

## 255 Glossary

The entries which follow have been prepared by the Calendar Editor for information only. If needed, official definitions should be obtained from a member of the Registrar's Office staff.

**Academic Schedule**—A schedule of events and deadlines of importance to students and prospective students, covering the period of the University's academic year, July 1 to June 30.

**Academic Year**—Academic Year is the term used to describe the twelve-month period from July 1 of one year through June 30 of the next.

**Admission or Readmission**—Acceptance of a candidate for enrolment in a specified program and Faculty.

**Admission Grade Point Average (AGPA)**—The AGPA will be calculated on all university transferable coursework completed in the most recent two terms of study, provided they contain a minimum of ★24. If those two terms contain less than ★24, then all work in the next most recent term(s) will be included in the calculation until the minimum total of ★24 has been achieved. Two-term courses will be considered as second-term courses in these calculations. For applicants who have attempted less than ★24 of transferable postsecondary work, the AGPA will be based on all university or university transfer credits attempted.

**Advanced Placement**—The process whereby students are excused from taking a particular course (usually at the junior level), because they have already acquired the knowledge necessary to proceed into another course in the subject at a more advanced level. Advanced placement, unlike advanced standing, does not serve to reduce the number of courses that a student must complete for the degree.

**Advanced Standing**—See Transfer Credit.

**Aegrotat Standing**—Provision whereby a Faculty may grant deserving students credit in one or more courses in which they have missed the final examination because of illness.

**Audit Only Students (Auditors)**—are those registered in one or more courses, exclusively on a not-for-credit basis.

**Baccalaureate**—A term relating to the bachelor's degree.

**Bear Tracks**—A secure web-based service program for applicants, students, and employees. (A current list of Bear Tracks programs can be found at [www.registrar.ualberta.ca/beartracks](http://www.registrar.ualberta.ca/beartracks).)

**Calendar**—An annual publication of academic regulations, schedules, programs of study, and course descriptions.

**Candidacy Examination**—The examination which tests doctoral students' knowledge of their discipline and of the subject matter relevant to their thesis, and their ability to pursue and complete original research at an advanced level.

**Cooperative Education Program**—A program that formally integrates a student's academic studies with work experience in employer organizations. Work experiences are paid.

**Corequisite**—The requirement, usually a course, that must be taken in conjunction with, or previously passed, when registering in a course with corequisite requirements.

**Course Load Requirement**—The number of courses a student is expected to take while in attendance in a given academic session.

**Course Weight**—See Units of Course Weight.

**Credit**—The quantitative measurement assigned to a course. At the University of Alberta a credit is equivalent to one unit of course weight.

**Credit by Special Assessment (Credit by Challenge)**—The procedure whereby a student may seek credit in certain specified courses without actually registering in and taking the courses at the University of Alberta. This privilege is limited to students who have been admitted to the University.

**Credit Course**—A course that carries credit toward a degree or diploma.

**Deferred Final Examination**—An examination written by a student, with permission of the student's Faculty, subsequent to the regular time of writing.

**Degree with Distinction**—The notation which is inscribed on the permanent record and graduation parchment of a candidate for any degree, except an honors or graduate degree, if the candidate has obtained a grade point average of 3.5 or higher over the last two years of the program.

**Degree with Honors (Honors Program)**—A four-year concentrated course of study under the supervision of one of the departments in the Faculty of Arts or Faculty of Science.

**Department**—The basic organizational unit in an institution of higher learning responsible for the academic functions in a field of study. The term department may also be applied to an administrative or service unit in an institution.

**Domicile**—Domicile is the place in which a person has a settled connection for legal purposes either because his or her true home is there or because it is assigned to him or her by law. It is the place where he or she is generally understood to reside with the intention of remaining there indefinitely or to which he or she returns after a temporary absence. The term residence as it refers to legal residence is used as synonymous with domicile.

**Entrance Requirements**—Academic background necessary for admission to a particular program of study.

**Extension Students**—Students who are registered in any of the courses offered by the Faculty of Extension. These courses may or may not lead to certificate, degree, diploma or citation credit.

**Extramural Students**—Students granted the privilege of taking one or more courses by correspondence or directed studies without having to attend the University of Alberta or any of its off-campus centres.

**Faculty**—A formal subdivision within the University whose mission is the administration of programs and courses relating (usually) to common fields of study and academic disciplines.

**Faculty Grade Point Average (FGPA)**—A cumulative measure of a student's weighted average obtained by dividing the total grade points earned by the total units of course weight attempted by the student while registered in the Faculty since the first admission, or admission after being required to withdraw, or the date FGPA calculation was first implemented.

**Fall Term**—The period of the academic year which runs from September through December.

**Fall/Winter (September–April)**—The period of the academic year which runs from September through April.

**Fee Index**—See Units of Fee Index and Fee Index Value. Represented in this Calendar by the symbol *f*.

**Fee Index Value**—A dollar value set, normally annually, by the Board of Governors and used in the calculation of instructional fees. See also Units of Fee Index.

**First-Class Standing**—A distinction awarded to students who obtain a grade point average of not less than 3.5 while enrolled in a full, normal academic course load in the academic year in question.

**Fresh Start Program**—An Open Studies program that allows some first- and second-year students who are assigned unsatisfactory academic standing to re-establish satisfactory standing.

**Full Course**—A course with a weighting factor of six or greater that normally extends over two consecutive University terms.

**Full-Time Students**—Students who are registered for credit in the equivalent of ★9 or more in a Fall/Winter term. (Full-time calculation differs in Spring/Summer; refer to the Spring/Summer Calendar for this definition).

**GFC (General Faculties Council)**—The University governing body that has statutory authority over academic matters and student affairs.

**Grade Point Average (GPA)**—A measure of a student's weighted average obtained by dividing the total number of grade points earned by the total units of course weight attempted 'in a session.'

**Grade Points**—A weighted value assigned to the grade a student receives in a course, obtained by multiplying the grade by the units of course weight. Used in computing grade point averages.

**Graduate Students**—Students admitted to the Faculty of Graduate Studies and Research.

**Half Course**—A course with a weighting factor of less than six that normally extends over one University term.

**Interdisciplinary Course**—A course that is offered jointly by two or more departments, not necessarily in the same Faculty.

**Internship Program**—A program that formally integrates a student's academic studies with work experience in employer organizations. Work experiences are paid.

**Intramural Students**—Students who are attending the University of Alberta or any of its off-campus centres.

**Limited Enrolment**—A restriction on the number of students admitted to a program where there are invariably more qualified applicants than it is possible to accommodate.

**Matriculated Applicants**—Students eligible for admission to a university program because they have satisfied the regular admission requirements of the Faculty offering the program.

**Non-Matriculated Applicants**—Students who are at least 21 years of age, and who are given permission to enrol in a degree program although they do not meet the regular admission requirements of a Faculty.

**Open Studies**—A program in which students may register in selected credit courses, but are not admitted or committed to a degree or diploma program.

**Part-Time Students**—Students who are registered for credit in the equivalent of fewer than ★9 in a term. See Course Load Requirements.

**Plagiarism**—The submission by a student of the words, ideas, images, or data of another person as the student's own in any academic writing, essay, thesis, research project, or assignment in a course or program of study.

**Practicum Program**—A program that formally integrates a student's academic studies with work experience in employer organizations. Work experiences are generally unpaid.

**Prerequisite**—The preliminary requirement, usually another course, which must be met or waived before a course can be taken.

**Reading Week**—A recess near the middle of the second term designed to allow students to catch up on outstanding reading and to prepare for the oncoming final examinations.

**Readmission** (see Admission or Readmission)

**Reappraisals**—The privilege of having the final examination paper re-read in a particular course.

**Reexamination**—The provision whereby students may be granted (subject to the conditions published by their Faculties) a further examination in a course if their standing following the final examination is unsatisfactory.

**Registration**—The process of selecting courses that are to be taken by a student in a term, or two terms, usually in accordance with the relevant program specifications for a degree or diploma.

**Residence Requirements**—See Transfer Credit, Course Load Requirement, Domicile.

**Seminar**—A group of students who meet regularly for reports and discussion in an area of research under the guidance of a professor.

**Spring/Summer (May–August)**—A period of lessons and study during the months of May through August which is divided into two, six-week terms. The first-term runs from the first week of May to the second week of June, inclusive; the second-term runs from the first week of July to the second week of August, inclusive.

For Graduate Studies students, Spring/Summer is a period from May through August for which those who are working full-time on their graduate program record their presence.

**Spring Term**—The period of the academic year which runs from May through June.

**Statement of Results**—An unofficial copy of the student's year-end academic results, with neither an original signature nor a seal.

**Summer Term**—The period of the academic year which runs from July through August.

**Term**—The academic year is divided into four (Fall, Winter, Spring, Summer) terms for the purposes of registration and the scheduling of classes and examinations.

**Term Examination**—An examination which is conducted prior to the time that the instructional portion of a course has been completed.

**TOEFL**—Test of English as a Foreign Language.

**Transcript**—A statement of the student's entire official academic record bearing the original signature of an authorized member of the Registrar's staff and the official seal of the University.

**Transfer Credit (Advanced Credit)**—Course credit which an institution accepts towards a degree, and which the student has not earned in the course work at that institution. A maximum of two years of transfer credit will be granted toward a University of Alberta undergraduate degree program.

**Tutorial**—Instruction given to students individually or in small groups.

**Undergraduate Student**—Students registered at the University of Alberta in a Faculty other than the Faculty of Graduate Studies and Research or the Faculty of Extension.

**Units of Course Weight**—A numerical used in computing grade point average, which reflects the amount of class time devoted to the course. Represented in this Calendar by the symbol ★.

**Units of Fee Index**—A numerical used in computing instructional fees for courses. It is normally twice the value of the Units of Course Weight for a course, but can be set differently by the Board of Governors when special fees considerations are made. See also Fee Index Value.

**Visiting Student Certificate Program**—A unique program that allows international students the opportunity to spend one calendar year at the University of Alberta enrolled in intensive English as a Second Language classes as well as regular academic courses alongside Canadian students.

**Weighting Factor**—A unit used in the calculation of a student's overall grade point average. In most Faculties a weight of six is assigned to a two-term course (or equivalent) and a weight of three to a single term course.

**Winter Term**—The period of the academic year which runs from September through April.

**Withdrawal**—The voluntary cancellation of registration by a student who completes a "Withdrawal" form. The student notifies the appropriate authorities thereby making it an "Official Withdrawal". When the student merely stops attending classes without notifying authorities, or withdraws after the deadline, failing marks may be recorded. This is termed "Unofficial Withdrawal."