

GLOSSARY

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. 146**).

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 15**).

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.

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 (AH154; 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. 52**).

Bridge (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 & Employment Services (CES)

Career & Employment Services 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., M.Sc. (Management) and Arts and Science.

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.

Concentration

A defined set of courses related to the major but generally over and above the minimum requirements for the major. It may be required or optional. If a concentration is required for a major, both the major and concentration must be completed as neither may stand alone. Concentrations are not available in all programs.

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 3040 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 cross-listed course is a single course originating from two different Faculties or two different departments within the same Faculty. Cross-listed courses appear in the Calendar and on student's academic records in the dual form, for example, Management 2070/Economics 2070. Courses that are cross-listed are noted in the course title.

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. 42**).

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 2.b. Repeat of a Course, p. 70**). 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 61**).

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-long 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. 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-long 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.C., M.F.A., M.Mus., M.N., 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).

Major

The primary academic focus of a program. It is generally a defined set of courses in a subject area. For each declared single degree, diploma or certificate, a major must be declared. Generally, unless otherwise specified, a student may declare only one major per credential sought, i.e., degree, diploma or certificate (refer to the Double Majors sections in the applicable Faculty parts of the Calendar). For the BASC., two majors must be declared. For Combined Degrees, two majors must be declared, i.e., one major for each degree sought.

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.

Minor

A defined set of courses comprising a secondary focus of the program. It is generally not related to the major. A minor may be required or optional. Minors are not available in all programs.

Notice Board (www.uleth.ca/notice/)

A website maintained by Information Technology Service where campus community members can 'post' notices about upcoming events or happenings.

Nursing Education in Southwestern Alberta (NESA)

The Faculty of Health Sciences, in collaboration with Lethbridge College, prepares baccalaureate graduates as beginning practitioners in the Nursing Education in Southwestern Alberta (NESA) programs, Bachelor of Nursing and Bachelor of Nursing After Degree.

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

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. 52**).

Part-Time Student

According to the University, a student who is registered in fewer than nine (9.0) credit hours (three semester-long 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 2.d. Waiver of Prerequisite/Corequisite, Part 4 - Academic Regulations, p. 71**).

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/Registration Privileges

The President has the power and authority to rescind (i.e., remove or revoke) an offer of admission to an Undergraduate program or Graduate program at the University of Lethbridge at any time prior to the date that the applicant commences academic studies at the University or the first day of the academic semester/session for which the application applies, whichever shall last occur. This same presidential authority in its entirety applies to Open Studies students and authorization to register. **See Part 1 - Admission, Section 10. Caveat - Authority to Rescind Admission/Registration Privileges (p. 50).**

Rescinding Registration Privileges/Prohibiting Access to University Property

The President has the power and authority to rescind any student's registration in a course, an Undergraduate Studies program, or Graduate Studies program at the University of Lethbridge and prohibit the student from accessing University property at any time. **See Part 4 - Academic Regulations, Section 6. Caveat - Authority to Rescind Registration Privileges/Prohibit Access to University Property (p. 78).**

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 2.g. (p. 83)** for specific information on all program residence requirements. Some Faculties 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.

Semester

Semester refers to a period of study.

- Fall semester occurs during the period September through December.
- Spring semester occurs during the period January through April.
- Summer semester occurs during the period May through August. Students registered in graduate or undergraduate courses that run full term during the period May through August are considered to be enrolled in the summer semester. See Summer Session below for information on courses that do not run full term over the summer.

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).

Specialization

A defined set of courses related to the major but over and above the minimum requirements for the major. It includes an experiential learning component such as a required internship. It may be required or optional. Specializations are not available in all programs.

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 2.c.1. Substantially Similar Course Limits, p. 70**). Courses that are substantially similar are denoted with a 'Substantially Similar' course element in the course description.

Summer Session

Summer session refers to a period of study within the summer semester, which occurs 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. The aggregate of all summer sessions is considered to be a summer semester. See **Section 3.c. in Part 2 - Registration** for information regarding financial support and maximum course load during summer session. See Summer Semester above for information on courses that run full term over the summer.

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 4.e.**, p. 99), the Faculty of Fine Arts (see **Section 4.e.2**, p. 172), and the Faculty of Health Sciences (see **Section 7.c.**, p. 197).

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,' 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.

