

# GLOSSARY

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## Academic Evaluation

The Academic Evaluation Report is a report of a student's academic progress towards the completion of a specified program and specialization.

## Academic Sanction

Academic sanction is the penalty applied to students who fail to make payment, or suitable arrangements for payment, of their University account. Students on academic sanction may not receive semester examination results or official transcripts; may not receive clearance to graduate; and/or may not be allowed to register for a subsequent semester.

## Academic Session

See Academic Term.

## Academic Term

An academic term is an independent academic period of 15 weeks. Also referred to as a semester (see definition below).

## Academic Year

An academic year is two semesters; undergraduate traditionally classified as first year (freshman), second year (sophomore), third year (junior), or fourth year (senior). Under the semester system this classification has less meaning than under a whole year system but is occasionally used to indicate the level at which a student has arrived.

## Add Period

The add period opens prior to the beginning of the semester where students are permitted to add courses for the current semester.

## Assigned Grade

An assigned grade is a numerical grade based on the instructor's recommendation and granted at the discretion of the Program Committee to students who have not completed course requirements.

## Audit

An audit is registration in a course for which degree or diploma credit is not sought. Audited courses are not reported on the official transcript or academic record.

## Baccalaureate

Baccalaureate refers to an undergraduate degree awarded by the University upon successful completion of the requirements of a program.

## Certificate (Degree Level)

See Secondary Area of Study.

## Class Days

Class days are used to express deadlines. Class days are calculated from the start of the regular class schedule. (See Schedule of Dates).

## Class Level

Class level is a determination of a student's progression in an academic program by credit weights with increments of 2.50 credits.

## Clearance to Graduate

Clearance to graduate denotes that an applicant for graduation has satisfied all program requirements and is recommended for graduation.

## Cohort Year

Cohort year refers to the academic calendar year for your first admission to the university **or** the calendar year for subsequent admission to a new program or readmission to the same program or a new program. Tuition fees are assessed based on this assigned year.

## Compassionate Grounds

Compassionate grounds are reasons of a serious personal nature which, subject to the approval of a committee or authorized person, justifies a variation of the rules in the case of a particular student.

## Confers

Grants degrees.

## Convocation

The ceremony at which degrees are granted. The conferral date of degrees coincides with convocation dates for semesters in which a convocation ceremony is observed.

## Core Course

A core course is one which is listed in a schedule of studies in the Undergraduate Calendar and identified as being a required course for a program.

## Corequisite

A corequisite is a course where the content is integrated with that of another course such that the courses must be taken simultaneously.

## Course

A course is an organized unit of study extending over a semester, (e.g. ECON\*1100 Introductory Macroeconomics).

## Course Attempt

A course attempt reflects the situation where a student has completed courses either satisfactorily or unsatisfactorily.

## Course Equate

Equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be cross-listed under two subject areas. **Students will not be permitted to register in both equated courses.**

## Course Level

Course level denotes the seniority of a course. 1000-level and 2000-level courses are considered first and second year courses. 3000-level and 4000-level courses are considered senior level courses.

## Course Load

Course load denotes the total weight of the credits in which a student is enrolled determining part-time or full-time status. Courses taken via Letter of Permission are not used to calculate course load.

### **Course Restriction**

A restriction is a "rule" that is placed on the computer system (Colleague) at the direction of an academic department so that particular students may or may not register in particular courses. The course may be restricted because there is sufficient over-lap in content with another course so that it is inappropriate for the student to take a similar course for credit. In a different instance, the course may be restricted by "Instructor Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. Or, alternatively, the restriction may reflect a "Priority Access" designation for enrolment management purposes. (See Priority Access).

### **Course Section**

A course section is a subgroup of a course that denotes time and location.

### **Course Selection**

Course selection is the process by which students select course sections for the succeeding semesters.

### **Credit**

A credit is a unit of academic measurement equivalent to a single-weighted one-semester course.

### **Credit Standing**

Credit standing (CRD) denotes that the student has successfully completed a course, but was not assigned a numerical grade.

### **Cumulative Average**

Cumulative Average is calculated by dividing the weighted course total by the total credit attempts over all semesters (see Weighted Course Total).

### **Degree Program**

See Program and Baccalaureate.

### **Deferred Privilege**

A deferred privilege (DEF) is a temporary extension of time granted at the discretion of a Program Committee to a student for completion of the requirements of a course, normally for illness or compassionate reasons.

### **Diploma (Degree-level)**

See Secondary Area of Study.

### **Diploma Program Calendar**

The Diploma Program Calendar is an annual publication containing official information about Associate Diploma Programs and regulations of the University of Guelph and Ridgetown campus.

### **Drop Deadline**

Students can drop one-semester courses from their schedule up until the last day of classes.

The deadline to drop two-semester courses is the last day of classes in the second semester. See Two-Semester Courses.

### **Elective**

An elective is a course, acceptable within the program but chosen at the discretion of the student.

### **Equate**

See Course Equate.

### **Faculty Advisor**

See Chapter VII - Academic Advising.

### **Grade Report**

A grade report is released by the Registrar to each student at the conclusion of a semester via WebAdvisor. It notes the courses attempted and the grades assigned (if applicable).

### **Hiatus**

See Withdrawal.

### **In-course Student**

In-course refers to a student enrolled in a program of study at the University.

### **Mailing Address**

The mailing address is a temporary address used for mailing if one is recorded; otherwise the home address is used.

### **Minor**

See Secondary Area of Study.

### **New Student**

New student refers to a student who has never before been registered at the University of Guelph.

### **Prerequisite**

A prerequisite is a prior requirement for entry into a course. Where a course is specified as a prerequisite, pass standing in the course is required.

### **Priority Access**

Priority Access is the process by which a department implements course restriction rules in order to limit registration in a course where enrolment demand habitually exceeds course capacity and where there is demonstrated need to restrict access to a particular cohort of students on a priority basis. In general, course restrictions are clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

### **Program**

A program is a structure of courses leading to a University degree (e.g. B.A.Sc. program).

### **Program Counsellor**

See Chapter VII - Academic Advising.

The Program Counsellor is someone who assists students in the development of educational plans which are realistic and compatible with their life goals by helping to identify and assess alternatives and consequences of decisions, and providing interpretation of regulations applying to the specific degree program.

#### **Reading Weeks and Study Breaks**

Reading weeks and study breaks are designated periods where normal class schedules and academic requirements are suspended for a period of time.

#### **Registration**

Registration is the official enrolment of students in the University for a particular semester, and includes the selection of course sections and the payment of tuition fees and, where appropriate, other University fees.

#### **Required to Withdraw**

See Rustication.

#### **Restricted Elective**

A restricted elective is a course which must be chosen from a stated group of courses to satisfy the program requirements.

#### **Restriction**

See Course Restriction

#### **Rustication**

A defined period of time during which an individual is not eligible to register in their academic program as a result of an academic review decision. After the period of rustication the individual must apply for re-admission to the University of Guelph.

#### **Schedule of Dates**

A list of significant dates at the University, developed using policies approved by Senate.

#### **Schedule of Studies**

A schedule of studies is the requirements for specializations, majors, minors, and various levels of concentration of study within a degree program, including programs without specialization. Schedules of studies are completed within a specific degree program and must normally be declared by the start of semester 3. Students need to be aware that progress within a program and graduation with a degree from that program depends upon

1. the degree program requirements, and
2. the requirements for the declared schedule of studies.

#### **Secondary Area of Study**

An identified set and sequence of courses, and/or other units of study, research and practice within an area of disciplinary or interdisciplinary study, which is completed on an optional basis while fulfilling the requirements for the awarding of a degree, and may be recorded on the graduate's academic record. The curriculum of a secondary area of study may be composed of elements of the core course offerings of a major, or may be a coherent package of courses organized around a theme, a

course of study that bridges two or more disciplines, and/or a training program for a particular skill. Secondary Area may be a minor or degree-level certificate or diploma.

#### **Semester**

An independent period of fifteen (15) weeks. Summer semester is from May to August. Fall semester is from September to December. Winter semester is from January to April.

#### **Semester Average**

Semester Average is calculated by dividing the weighted course total by the total credit attempts in the semester (see Weighted Course Total).

#### **Semester Level**

See Class Level.

#### **Session**

An independent academic period within the summer semester of seven (7) weeks.

#### **Specialization**

For specialization see schedule of studies.

#### **Subject**

A subject is a defined sector of study composed of 1 or more courses within a discipline.

#### **Supplemental Privilege**

Supplemental privileges are granted at the discretion of the Program Committee, and in consultation with the instructor, affording a student who has received a failing grade on the original course attempt, the opportunity to obtain credit for the course while retaining the original failing grade.

#### **Transcript**

A transcript is an official document prepared by the Registrar recording a student's courses and grades. After convocation, the degree earned including the area(s) of specialization (major, minor, area of concentration, area of emphasis), graduation standing, and the conferral date are noted on the transcript.

#### **Two-Semester Course**

A two-semester course is a course that is taken over 2 continuous semesters and counts as 2 course attempts for classification, continuation of study and calculation of fees. Two semester courses cannot be split.

#### **Undergraduate Calendar**

The undergraduate calendar is an annual publication containing official information about the undergraduate academic programs and regulations of the University.

#### **Weekdays**

Days of the week other than Saturday or Sunday.

#### **Weighted Course Total**

Weighted Course Total is the sum of the credit weights multiplied by the grade received in each course.

**Withdrawal**

Withdrawal of registration for an academic term after the start of classes.

**Withdrawal with Failure**

Withdrawal with failure may be applied to a course or an academic term. The notation "WF" will appear against the course(s) in the grade field on the official transcript.