

# GLOSSARY

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## **Academic Advisor**

Individual who provides advice to students regarding their program, major, or other academic concerns at the University of Lethbridge.

## **Academic Medals**

Awarded to mark the achievements of the University's top students. The University's Faculties and Schools award gold medals at Spring Convocation to the top undergraduate students in Arts, Science, Education, Management, Fine Arts, and Health Sciences. An additional undergraduate gold medal (the William Aberhart Medal) is awarded by the Alberta Teachers Association. In the School of Graduate Studies, medals of merit are awarded to the most distinguished students graduating with a Master's degree. The overall top undergraduate and graduate students in the institution receive, respectively, the silver and gold medals of the Governor General of Canada.

## **Academic Objective**

Students planning to transfer to another university to complete a professional program declare an academic objective, which is their ultimate academic destination at a transfer institution (see **Part 7 - Faculty of Arts and Science, Section 22, p. 148**).

## **Academic Schedule**

The University's schedule of dates and deadlines. These dates are legislated by General Faculties Council (GFC) and are not negotiable (see **page 14**).

## **Accredited or Recognized Institution**

A university or college from which the University of Lethbridge normally accepts transfer credit.

## **Add/Drop**

Period of time at the beginning of each semester when students may add or drop courses. Courses that are dropped by the Add/Drop deadline do not appear on the transcript as Withdrawals.

## **Alberta Council on Admissions and Transfer (ACAT)**

An independent body consisting of representatives from the public, students, universities, public colleges, technical institutions, Alberta Vocational Colleges, private colleges, and Alberta Education. The Council is responsible for developing policies, guidelines, and procedures designed to facilitate course and program transfer arrangements among post-secondary institutions. The basic objective of the Council is the enlargement of educational opportunities for students.

## **Alberta Universities' Writing Competence Test (AUWCT)**

This test may be used to meet the Writing Proficiency Requirement for the Faculty of Education at the University of Lethbridge (see **Writing Proficiency Requirement**). For specific information or to register for the test, students should contact Language Services (SU047; tel. 403-329-2053).

## **Alumni**

Individuals who have had a degree conferred on them by the University of Lethbridge. Associate Alumni are those who have completed 10 or more courses toward a University of Lethbridge degree. (Alumnus - single male; alumna - single female; alumni - plural.)

## **Alumna/Alumnus of the Year Award**

Awarded by the University of Lethbridge Alumni Association to recognize those individuals who have demonstrated outstanding

academic achievement and have gained an international reputation in their chosen field.

## **Applied Studies**

An opportunity for students to gain University course credit for volunteer or employment experience. Students should see the Coordinator of Applied Studies for specific information (B610; tel. 403-329-2000).

## **Audit Student**

A student who has been granted permission by an instructor to attend lectures in a course on the understanding that the student may not submit assignments, sit for examinations, or participate in class discussions (except by invitation of the instructor). The course appears on the transcript, and the non-grade AU designation appears (see **Part 2 - Registration, Section 3.e., p. 46**).

## **Bridge ([www.uleth.ca/bridge](http://www.uleth.ca/bridge))**

The University's online system that contains information and services such as application status, scholarship applications, course registration, fees, tax statements, and access to final grades.

## **Canadian Registered Nurse Examination (CRNE)**

A national examination for all students who have completed a program in approved Nursing school.

## **Career Resources Centre (CRC)**

The Career Resources Centre provides a comprehensive service to students in all stages of their career development. The co-location of Career and Employment Services (CES), Applied Studies, and the Co-operative Education/Internship Programs of the Faculties of Arts and Science and Management provides students with one-stop-shopping for their search for employment and their career development needs.

## **Cognates**

Courses from a related discipline deemed to complement the chosen area of study and to encompass knowledge and skills essential to that area.

## **Cohorts**

A group of students with a particular program focus who are admitted together and register together in a particular sequence of courses. Currently cohorts exist in the M.Ed. and M.Sc. (Management) programs.

## **Combined Degrees Program**

Program offered at the University of Lethbridge which allows a student to complete requirements for two degrees simultaneously. The requirements for the 40-course single degree configuration are modified for the Combined Degrees program. Neither degree is awarded until all requirements for both degrees are completed.

## **Contact Hours**

The total number of hours of instruction to which a student is obligated for a specific course. This number includes weekly lectures, labs, and tutorials, as well as other irregularly scheduled requirements.

## **Contingent Transfer Credit**

Transfer credit which has been approved, pending admission of the student into the appropriate program to which the transfer credit will be applied. Contingent transfer credit is not used to calculate a student's year level.

### **Continuing Student**

An admitted student who has been enrolled in at least one course (including Placeholder courses) in each consecutive Fall or Spring semester from the time of his or her most recent admission to the University.

### **Convocation**

An assembly for the purpose of conferring degrees; students are not graduates until degrees are conferred. Convocations are held twice annually (see **Part 5 - Graduation**).

### **Corequisite(s)**

A course which must be taken prior to or in conjunction with another course.

### **Counsellor**

Mental health professional eligible for provincial certification who provides personal counselling for students. This may include career or academic counselling. Vocational interest and related testing is provided by counsellors as required.

### **Credit Hours**

The weighting factor of the course when determining grade point average. Regular full semester credit courses carry a weighting of 3.0 credit hours, while half-credit courses carry a weighting of 1.5 credit hours. Some courses carry non-standard credit hours (e.g., Art 2030 is worth 6.0 credit hours). A University of Lethbridge student requires 120 credit hours to graduate with a four year degree.

### **Cross-Listed Course**

A single course which may be designated as originating from two different Faculties/Schools within the University and which counts in both disciplines.

### **Department**

A formal subdivision within the Faculty of Arts and Science and the Faculty of Fine Arts at the University of Lethbridge. Departments are responsible for developing and administering programs and courses related to specific disciplines.

### **Discipline**

A branch of knowledge or learning.

### **Distinguished Teaching Award**

The Distinguished Teaching Award was established in 1987 to recognize the central importance of teaching to the philosophy and goals of our University. The award is presented at Convocation.

### **English as a Second Language (ESL)**

The ESL program is designed for students who have not yet met the language requirements but are seeking admission to the University of Lethbridge. For further information, contact Language Services (SU047; tel. 403-329-2053).

### **English Language Proficiency (ELP)**

Required of all students, both admitted and Open Studies, for whom English is not the first language. This requirement may be met in a variety of ways (see **Part 1 - Admission, Section 6, p. 37**).

### **Equivalent Courses**

Equivalent courses can be substituted, one for the other, to meet any specified course requirement. The regulations that apply to repeated courses also apply to equivalent courses. Students should note, in particular, the calculation of grade point average (see **Part 4 - Section 3.b. Repeat of a Course, p. 68**). Courses that are equivalent are denoted with an 'Equivalent' course element in the course description.

### **Exchange Student**

A student enrolled at one university who is attending another university under an approved exchange program.

### **Extra to Program Transfer Credit**

Transfer credit which cannot be used to meet program requirements. For example, students may transfer in a maximum of 20 courses for a single 40-course degree. A student presenting 25 transferable courses will receive credit for only 20 of them toward that degree. The remainder will be deemed "extra to program." The designation of the specific 20 courses is flexible depending upon the program requirements that the student must meet.

### **Faculty**

A formal subdivision within the University. Faculties are responsible for the development, approval, and administration of programs and courses related to specific degrees.

### **Fee Payment Schedule**

A schedule of fee payment dates and deadlines for students. These dates are set by Financial Services and are not negotiable (see **page 55**).

### **Fiat Lux - 'Let there be light.'**

The University's motto and the words seen on its shield.

### **Final Grades**

Grades recorded on the transcript for completed courses. Students may access their final grades via the Bridge.

### **Full-Time Student**

According to the University, any student enrolled in at least nine (9.0) credit hours (three semester courses) in a Fall, Spring, or Summer semester is considered full-time. Students enrolled in Co-operative Education Work Experience courses are considered to be full-time. Registered M.A., M.Sc., or Ph.D. students are considered to be full-time. Students receiving full-time government student loans for Summer Session will need to be registered from May through August in the minimum nine (9.0) credit hours (three semester courses) to qualify. Some exceptions to provincial/territorial student loan regulations exist; contact Scholarships and Student Finance for eligibility requirements.

Government or other agencies may require more than these minimums per semester for loans or scholarships for which only full-time students are eligible.

### **General Admission**

Basic, default admission into programs which do not have quotas or other requirements (e.g., auditions, portfolios) in addition to the basic admission requirements which all new students must meet.

### **General Liberal Education Requirement**

A 12-course requirement for all University of Lethbridge undergraduate students. The requirement is based on the liberal education philosophy of the University and is designed to ensure that students acquire breadth of knowledge encompassing a wide range of disciplines.

### **Grade Point Average (GPA)**

The current GPA is calculated on all graded courses completed in a given term. The cumulative GPA is calculated on all graded courses completed at the University of Lethbridge at a given level (undergraduate or graduate). Other types of GPA such as Admission GPA or Program GPA are used by certain Faculties or units at the University of Lethbridge. These are defined by the Faculty or unit who uses them (see **Part 4 - Academic Regulations**).

### **Grading Mode**

Grading mode indicates what type of grade will be awarded as defined in **Part 4 - Academic Regulations**. The standard grading mode employed by instructors is a letter grade; the alternative grading mode is Pass/Fail. Credit/Non-Credit, which is at the discretion of the student, is not a grading mode.

### **Graduate Student**

A student enrolled in a program which leads to a Master's degree (M.A., M.Sc., M.Sc. (Management), or M.Ed.) or a Doctoral degree (Ph.D.) at the University of Lethbridge.

### **Honorary Degree**

A degree awarded by the University of Lethbridge Senate to an individual in recognition of outstanding achievement. The specific degree awarded varies according to both the individual's area of accomplishment and the source of the original nomination.

### **Independent Study**

Individual study for course credit under the supervision of a professor. Course work may require independent library research or field work and a major term paper. For further information, students should consult the Department or Faculty member under whom they wish to pursue an independent study.

### **Individual Multidisciplinary Major**

An individual major designed by the student. The major must be an in-depth study of a subject rather than a broad survey. The major must incorporate knowledge from several disciplines and should be derived from existing Arts and Science curriculum. It may not duplicate a program offered at the University.

### **Ingrid Speaker Medal for Distinguished Research, Scholarship, or Performance**

The Ingrid Speaker Medal was established in 1995 to recognize the importance of research, scholarship and performance at the University of Lethbridge. The award is presented at Convocation.

### **Interdisciplinary Studies**

Courses which study a single topic from a variety of disciplinary perspectives.

### **International Student**

Any student whose nation of citizenship is not Canada, and who is not a Landed Immigrant in Canada. Classification as an International Student impacts fee assessment only.

### **Laboratory**

A scheduled class meeting time separate from the normal three hours per week in which a lecture is held. The laboratory is set aside for practical learning, such as experiments, solving problems or listening and speaking (in the case of language courses).

### **Member of the University Community**

Member of the University community means any student, employee, alumni, volunteer, person participating in a non-credit program offered by the University, person invited to participate in a University sponsored event, contractor, or guest of the University.

### **Multidisciplinary Major**

A major which focuses on a single subject area but incorporates knowledge from several disciplines. Multidisciplinary majors at the University of Lethbridge include Agricultural Biotechnology, Agricultural Studies, Archaeology and Geography, Biochemistry, Canadian Studies, Computer Science and Geographical Information Science, Environmental Science, Exercise Science, Neuroscience, and Urban and Regional Studies. Students may also elect to pursue an individual multidisciplinary major (see **Part 7 - Arts and Science, Section 21.jj. Individual Multidisciplinary Major, p. 148**).

### **Notice Board ([www.uleth.ca/notice/](http://www.uleth.ca/notice/))**

A website maintained by the Department of Information Technology where campus community members can "post" notices about upcoming events or happenings.

### **Nursing Education in Southwestern Alberta (NESA)**

The Nursing Education in Southwestern Alberta Program is a joint venture between Lethbridge College and the University of Lethbridge which makes it possible to study for the first two years at Lethbridge College and the last two years at the University of Lethbridge.

### **Occasional Student**

See **Open Studies Student**.

### **Official Transcript**

Transcripts are considered official when they bear the seal of the issuing institution and when they are sent directly from the issuing institution to the receiving institution.

### **On-Campus Recruitment (OCR)**

The process by which employers conduct job interviews on campus.

### **On-Campus Student**

A student enrolled in one or more courses delivered on the University of Lethbridge campus, even if the student is enrolled in other courses delivered off campus.

### **Open Studies Student (formerly Unclassified Student)**

A student who is not formally admitted to a program at the University but who is permitted to take one or more courses in a given semester. Courses taken as an Open Studies Student may count in a University program if a student later applies and is admitted to a program at the University (see **Part 2 - Registration, Section 3.f., p. 46**).

### **Part-Time Student**

According to the University, a student who is registered in fewer than nine (9.0) credit hours (three semester courses) in a Fall, Spring or Summer semester is considered part-time. Students receiving full-time government student loans for the Summer Session should contact Scholarships and Student Finance for provincial/territorial student loan eligibility.

### **Plagiarism**

The submission by a student of the writings, ideas, or data of another individual as the student's own in any essay or assignment.

### **Pre-Program**

A program offered by the Faculty of Arts and Science in which the student completes requirements for admission to a professional program at the University of Lethbridge or another university.

### **Prerequisite(s)**

The preliminary requirement which must be met or waived before a course can be taken.

### **Prerequisite Waiver**

Written permission from a Faculty/School allowing a student to register in a course without the proper prerequisite. Prerequisite waiver forms may be obtained from the Department/Academic unit (see **Section 3.d. Waiver of Prerequisite/Corequisite, Part 4 - Academic Regulations, p. 69**).

### **President's Award for Service Excellence**

Inaugurated in Spring 2003, this award honours Administrative Staff members who enhance the reputation and improve the effectiveness of the University of Lethbridge through service, commitment, and participation.

### **Program**

A specific set of course requirements leading to the completion of a set of admission requirements, a degree, diploma, or certificate, either at the University of Lethbridge or at an institution with which the University has formal transfer arrangements.

### **Quota Program**

Any University of Lethbridge program in which admission involves special requirements including, but not limited to, enrolment quotas, specific admission averages, or mandatory admission criteria such as interviews, portfolios, particular prerequisite courses, etc.

### **Recommended Background**

A course which is not a preliminary requirement for another course but contains material which would provide a good background for that course. Students may take a course for which they do not have the recommended background but should be aware that they may have more difficulty with the course than a student who has the recommended background.

### **Rescinding Admission**

The University reserves the right to rescind (i.e., remove or revoke) an offer of admission to any student if the conditions of that offer are not met. The University reserves the right to rescind an offer of admission before or after it is accepted.

### **Residence Requirement**

The number of courses which must be completed at the University of Lethbridge in order for the degree, diploma, or certificate to be conferred. See **Part 4 - Academic Regulations, Section 3.g. (p. 72)** for specific information on all program residence requirements. Some Faculties/Schools specify the number of courses students must take after the point of admission.

### **Returning After an Absence**

Any applicants or students who were admitted to a University of Lethbridge program, completed one or more semesters at the University, subsequently interrupted their continuing student status prior to the completion of the program (whether the interruption was voluntary or involuntary on the part of the students), and who did not complete any university-level studies in the interim.

### **Returning Transfer**

Any applicants or students who were admitted to a University of Lethbridge program, completed one or more semesters at the University, subsequently interrupted their continuing student status prior to the completion of the program (whether the interruption was voluntary or involuntary on the part of the students), and who completed university-level studies in the interim.

### **School**

A formal subdivision within the University. Schools are responsible for the development, approval, and administration of programs and courses related to specific degrees.

### **Senate Volunteer Award**

Inaugurated in Spring 2005, this award honours worthy recipients having a record of singularly exemplary and distinguished volunteer service to the University. This award is available to any member of the University community.

### **Senior Citizen**

Any individual aged 65 years or older. Classification as a Senior Citizen impacts fee assessment only.

### **Series Course**

A regularly offered course whose content may vary with each offering. Each series course has one course number (e.g., Anthropology 3100 or English 3700). Different offerings in a series

course are indicated by the course title. A series course may be specified as a requirement in a major or program. Students may receive credit for more than one offering in a series if the offerings are distinct (i.e., if each offering has a different course title).

### **Student**

Student means any person, including a faculty or staff member, who is a) registered or enrolled in one or more credit and non-credit courses and programs at the University of Lethbridge for the current or a future term; or b) registered or enrolled in any University-sponsored program.

### **Substantially Similar Courses**

Substantially similar courses contain a high percentage of similar course content but are not deemed equivalent. Students completing substantially similar courses must complete more than the minimum number of courses required in the program (see **Part 4 - Section 3.c.1. Substantially Similar Course Limits, p. 68**). Courses that are substantially similar are denoted with a 'Substantially Similar' course element in the course description.

### **Summer Session**

The University of Lethbridge offers courses during the period May through August. Summer Session I occurs during the period early May through late June; Summer Session II occurs during the period early to late July; Summer Session II/III occurs during the period early July to mid-August; and Summer Session III occurs between the end of July and mid-August.

### **Tabula Rasa**

Literally 'a clean slate.' A student who is required to withdraw from the University of Lethbridge may apply for readmission. Upon readmission, *Tabula Rasa* allows the student to retain credit for certain courses while the points and hours are removed from the student's record and the grade point average is rolled back to zero. This academic amnesty allows the student to retain credit for courses and to start over again with respect to grade point average. *Tabula Rasa* is available only in the Faculty of Arts and Science (see **Section 3.e., p. 95**), the Faculty of Fine Arts (see **Section 4.e.2, p. 175**), and the School of Health Sciences (see **Section 6.c., p. 195**).

### **Term**

For Fall or Spring, a 13-week semester. The Summer term comprises a number of separate sessions. Summer Session I is six weeks, Summer Sessions II and III are three weeks each, and Summer Session II/III is six weeks.

### **Topics Course**

A course which is not offered regularly at the University of Lethbridge and whose content varies with different offerings. Each Topics course is identified by the number 2850, 3850, 4850, or 5850, and different offerings are indicated by the title of the particular section. Students may take more than one offering of a topics course for credit if the offerings are distinct (i.e., if each section taken has a different title).

A Topics course cannot be specified as a required course in any major or program.

### **Transferable Course**

Courses offered at another post-secondary institution which may be awarded transfer credit, given successful admission of the student to an appropriate program at the University of Lethbridge.

### **Transferable Grade Point Average**

The average of all grades a student is awarded for all completed transferable courses (including both passing and failing grades), whether or not these courses are actually transferred to a University of Lethbridge program.

**Transfer Credit**

Credit granted at the University of Lethbridge for courses taken at another university or college. Specified transfer credit corresponds directly to specific courses at the University of Lethbridge and satisfies specific program requirements. Unspecified transfer credit (1000-level unspecified, 2000-level unspecified, etc.) is granted in terms of approximating subject and course levels and may not satisfy specific program requirements.

**Transfer Student**

A student who has attended another post-secondary institution and who has been admitted to the University of Lethbridge with a minimum of nine (9.0) hours of transfer credit.

**Tutorial**

A scheduled class meeting time separate from the normal three hours per week in which a lecture is held. Tutorials allow opportunity for students to receive help from an instructor in specific areas, or to practice skills gained during lectures.

**Unclassified Student**

See **Open Studies Student**.

**Undergraduate Student**

A student enrolled in a program which leads to a Bachelor's degree, a diploma or a certificate at the University of Lethbridge.

**University Shield**

The University's shield was designed in the University's colours of blue and gold. The gold sun on the blue shield represents southern

Alberta. The University's motto, 'Fiat Lux,' the Latin for 'Let there be light,' is lettered on a gold and silver band below the shield.

**Unofficial Transcript**

Transcripts are considered unofficial when issued directly to the student.

**Visiting Student**

There are two types of visiting students:

1. A University of Lethbridge student who has obtained special permission to study at another university for a time, and to receive credit at the University of Lethbridge for any course(s) taken on another campus. Permission must be obtained before enrolment at the other university. Contact the relevant Academic Advising office for more information.
2. A student enrolled at another university who has obtained special permission to study at the University of Lethbridge for a time and to receive credit at the other institution for any course(s) taken on the University of Lethbridge campus.

**Writing Proficiency Requirement**

A requirement needed for admission to the Faculty of Education. Please see the appropriate Parts in the Calendar for further information.