

# GLOSSARY

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## **Academic Advisor**

A University of Lethbridge employee 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 post-secondary institution to complete a professional program declare an academic objective, which is their intended program of study at the transfer institution (see **Part 7 - Faculty of Arts and Science, Pre-Professional Transfer Programs, p. 152**).

## **Academic Schedule**

The University's schedule of dates and deadlines. These dates are legislated by General Faculties Council (GFC) (see **p. 17**).

## **Accredited or Recognized Institution**

A post-secondary institution approved by the government of the country in which it is located to grant degrees, diplomas, or certificates, or to provide post-secondary courses leading to these qualifications, or one licensed for post-secondary education purposes.

## **Add/Drop**

Period of time at the beginning of each term and session when students may register in (add or drop) courses. For more information, see **Part 2 - Registration, Course Registration (p. 57)**, and **Part 3 - Fees, Cancellations, Refunds, and Withdrawals (p. 61)**. For Add/Drop Deadlines, see the **Academic Schedule (p. 17)**. See also **Extended Drop Deadline**.

## **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 in Alberta. The basic objective of the Council is the development 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 with a non-grade AU designation (see **Part 2 - Registration, p. 54**).

## **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.

## **Calendar Year**

See **Year of the Calendar**.

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

A national examination for all students who have completed a program at an approved nursing school.

## **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 that 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 programs.

## **Combined Degrees Program**

Program offered at the University of Lethbridge that 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 that 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 of study.

### **Continuing Student**

An admitted student who has been enrolled in at least one course (including Placeholder courses) in each consecutive fall or spring term 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 that must be taken prior to or in conjunction with another course.

### **Counsellor**

A 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-term 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 single course originating from two different Faculties or two different departments within the same Faculty. Cross-listed courses appear in the Calendar and on students' 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.

### **Domestic Student**

Any student who is a Canadian citizen, permanent resident, protected person in accordance with the Immigration and Refugee Protection Act, and any student who is a holder of a diplomatic visa issued by the Government of Canada. Classification as a domestic student affects fee assessment only. See **International Student** (p. 625) and **Part 3 - Fees, Definitions** (p. 60).

### **English for Academic Purposes (EAP)**

EAP is a Languages Canada-approved program designed for students seeking admission to a University of Lethbridge program who have not yet met the English language requirements. For more information, see **Part 6 - International** or visit [www.uleth.ca/international/EAP](http://www.uleth.ca/international/EAP).

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

All applicants to the University of Lethbridge and Open Studies registrants must demonstrate English language proficiency sufficient to meet the demands of classroom instruction, written assignments, and participation in tutorials and discussions. This requirement may be met in a variety of ways (see **Part 1 - Admission, English Language Requirements**, p. 40 and **Part 2 - Registration, English Language Proficiency for Open Studies Students**, p. 55).

### **Equivalent Courses**

Courses that 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 - Academic Regulations, Repeat of a Course**, p. 72). Courses that are equivalent are denoted with an 'Equivalent' course element in the course description.

### **Exchange Student**

A student enrolled at his or her home university who is attending another university under an approved exchange program.

### **Extended Drop Deadline**

Last day in each term and summer session when students may cancel registration (drop courses) before tuition, program, and compulsory fees are non-refundable. Courses that are dropped by the Extended Drop Deadline do not appear on transcripts. For more information, see **Part 2 - Registration, Course Registration** (p. 57), and **Part 3 - Fees, Cancellations, Refunds, and Withdrawals** (p. 61). For Extended Drop Deadlines, see the **Academic Schedule** (p. 17). See also **Add/Drop and Withdrawal**.

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

Transferable courses that cannot be used to meet program requirements. For example, students may transfer in a maximum of 20 courses for the Bachelor of Arts degree program. A student presenting 25 transferable courses will receive credit for the most appropriate 20 courses and the remainder will be deemed 'extra to program.'

### **Faculty**

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

### **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**

Any student enrolled in at least 9.0 credit hours in a fall, spring, or summer term is considered full-time. Students receiving government student loans for full-time studies during summer (May - August) must be registered in a minimum of 9 credit hours and enrolled in Summer Session I and II/III or Summer Session I, II and III. Students enrolled in Co-operative Education Work Experience courses are considered to be full-time. Some exceptions to provincial/territorial student loan regulations exist. Students should contact Scholarships and Student Finance for eligibility requirements. For more information, see **Part 2 - Registration, Part-Time and Full-Time** (p. 54).

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

### General Admission

The minimum admission requirements that all applicants to undergraduate programs at the University of Lethbridge must meet. Many programs have additional admission requirements that must be met. See **Part 1 – Admission**.

### General Liberal Education Requirement

The 12-course requirement for all University of Lethbridge undergraduate students that embodies the University's liberal education philosophy. Liberal Education encompasses: breadth across disciplines, the ability to connect and integrate knowledge, critical thinking and problem solving skills, and education for citizenship.

### 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 that uses them (see **Part 4 - Academic Regulations, Grade Point Average at the University of Lethbridge, p. 70**).

### Grading Mode

The type of grade that will be awarded in a course as defined in **Part 4 - Academic Regulations, Grading (p. 70)**. The standard grading mode employed by instructors is a letter grade; the alternative grading mode is Pass/Fail. Credit/Non-Credit, which is designated at the discretion of the student, is not a grading mode.

### Graduate Student

A student enrolled in a graduate or post-graduate program that leads to a master's or doctoral credential 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 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 the 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 that examine a single topic from a variety of disciplinary perspectives.

### International Student

Any student who is not a citizen or resident of Canada. Classification as an International Student impacts fee assessment only. See **Domestic Student (p. 624)** and **Part 3 - Fees, Definitions (p. 60)**.

### Laboratory

A scheduled class meeting time separate from the normal 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

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/](http://www.uleth.ca/notice/))

A website maintained by Information Technology Services 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 for the nursing profession through the Nursing Education in Southwestern Alberta (NESA), Bachelor of Nursing, and Bachelor of Nursing After Degree programs.

### Occasional Student

See **Open Studies Student**.

### Official Transcript

Transcripts are considered official 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 term. Courses taken as an Open Studies student may count in a University program if a student applies and is later admitted to a program at the University (see **Part 2 - Registration, Open Studies Student, p. 54**).

### Part-time Student

A student who is registered in fewer than 9.0 credit hours in a fall, spring, or summer term is considered part-time. For more information, see **Part 2 - Registration, Part-Time and Full-Time (p. 54)**.

### 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 in which the student completes requirements for admission to a professional program at the University of Lethbridge or for transfer to a professional program at another post-secondary institution.

**Prerequisite(s)**

The preliminary requirement that 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 specific prerequisite. Prerequisite waiver forms may be obtained from the Department/Academic unit (see **Part 4 - Academic Regulations, Waiver of Prerequisite/Corequisite, p. 73**).

**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 a post-secondary institution with which the University has a formal transfer agreement.

**Recommended Background**

A course that is not a preliminary requirement for another course but contains material that 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.

**Residence Requirement**

The number of courses that must be completed at the University of Lethbridge and, in some cases, when these courses must be taken in order for the degree, diploma or certificate to be conferred. For specific information on all program residence requirements, see **Part 4 - Academic Regulations, Residence Requirements and Time Limits (p. 85)**.

**Returning After an Absence**

Applicants who were admitted to a University of Lethbridge program, completed one or more terms 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**

Applicants who were admitted to a University of Lethbridge program, completed one or more terms 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**

See **Term**.

**Senate Volunteer Award**

Inaugurated in Spring 2005, this award honours worthy recipients who have 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.

**Spoken English Language Proficiency**

An admission requirement for programs offered by the Faculty of Health Sciences. For more information, see **Part 10 - Faculty of Health Sciences, Spoken English Language Proficiency Requirement (SELP) (p. 203)**.

**Student**

Any person, including a faculty or staff member, who is a) registered or enrolled in one or more credit or non-credit courses or 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**

Courses that 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 - Academic Regulations, Substantially Similar Course Limits, p. 73**). 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 term, 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 during the period late July to mid-August. The aggregate of all summer sessions is considered to be a summer term. For more information regarding financial support and maximum course load during summer session, see **Part 2 - Registration, Part-Time and Full-Time (p. 54)**. See **Term** for information on courses that run full-term over the summer.

### Tabula Rasa

Literally 'a clean slate.' *Tabula Rasa* is granted to students upon readmission after being Required to Withdraw. It allows the student to retain ungraded credit for certain courses completed prior to the required withdrawal, while the points and hours are removed from the student's record and the grade point average is reset. This academic amnesty allows the student to retain credit for courses that were successfully completed and to have a fresh start with respect to grade point average. *Tabula Rasa* is only available in the Faculty of Arts and Science (see **Part 7 – Arts and Science, Readmission after Required Withdrawal, p. 103**), the Faculty of Fine Arts (see **Part 9 – Fine Arts, Readmission after Required Withdrawal, p. 179**), the Faculty of Health Sciences (see **Part 10 – Health Sciences, Readmission after Required Withdrawal, p. 203**), and the Faculty of Management (see **Part 11 – Management, Readmission after Required Withdrawal, p. 216**).

### Term

Term (or semester) refers to a period of study.

- Fall term occurs during the period September through December.
- Spring term occurs during the period January through April.
- Summer term 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 term. See **Summer Session** for information on courses that do not run full-term over the summer.

### Topics Course

A course that 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

A course completed at another post-secondary institution that may be awarded transfer credit according to the policies outlined in **Part 1 - Admission, Transferable Courses, p. 35**.

### Transferable Grade Point Average

The average of all grades an applicant has earned in 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 awarded by the University of Lethbridge for courses taken at another post-secondary institution. 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 awarded when the course is not equivalent to a specific course at the University of Lethbridge but is recognized as being university-level. Unspecified credit may not be used to satisfy specific course requirements (e.g. CPSC 1XXX cannot be used to meet a requirement for CPSC 1620).

### Transfer Student

A student who has attended another post-secondary institution and who has been admitted to the University of Lethbridge on the basis of the completion of three or more transferable courses. See **Part 1 – Admission, Transfer Admission Route, p. 35**.

### Tutorial

A scheduled class meeting time separate from the normal hours per week in which a lecture is held. Tutorials allow students the opportunity 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 that leads to a bachelor's degree, diploma, or 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 they are not received by the University of Lethbridge directly from the issuing institution. Such transcripts may be considered during admission. See also **Official Transcript** in this glossary and **Part 1 – Admission, Admission Documents (p. 48)**.

### Visiting Student

There are two types of Visiting Students:

- A University of Lethbridge student who has obtained special permission to study at another post-secondary institution for a specified time and to receive credit at the University of Lethbridge for any course(s) taken at another post-secondary institution. Permission must be obtained from the student's Faculty/ies before enrolment at the other post-secondary institution. Contact the relevant Academic Advising office for more information.
- A student enrolled at another post-secondary institution who has obtained permission to study at the University of Lethbridge for a specified time and to receive credit at the other institution for any course(s) taken at the University of Lethbridge.

### Withdrawal

Students can withdraw from individual courses or their complete registration after the Extended Drop Deadline up to and including the last day of classes in a term or session. A designation of 'W' is recorded on the transcript for withdrawn courses. For more information, see **Part 2 – Registration, Withdrawal (p. 57)**, and **Part 3 – Fees, Cancellations, Refunds, and Withdrawals (p. 61)**. For Withdrawal Deadlines, see the **Academic Schedule (p. 17)**. See also **Extended Drop Deadline**.

### Writing Proficiency Requirement

An admission requirement for Bachelor of Education programs offered by the Faculty of Education. For more information, see **Part 8 – Faculty of Education, Admission to Bachelor of Education Programs (p. 159)** or the appropriate section of **Part 13 – Combined Degrees**.

### Year of the Calendar

The specific University of Lethbridge Academic Calendar and Course Catalogue that governs a student's program requirements. Students are normally governed by the program requirements of the Calendar in effect at the time of their most recent admission but are governed by the current Calendar in all other respects (see **Part 4 – Academic Regulations, Year of the Calendar, p. 70**).

