the minimum University requirements, the number of credits required by your college must be substituted for the University requirement when calculating the number of semester hours which must be completed.

2. Completion of University Core Curriculum Requirements.

All Transition Students who have not completed University Core Curriculum Requirements prior to Fall 1997 must satisfy this requirement with semester courses. Quarter system requirements for the University core curriculum are as follows:

Math
English Comp II

32 hours distributed in four areas, with a minimum of 6 hours and two courses in each of the following: social sciences, natural sciences, humanities and fine arts, and multicultural courses

In the example above, Ms. Att has completed English Comp II, math, and 20 credits in the UT Core (one course in social science, two in humanities, one multicultural, and one natural science) under the quarter system:

32 quarter credits - 20 quarter credits = 12 quarter credits
12 quarter credits $\times \frac{2}{3} = 8$ semester credits

Ms. Att must complete a minimum of 8 additional semester hours to fulfill UT core requirements, distributing those hours to ensure that two courses are taken in each of the four areas: therefore, she will need one course in natural sciences, one in social sciences, and one multicultural course to complete her UT core requirement.

3. Completion of Undergraduate Deficiencies in Mathematics.

Transition Students who have not removed their entrance deficiencies in mathematics are urged to do so prior to Fall 1997 by enrolling in the appropriate courses (TSTM 102, 103, 104, 150, MATH 115, TSTM 107).

4. Completion of College and Major Requirements. The quarter system graduation requirements for Bachelor's Degree programs are listed in the undergraduate college sections of *The University of Toledo 1995-1997 Catalog*.

If you have not started taking courses in your major or program prior to Fall 1997, you will follow the new semester requirements for that program of study.

If you, as a Transition Student, have begun your major program under the quarter system but not completed your program requirements with quarter courses, you will complete them with semester courses. You and your adviser will first need to identify quarter system requirements which will not be completed before Fall 1997. Then you will need to select the semester courses which will need to be completed to fulfill the remaining program requirements.

For example, Mr. G.E. Tout began taking quarter courses in a major in the Department of Knowledge prior to Fall 1997. The quarter requirements in the Department of Knowledge include the following courses:

KNOW 361 (4) and 362 (4)
12 credits in KNOW at the 400 level,
including KNOW 472 (4) and 480 (4)

Under the semester system:

KNOW 361 (4 qtr cr) is alias to KNOW 3610 (3 sem cr)
KNOW 362 (4 qtr cr) is alias to KNOW 3620 (3 sem cr)
KNOW 472 (4 qtr cr) is alias to KNOW 4720 (3 sem cr)
KNOW 480 (4 qtr cr) is alias to KNOW 4800 (3 sem cr).

Mr. Tout took KNOW 361, KNOW 362, and KNOW 472 under the quarter system for a total of 12 quarter credits. (He completed 12 of the 20 credits, so he will need to take the equivalent of 8 quarter credits under the semester system; $8 \times \frac{2}{3} = 5\frac{1}{3}$ or 5 more credits.) Under the semester system he will need to take KNOW 4800 (3 sem cr) and one 400 level elective to complete this requirement in his major. (See the Credit Conversion Tables in Appendix C for additional information on converting credits.)

It is important as a Transition Student that you meet with your departmental or program adviser to plan your remaining schedules; some programs will have few changes in the quarter to semester conversion, others will have multiple changes.

From the desk
of The Professor...

See your
adviser!



You should refer to your degree audit report, if that is available for your program, and to the Quarter/Semester Course Equivalency tables which will appear in the 1997-1998 *Catalog*. It is essential that you meet with your adviser to map out your individual completion plan based upon college and departmental guidelines. Each college and department will develop academic program completion guidelines for students in their programs.

C. Undergraduate Transfer Students

University Requirements. Students transferring to UT during the 1997-1999 academic years from Ohio community colleges or other community colleges with which UT has articulation agreements and who entered that college during the 1995 and 1996 academic years will be treated like UT students who entered UT in 1995 and 1996. That is, depending on the number of credits earned prior to entrance at UT, they will be considered as UT freshmen, sophomores, or juniors in Fall 1997. These students will complete General Education requirements, including UT Core requirements, and other University requirements according to the guidelines applicable to Transition Students.

Students transferring from four-year institutions and out-of-state community colleges with which UT does not have articulation agreements will be treated individually as is now the case.

Major Requirements. All transfer students entering Fall 1997 and thereafter will complete the semester system requirements for their major.

D. Reentering Undergraduate Students

University Requirements. Students reentering UT during the 1997-1999 academic years who have not been enrolled at UT during the previous twelve months and who started their programs on the quarter system may be able to complete University graduation requirements using the guidelines applicable to Transition Students. Students who readmit to UT after the 1998-1999 academic year will be subject to requirements in effect at the time of their readmission.

Reentering students should consult with their academic advisers about their remaining University requirements and the semester transition guidelines.

Major Requirements. Beginning with Fall 1997, students who have not been continuously enrolled at UT and who

From the desk
of The Professor...

Check with your
college office.



began their programs on the quarter system must consult with their colleges to determine whether they will be held to the requirements in effect at the time of their previous enrollment.

E. Students Changing Colleges at UT

If you have been continuously enrolled at UT and change colleges during the 1997-1999 academic years, you will be treated as a Transition Student with regard to University core and college general education requirements. (To be considered as continuously enrolled, you must have been enrolled for at least one quarter during the previous twelve months.) You will be required to meet the semester requirements in your major.

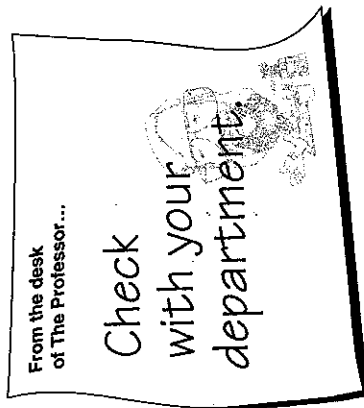
F. Master's Degree

The University of Toledo requires a minimum of 45 quarter credits beyond the bachelor's degree for the master's degree. The number of credits required will be changed by the conversion to semesters. The completion of other University graduation requirements for the Master's Degree will not be affected by the semester conversion.

In order to calculate how many semester credits must be earned to complete degree requirements, subtract the number of quarter credits already earned from the number required on the quarter system. Multiply the result by $\frac{2}{3}$ and round down if the result is a fraction. The rounded total is the number of additional semester credits which must be completed.

(See the Credit Conversion Tables in Appendix C for additional information on how to convert credits from quarters to semesters.)

Many Master's Degree programs require more credits than the minimum University requirements. Master's students should obtain the specific degree requirements for their programs from the administering departments or colleges. Transition master's students should have their program of study on file prior to Fall 1997.



G. Doctoral Degree

The quarter system University Graduation Requirements for doctoral degrees are listed in the Graduate School section of *The University of Toledo 1995-1997 Catalog*. The number of credits required will be changed by the conversion to semesters. The completion of other University graduation requirements for doctoral degrees will not be affected by semester conversion.

The minimum University credit requirements for doctoral degrees include a residence requirement based on minimum credits and a credit requirement in dissertation research:

- Completion of 135 credits beyond the bachelor's degree

- Completion of a dissertation

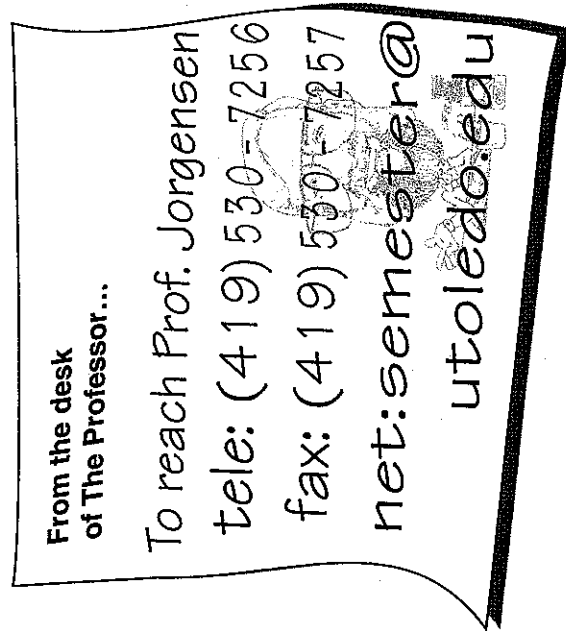
- Completion of three consecutive quarters of full-time work at the

- University. For Ed.D. degrees, the residence requirement may

- also be satisfied by completing two consecutive full-time summer quarters.

In order to calculate how many semester credits must be earned to complete degree requirements, subtract the number of quarter credits already earned from the number required on the quarter system. Multiply the result by $\frac{2}{3}$ and round down if the result is a fraction. The rounded total is the number of additional semester credits which must be completed. (See the Credit Conversion Tables in Appendix C for more information on converting quarter credits to semester credits.)

Under the semester system, a minimum of 90 credits will be required beyond the bachelor's degree for a doctoral degree. Students will be required to meet a minimum residency requirement of two consecutive semesters of full-time work. For Ed.D. degrees, this residency requirement may also be satisfied by completing two consecutive full-time summers.



Appendix A

College and Department Locations

College of Arts & Sciences, University Hall 3000, 530-2671

- Undeclared students should contact the Student Services Office, UH 3000, (419) 530-2671 for semester conversion information and academic advising;
- Premed/predent students** should contact the premed adviser, UH 3000, 530-2102 and their major department, if they have declared a major;
- Nursing students** should contact the nursing advisers, UH 3000, 530-2673;
- Honors Program students** should contact their honors adviser, HAC 102, 530-6030, and their departmental major adviser (see below);
- All other students** should contact their major department (see below).
- American Studies: Tom Barden, UH 6080, 530-4255 or James Campbell, SH 3015, 530-4521
- Art: Center for Visual Arts at the Toledo Museum of Art, 530-8300
Entering freshman BA or BFA—Tom Lingeman, Chair, 530-8301
Art Education—David Guip, 530-8306; or Duane Bastian, 530-8320
Art History—Marc Gerstein or Richard Putney, 530-8305
Studio Fine Arts—Rex Fogt, 530-8307
BFA sophomores—Peter Patchen, 530-8310
Biology: Bowman Oddy 1025, 530-2065
William L. Bischoff, Interim Chair, BO 1025, 530-2065
Craig Black, BO 1009B, 530-2065
Ernest DuBrul, BO 2009B, 530-2065
Charles Creutz, BO 1015, 530-2065
Lloyd Jones, BO 1009D, 530-2065
Louis Glatzer, BO 1009C, 530-2065
- Chemistry:
John Chrysochoos, Interim Chair, BOL 2030, 530-2109
Len Brady, Interim Assoc. Chair, BOL 2030, 530-2109
Max Funk, Dir. of Graduate Studies, BOL 3086F, 530-4569
Jimmie Edwards, Undergrad. Coord., BOL 3086H, 530-2111
Julian Davies, Honors Adviser, BOL 3096G, 530-2254
David Dollimore, International Exchange, BOL 1086H, 530-4590
- Communication:
Ray Jackson, Advising Coordinator, UH 3000, 530-2671
Richard Knecht, Chair, LH 403, 530-2005 or 530-7290
David Tucker, LH 306, 530-2005 or 530-4674
- Economics: UH 4110-C, 530-2572
Michael Dowd, Graduate Adviser, 530-4603

- Steven Weiss, Undergrad. Adviser, 530-4124
Michael Magura, Chair, 530-4631
English: UH 5040, 530-2318
Robert Rudolph, Transition Coordinator
C. Ben Lindsay, Undergraduate Adviser
David Q. Smith, Undergraduate Adviser
William Free, Graduate Adviser
Douglas Coleman, ESL Adviser
Dorothy Siegel, Linguistics Adviser
Foreign Languages: 530-2606
Classics—William O'Neal, 530-2971
French—Ruth Hottell, undergraduate, 530-4651
Guessler Normand, graduate, 530-2982
German—Debra Stoudt, undergraduate, 530-2649
Uta Schaub—graduate, 530-2982
Spanish—Kathleen Thompson-Casado, undergraduate (A-H), 530-2951
Antonio Varela, undergraduate (I-Z), 530-2657
Joseph Feustle, Jr., graduate, 530-2546
Geography and Planning: UH 4390, 530-2545
James Nemeth, undergraduate
Samuel Aryeetey-Attoh, graduate
Geology:
Mike Phillips, undergraduate, BOL 3040, 530-4572
Max Brown, graduate, BOL 3030, 530-4571
History: Tucker Hall, 530-2845
Michael Jakobson, undergraduate majors, including honors (A-L), TH 2124, 530-2561
Theodore Natsoulas, undergraduate majors, including honors (K-Z), TH 1111, 530-4538
William Longton, graduate students, TH 1115, 530-2904
Humanities and Medieval and Renaissance Studies: HAC 210-211, 530-6042/6043, Roger Ray, director
Master of Liberal Studies: GH 4008-9, 530-2984,
Matthew Wikander, director
Mathematics: UH 2040, 530-2568
George Kertz, undergraduates other than statistics, 530-2989
Geoffrey Martin, graduates other than statistics, 530-2569
Donald White, statistics—grad and undergrad, 530-4502
Military Science: Armory/Hickerson Hall, 530-2681,
LTC Richard A. Harris
Music: Marc Moskovitz, PA 2010, 530-4554
Philosophy: Madeline Muntersbjorn, undergraduates, SH 3022, 530-4513
Eric Snider, graduate, SH 0107E, 530-4923
Physics: McMaster Hall 2017, 530-2241
Phillip James, Chair

David Ellis, Undergraduate Adviser
 Scott Lee, Undergraduate Adviser
 Constantine Theodosiou, Graduate Adviser
 Political Science: 530-4151
 Karen Slawner, undergraduates (A-K), SH 1047, 530-4061
 David Wilson, undergraduates (L-Z), SH 3047, 530-4510
 Mark Denham, international relations undergraduates,
 SH 3043, 530-4062
 Lynn Bachelor, master of public administration graduates,
 SH 2032, 530-4974
 James Wood, master of arts graduates, SH 0112, 530-4530
 Psychology: Department Office 530-2717
 Freshmen & sophomores—advising office UH 1530, 530-2896
 Juniors & seniors—individual faculty advisers
 Graduate students—individual faculty advisers
 General issues— Robert Haaf, Chair, UH 1340, 530-2722
 Sociology, Anthropology, and Social Work: SA 40 530-2791
 Cary Kart, Chair 530-4667
 Anthropology majors—Seamus Metress, SA 4, 530-4652
 Social Work majors—Patricia Groves (P-Z), SA 39, 530-2791
 Gary Mertlich (I-O), SA 39, 530-4664
 Connie Schondel (A-H), SA 39, 530-4658
 Sociology undergraduates/honors—Barbara Chesney, SA 20, 530-4075
 Sociology master's—Elias Nigem, SA 29, 530-4662
 Theater, Film and Dance: PA 1032, 530-2202
 Charles Williams, Chair
 Women's Studies: UH 5400, 530-2233
 Harriet F. Adams, Director

College of Business Administration

Business students should contact the Student Services Center, ST 1016, (419) 530-2087, for semester conversion information, academic advising and planning.

College of Education & Allied Professions

Teacher Education Students: freshmen, sophomores, and other students not admitted to Professional Education should contact the Student Services Center, SM 108, (419) 530-2495. Juniors and seniors should contact their adviser or department office (see below).

Graduate Students: contact your adviser or department (see below).

Curriculum & Instruction (Early Childhood, Elementary, and

Secondary Education): James Gress, SM 158, 530-2468

Special Education: Martha Carroll, GH 5008, 530-2092

Health Promotion and Human Performance: James Price, HE 220-A, 530-2747

Educational Psychology, Research, and Social Foundations:
 Lynne Hudson, GH 5002-A, 530-2475
 Educational Leadership: Grover Baldwin, SM 312, 530-2461
 Counselor and Human Services Education: Robert Wendt,
 SM 101-C, 530-2013

College of Engineering

Students should contact their departments (see below).
 College Office for Undergraduate Studies: Nitschke Hall 1045, 530-8040
 Chemical Engineering Department: NH 3045, 530-8080
 Civil Engineering Department: NH 3006, 530-8120
 Electrical Engineering & Computer Science: NH 2008, 530-8159
 Mechanical, Industrial, & Manufacturing Engineering: NH 4006, 530-8200
 Engineering Technology Department: NH 5046, 530-8260

College of Pharmacy

Non-honors athletes: Gerald Sherman, UH 3510, 530-2418
 Honors students: Individual student's adviser or William Messer,
 UH 1860-B, 530-4098
Fifth year students: Prof. Barbara Rudnicki, UH 4500, 530-4422
All other pre-professional division students: A. Kasra Amirjahed,
 Office of Student Affairs, UH 4500, 530-2019
All other professional division students: Individual student's adviser or
 Office of Student Affairs, UH 4500, 530-2019
Graduate students:
 Medicinal and Biological Chemistry: Individual student's adviser or
 Richard Hudson, UH 4620-A, 530-2779
 Pharmacology: Individual student's adviser, or Kenneth Bachmann,
 UH 2530, 530-2106
 Pharmacy Practice: Individual student's adviser, or Prof. Charles
 Hicks, UH 3740, 530-4251

University College

University College, Division of Individualized and Special Programs
 UH 4140, 530-2051

For students attending off-campus programs at an employment site,
 contact your on-site adviser or the Division of Contract Education
 at 321-5106

University Community & Technical College

Students who need advising information, or other assistance on semester conversion should contact the UCATC Student Services Office to meet with an adviser. The office is located in ASC 103, 530-3142.

Students who have been assigned a faculty adviser should continue to work with that adviser and seek assistance from him or her regarding the semester conversion.

Appendix B - Table 1

Conversion of Earned Quarter Credits to Semester Credits

QC	SC	QC	SC	QC	SC	QC	SC
0	0	40	27	80	54	120	80
1	1	41	28	81	54	121	81
2	2	42	28	82	55	122	82
3	2	43	29	83	56	123	82
4	3	44	30	84	56	124	83
5	4	45	30	85	57	125	84
6	4	46	31	86	58	126	84
7	5	47	32	87	58	127	85
8	6	48	32	88	59	128	86
9	6	49	33	89	60	129	86
10	7	50	34	90	60	130	87
11	8	51	34	91	61	131	88
12	8	52	35	92	62	132	88
13	9	53	36	93	62	133	89
14	10	54	36	94	63	134	90
15	10	55	37	95	64	135	90
16	11	56	38	96	64	136	91
17	12	57	38	97	65	137	92
18	12	58	39	98	66	138	92
19	13	59	40	99	66	139	93
20	14	60	40	100	67	140	94
21	14	61	41	101	68	141	94
22	15	62	42	102	68	142	95
23	16	63	42	103	69	143	96
24	16	64	43	104	70	144	96
25	17	65	44	105	70	145	97
26	18	66	44	106	71	146	98
27	18	67	45	107	72	147	98
28	19	68	46	108	72	148	99
29	20	69	46	109	73	149	100
30	20	70	47	110	74	150	100
31	21	71	48	111	74	151	101
32	22	72	48	112	75	152	102
33	22	73	49	113	76	153	102
34	23	74	50	114	76	154	103
35	24	75	50	115	77	155	104
36	24	76	51	116	78	156	104
37	25	77	52	117	78	157	105
38	26	78	52	118	79	158	106
39	26	79	53	119	80	159	106

Appendix B - Table 2

Conversion of Quarter Credit Deficiencies to Semester Credit Deficiencies

QCD	SCD	QCD	SCD
1	0	31	20
2	1	32	21
3	2	33	22
4	2	34	22
5	3	35	23
6	4	36	24
7	4	37	24
8	5	38	25
9	6	39	26
10	6	40	26
11	7	41	27
12	8	42	28
13	8	43	28
14	9	44	29
15	10	45	30
16	10	46	30
17	11	47	31
18	12	48	32
19	12	49	32
20	13	50	33
21	14	51	34
22	14	52	34
23	15	53	35
24	16	54	36
25	16	55	36
26	17	56	37
27	18	57	38
28	19	58	38
29	19	59	39
30	20	60	40

Appendix C

Council for Student Semester Conversion Appeals

The University of Toledo has a rich tradition of being sensitive to the needs and interests of its students. This practice continues to be observed in the process of converting the calendar from a quarter to a semester system. The **Calendar Conversion Guidelines** state:

Students will not be disadvantaged during the conversion process.

If continuously enrolled, they should be able to graduate within the same time period as they would have in the quarter system and without additional total semester equivalent credits. They should be able to complete a degree program within the same period of time as they would have in the quarter system.

Council Purpose

To insure that the intent and spirit of this commitment to students is met, a **Council for Student Semester Conversion Appeals (CSSCA)** is established whose purpose is to resolve any student complaints regarding conversion issues including, but not limited to, credit translations, credit and course applications toward graduation and degree requirements, and availability of transition courses.

Council Composition

The council is composed of nine members: two faculty (appointed by the Faculty Senate), two administrators (appointed by the Vice President for Academic Affairs, one of whom is an administrator in that office), four students (three undergraduates and one graduate appointed and approved through Student Government processes for appointment to University Standing Committees), and one college adviser (appointed by the Intercollegiate Committee on Advising). The term of appointment is three years beginning Fall Quarter, 1996. The council annually elects a chair who receives appeals, presides at hearings and generally oversees the timely processing of such appeals. In other respects, the chair has the same powers and privileges as all other members of the council. Vacancies on the council must be replaced immediately by following the above procedures.

Appeal Process

The council meets strictly on a per case basis. Students wishing to appeal to the council must adhere to these processes: first, the student must attempt to

rectify the situation with their faculty adviser. If this is unsuccessful, the student then must seek resolution from the chair of the department in which the student has a discrepancy. If the issue still is not resolved, the student may appeal to the dean in the college where the discrepancy exists. Graduate students may appeal to the dean in the college where the discrepancy exists and/or the dean of the Graduate School. If the student is not satisfied, a written appeal may be filed with the chair of the Council for Student Semester Conversion Appeals. The student must state the issue, the steps previously taken to rectify the situation, and the student's proposed resolution.

The council must hold a review of the appeal within four weeks of the receipt of the appeal with only council members present. A decision must be rendered within seven business days following the review. At least seven of the council members must be present for a review to be valid and a simple majority vote is necessary to reach a decision. The council chair must notify the student, in writing, of the decision in the time frame specified above. Failure of the council to hold a review within the allotted time period shall force a formal hearing to be held.

If the student elects to challenge the decision, a formal hearing before the council may be requested. The request must be made in writing to the council chair within two weeks of the date the notification was sent. The council must hold a hearing within four weeks of the receipt of the request and a decision must be rendered within seven business days following the hearing. At least seven members of the council must be present for the hearing to be valid and a majority vote is necessary to reach a decision. The council chair must notify the student, in writing, of the decision in the time frame specified above.

All council decisions are final and must respect the standards of the university, college, accreditation and licensing agencies, and other such regulatory bodies. Authority for the Council for Student Semester Conversion Appeals is granted from the Office of the Vice President for Academic Affairs. This office enforces the processes, procedures, and rulings of the council.

Glossary of Semester Transition Terms

Acceptable Progress (see Continuous Enrollment)

Alias Course A quarter course which is similar in content and objectives to a semester course.

Change of College Student A student who transfers from one undergraduate college to another within The University of Toledo.

Continuous Enrollment To be considered as continuously enrolled, students must have been enrolled for at least one term during the previous twelve months. Enrollment for a term means that the student's transcript lists at least one course with a grade for the term. A grade is defined as A - F, P or NC, W, DR.

Reentering Student A student who is returning to The University of Toledo after an absence of one or more quarters but who has not attended another college or university.

Transfer Student A student who is admitted to The University of Toledo after attending another university or college.

Transition Course A temporary, special course which a department may offer for a short time so that students can complete a degree requirement by enrolling in part of semester course. Intended for students who were unable to complete a sequence of courses on the quarter system.

Transition Students Students who started their studies on the quarter system and who will continue their studies on the semester system.

The University of Toledo is committed to a policy of equal opportunity in education, employment, membership and contracts, and no differentiation will be made based on race, color, religion, sex, age, national origin, sexual orientation, veteran status or the presence of a disability. The University will take affirmative action as required by federal or state law.