

UT Catalog 2010-2011

COLLEGE OF ADULT AND LIFELONG LEARNING

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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:

- Are financially independent of parents
- Veteran or active military status
- Delayed the start of college or have some college credit
- Age 25 or above
- Individuals with diverse interests and career goals that are not being met by existing UT degree programs

Career and Life Planning

Career and Life Planning services help guide potential students to reflect on their career, personal, educational and financial goals. These services can help students considering college, returning to college, uncertain of career plans, changing careers, or involved with other life transitions.

Military and Veteran Services

The Military Service Center (MSC) assists former and active duty military students; National Guard and Reservists; dependents of disabled or deceased veterans; and VA vocational rehabilitation students with accessing their military GI benefits. The MSC can assist students with applications for military GI benefits and certifying students to receive their GI benefits. The Military Service Center also assists students with obtaining military transcripts and posting credit.

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 who wish to audit (register and attend, but not earn credit) college courses. 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 assessed to take a

course and may include the cost of textbooks, general fees, lab fees, technology fees, facility fees, special service fees, distance learning course fees, library fees, 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 in which a new course or section of a course must be added.

The University of Toledo is governed by the Ohio Revised Code in administering Program 60. Ohio Revised Code may be viewed at <http://codes.ohio.gov/orc/3345.27>.

Individuals 60 years of age or older wishing to earn college degree or credit for UT courses must apply for admission and pay regular 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.
- **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.
- **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. Examples: industry certifications such as A++, CISCO, etc. UT also accepts American Council on Education (ACE) recommended college credit and military credit.
- **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. The Portfolio is submitted to a faculty assessor to be evaluated for credit.

- **Other** – as approved by the faculty assessor, PLA director and /or Faculty Advisory Committee
 - For example, competence demonstration may be used to measure learning outcomes through documentation review, candidate interview, performance assessment, product review, a combination of these measures, or other means.

College of Adult and Lifelong Learning Degree (CALL) Programs

New Student Admission Requirements

Students must have a minimum 2.00 grade point average (GPA) for direct admission into a baccalaureate program in the College of Adult and Lifelong Learning Degree Programs. In addition, students can be admitted to CALL's Individualized Program when they have earned 20 semester hours (or 30 quarter hours) of academic credit from an accredited school. Adults who are 25 or older may enter the Adult Liberal Studies (ALS) program without this prerequisite. All entering students and those working toward their 20 hour requirement are required to meet with an adviser to determine and plan a program of study.

Transfer Admission Requirements

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 College of Adult and Lifelong Learning baccalaureate program must have a minimum cumulative 2.0 UT GPA and 2.0 Transfer Credit GPA. Courses from an approved institution may be used, as applicable, toward a student's individualized or special program of study. However, the maximum number of effective transferable credits is 94 semester hours, with a limit of 84 hours at the 1000 or 2000 level. The General Section of this catalog has additional 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 the College of Adult and Lifelong Learning

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 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

College of Adult and Lifelong Learning 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.

Note: All new CALL students who have not already completed a comparable University of Toledo orientation course are required to take UC 1000.

Undergraduate Programs of Study - Baccalaureate Programs

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

Adult Liberal Studies (B.A.)

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 Faculty 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 Administration, with no more than three courses in any one department, with the exception that up to eight courses are permitted in business administration (BUAD Dept).

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 elective

Thirty-nine semester hours must be completed at UT in upper division courses (numbered 3000 or 4000). Any transfer work will be applied at the same level in which it was taken at the home institution. Students must complete a minimum of 30 semester hours of work in residence as a CALL Degree Program student. The minimum number of approved credit hours required for completion of a baccalaureate degree from the College of Adult and Lifelong Learning is 124 semester hours and may be more, depending upon the agreed program content.

Students build a program of study by creating an area of emphasis with an academic adviser, together, matching student interest, background and skills with UT curriculum to create a program of study fulfilling remaining graduation requirements.

Graduates of the individualized program find jobs in the specific fields that they chose to gear their studies toward. They all 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 degrees 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 a wide scope of subjects, seminar formatted student driven classes that focus on a specific topic, explore events and attitudes through critical thinking and interaction with other adult students.

Students begin by enrolling in the adult liberal studies introductory seminar. 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 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, in addition to the traditional classroom setting. 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 and a minimum of nine semester hours of credit in general education courses in each area of the humanities, social science and

natural science. 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 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 and the ALS Introductory Seminar. Transfer student are exempted from this requirement.
2. Earned credits in College Composition I and II by taking and passing the courses.
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) that are associated with an area of academic investigation or a knowledge base that is related in theoretical content.

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 advance 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 Department 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.

College of Adult and Lifelong Learning Core

ALS 1900 – Introductory Seminar	
Humanities General Ed	9 hrs.
Social Sciences General Ed	9 hrs.
Natural Sciences General Ed	9 hrs.

Liberal Studies Core

ALS 3040 – Social Science Seminar	12 hrs.
ALS 3050 – Humanities Seminars	12 hrs.
ALS 3060 – Natural Sciences Seminars	12 hrs.
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.



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