

Glossary of Terms Used at USU

Term	Definition
"A" Pin	Presented to undergraduate students who have received all A grades (4.0 GPA) for 15 or more graded credits each semester during two consecutive semesters in residency. Courses for which a P (Pass) grade is received do not qualify for graded credits.
Academic Advising	Assistance to students in choosing courses by providing information about University Studies Requirements, majors, various academic programs, and academic policies and procedures. Advisors may also assist students in establishing their educational and career goals.
Academic Dismissal	The status of a student who becomes subject to suspension for a third time. Students who have been dismissed may apply for readmission to the University after a layout of five or more calendar years.
Academic Probation	The status assigned to a sophomore, junior, or senior with a cumulative GPA of less than 2.0.
Academic Record Adjustment	Students requesting an adjustment to their academic record for a prior term must submit a Petition for Academic Record Adjustment to the Registrar's Office.
Academic Renewal	Undergraduate students who have been admitted to Utah State University after an interruption in their collegiate education of five or more years may petition to have certain credits removed from the calculation of the GPA needed for credit.
Academic Standing	A student's academic standing is determined jointly by the number of credit hours attempted and the number of quality points earned. There are five categories of academic standing: good standing, academic warning, academic probation, academic suspension, and academic dismissal.
Academic Suspension	The change in status that occurs when a student on academic probation has a semester GPA of less than 2.0. Students who have been suspended once may apply for readmission after a two-semester layout. Students who have been suspended two times may apply for readmission to the University following a layout of one full calendar year.
Academic Warning	The status assigned to a freshman student with a cumulative GPA of less than 2.0.
Academic Year	Generally August through April; Fall & Spring semesters.
Access (Banner) System	The web-based computer program which USU students can access for grades, transcripts, financial aid, and account information. The Access system (which is available 24 hours a day, 7 days a week, and can be accessed from any web-enabled system) allows students to register for, drop, and add classes.
Adjunct Faculty	Part-time certified instructors.
Advanced Placement (AP)	Exams offered at the high school level only. University credits may be acquired through the AP examinations. These credits may be used to fill General Education requirements, and may also be accepted as equivalent to specific courses.
Advisor	A faculty or staff member who provides students with academic information about University, college, and departmental graduation requirements; assists students in the development of a course of study; helps students to understand the expected standards of achievement and likelihood of success in certain areas of study; and refers students to available campus resources to meet individual needs.

Alumni	Graduates or former students who have earned a minimum of 12 credits at USU.
A-Number (Banner ID Number)	A nine-character code that uniquely identifies each student. This number (which is not social security number based) always consists of a capital A, followed by eight numbers.
Appropriated	Dollars included in the Appropriation Act, including state tax funds as well as dedicated credits.
Articulation	A term that is used to indicate that a course taken at another institution is equivalent to a course at USU.
Articulation Agreements	Documents that formally acknowledge how credits or associate degrees from other institutions equate to USU courses and requirements.
Attempted Hours (AHRS)	The number of credit hours for which a student has enrolled. This includes current enrollments, as well as past enrollments.
Audit	Registration for and participation in all functions of a course except tests and other graded exercises. No credit is given for an audit (a grade of AU is assigned), but courses that students have audited will appear on the transcript and may be repeated for credit.
Auxiliaries	Business enterprises or other support activities operated essentially on a self-supporting basis and provide specific services to students, faculty, staff, or guests of the institution. USU auxiliaries include (but are not limited to) the bookstore, food services, parking operations, student health center, student housing, Taggart student center, and University Inn.
Bachelor of Arts Degree vs. Bachelor of Science Degree	The main difference between these two degrees is a foreign language requirement. Students who complete two years' training or equivalent in an approved foreign language, or one year or equivalent in each of two foreign languages, may qualify for a Bachelor of Arts degree. Most other baccalaureate degrees are awarded as a Bachelor of Science degree.
Bachelor's Degree	A degree in an academic discipline which requires completion of a minimum of 120 semester credit hours, University Studies requirements, and a chosen major. Students must meet the minimum GPA requirements for their intended major.
Banner ID Number (A-Number)	A nine-character code that uniquely identifies each student. This number (which is not social security number based) always consists of a capital A, followed by eight numbers.
Board of Regents	The State Board of Regents consisting of sixteen voting members and two non voting members of the Utah State Board of Education, is vested with the power to govern the state system of higher education. (Utah Code §53B-1-101) As such, the Board is vested with the control, management and supervision of the institutions composing the state system of higher education in the State of Utah, as set forth in Utah Code Title 53B in a manner consistent with the policy and purpose of that title and the specific powers and responsibilities granted to it.
Board of Trustees	The Board of Trustees is the governing board of the University. Its functions and responsibilities are derived from Utah statutes and those delegated to it by the State Board of Regents. Membership of the Board of Trustees consists of eight persons appointed by the Governor of the state to four-year terms, and two ex-officio members who are the president of the University's Alumni Association and the president of the student body of the university.

Breadth Requirements	Courses that are part of the General Education requirements, and are intended to introduce students to different disciplines. At USU, all students must take a least one course or its equivalent in each of the following six categories: American Institutions, Creative Arts, Humanities, Life Sciences, Physical Sciences, and Social Sciences.
Budget	The budget is the authorized level of expenditure for an individual cost center. For appropriated cost centers, the budget is an allocation determined through administrative process. For non-appropriated cost centers, the budget is set according to the projected revenue and/or stipulations of the grant or revenue source.
Budget Process - Governor	<p>The Budget process in Utah, which includes funding for Higher Education, involves several agencies and spans a significant period of time. See http://governor.utah.gov/gopb/2007budgetsummary.pdf for the Governor's 2007 budget. Following are the general steps to the State budget process:</p> <ul style="list-style-type: none"> - July, GOPB distributes Forms and Guidelines to agencies for use in preparing agency operating and capital budget requests. the budget preparation calendar and parameters for requesting budget enhancements are established. - July through September, State agencies prepare budget requests for the governor's review in accordance with agency goals and GOPB guidelines. A copy is forwarded to the Legislative Fiscal Analyst's Office (LFA). - September through October, GOPB collects and analyzes agency requests. GOPB prepares recommendations on base budgets and proposed enhancements for the governor. - November, The governor holds budget hearings for each state agency and the Courts. Preliminary GOPB recommendations are reviewed. Policy matters with budgetary implications are discussed. - November through mid December, GOPB, with input from the State Tax Commission and the LFA, prepares up-to-date revenue projections on which the governor's budget recommendations will depend. - Mid December, The governor's budget recommendations are publicly released. - December through mid January, The LFA analyzes the governor's budget recommendations, and prepares operating and capital budget recommendations for consideration by the legislature. - January through February, The legislature's Executive Appropriations Committee establishes subcommittees to hold hearings on the governor's budget recommendations by agency. The subcommittees gather relevant testimony before sending budget recommendations to the Executive Appropriations Committee. The Executive Appropriations Committee prepares legislation to be considered by the full legislature. The legislature passes the appropriations bills and forwards them to the governor for signature or veto. - March through June, The governor signs or vetoes the enrolled appropriations bills. State statute allows the governor line item veto authority. Individual agencies submit budget implementation plans to the governor.
Capital Budget	Long-term financing and expenditure plan for acquisition, construction, or improvement of fixed assets such as land and buildings.
Cashier	The financial officer of the University who receives payment of tuition and miscellaneous fees.

Centrally Held Account	Central pool where unallocated state appropriated E&G funds are held until allocation -- all new allocations always pass through this account
Certificate	A document certifying that one has fulfilled the requirements of and may practice in a certain vocation.
Class Rank	Student's ranking of being a freshman (less than 30 credits), sophomore (30-59 credits), junior (60-89 credits), or senior (90 or more credits), based on the number of college-level credit hours earned.
Closed Class	A class that has been filled by the maximum number of students allowed for that class.
College	An academic division in a university. A college is composed of academic departments and is headed by a dean. USU has seven colleges: Agriculture; Business; Education and Human Services; Engineering; Humanities, Arts, and Social Sciences; Natural Resources; and Science.
College Level Examination Program (CLEP)	A standardized examination in college-level subject matter. Subject examinations cover material offered in specific advanced-level courses. Credits may be acquired through the CLEP examinations. These credits may be used to fill General Education requirements, and may also be accepted as equivalent to specific courses.
College Work-Study	A form of financial aid based on need which provides students with paid employment while in school.
Common USU Acronyms	
AHRS	Attempted Hours
AP	Advanced Placement (examinations offered at high school level)
ARC	Academic Resource Center
ASUSU	Associated Students of Utah State University
ATS	Advising and Transfer Services, University
BAI	Breadth American Institutions
BCA	Breadth Creative Arts
BHU	Breadth Humanities
BLS	Breadth Life Sciences
BPS	Breadth Physical Sciences
BSS	Breadth Social Sciences
CI	Communications Intensive
CIL	Computer and Information Literacy
CL	Communications Literacy
CLEP	College-Level Examination Program (examinations in college-level subject matter)
DHA	Depth Humanities and Creative Arts
DRC	Disability Resource Center
DSC	Depth Life and Physical Sciences
DSS	Depth Social Sciences
EHR	Earned Hours
GPAHRS	Hours Used to Calculate GPA
HASS	College of Humanites, Arts, and Social Sciences
HPER	Health, Physical Education and Recreation
QI	Quantitative Intensive
QL	Quantitative Literacy
QPTS	Quality Points
SI	Supplemental Instruction
SOAR	Student Orientation, Advising, and Registration
STAB	Student Activities Board
TSC	Taggart Student Center

Competency Test	A test which is used to determine if a student has the acquired knowledge of a college-level course.
Complete Withdrawal	The process of withdrawing from all courses before a semester has ended. This must be done by meeting with the advisor in the Registrar's Office.
Composite Major	When elements of two major programs are combined into one major program. For example, the Elementary Education/Special Education major is an approved composite of two different majors.
Computer and Information Literacy (CIL)	A computer examination that consists of six modules: information law and ethics, information resources, document processing, operating systems, spreadsheets, and electronic presentations. CIL is part of the General Education requirements.
Concurrent Enrollment	When a high school student is enrolled in a university course for which the student simultaneously receives high school and university credit.
Connections (University Connections Course)	An orientation and transition-to-college course.
Contracts & Grants Awarded	Contracts or grants for which USU has received funding for that year. Actual cash received may come later and be spread over multiple years.
Convocations	A lecture series.
Co-op	Two or more related internship work experiences.
Corequisites	Two or more courses which must be taken during the same semester, because the work in one course supplements or reinforces what is taught in the other.
Course Fee	A fee that is attached to a specific course, in addition to tuition.
Course Load	The number of credit hours carried by a student during a given semester.
Course Reference Number (CRN Number)	A five-digit code that identifies a specific course. CRN numbers may be found in the Schedule of Classes.
Credit Hours	Credits are related to the number of hours of instruction per week during the academic term.
Credit Limit	Students registering for more than 18 credits must present their advisor's signed authorization to the Registrar's Office.
Cum Laude	A Latin Scholastic Distinction designated for students who graduate with a cumulative GPA between 3.500 and 3.799.
Curriculum	A series of courses which meet a particular academic or vocational goal.
Curriculum Advising and Program Planning (CAPP)	This sub-system of the Access (Banner) System, which is used to generate unofficial degree evaluations, includes rules and requirements for degrees offered by Utah State University. CAPP uses these rules and requirements, along with the student's academic history, to perform an unofficial degree evaluation. In the initial implementation, some majors and/or minors may not be coded and ready for use.
DANTES Standardized Subject Tests (DSST)	DSSTs provide an opportunity for people to obtain college credit for what they have learned in nontraditional ways. Designed originally for the military, DSSTs are available to civilian students and adult learners as well. Credits may be acquired through the DSST examinations. These credits may be used to fill General Education Requirements, and may also be accepted as equivalent to specific courses. For more information, as well as a list of available exams, see USU General Catalog page 64.
Dean	College or university administrative official. An academic dean usually heads a college within the university.
Dean's List (Honor Roll)	A recognition given to students who earn a minimum 3.500 GPA in 15 or more graded credits, except for summer semester for which 12 or more graded credits are required.

Declaration of Major	A process whereby students formally notify the Registrar's Office of the major which they choose to include in their degree program.
Deferred Admission	When a student is accepted for a specific term, but chooses to defer his or her admission until a future term.
Degree Evaluation	A summary of academic progress showing courses completed and courses needed. USU students can obtain an unofficial degree evaluation through the Access (Banner) System. Curriculum Advising and Program Planning (CAPP) is the Banner sub-system that generates the degree evaluations. After students have completed their application for graduation, the Registrar's Office performs an official degree evaluation.
Department Head	The administrative head of an academic department.
Depth Education Requirements	Courses that are part of the University Studies requirements and are intended to provide students with more in-depth background in different disciplines.
Direct Costs	Those expenses that are readily identifiable with a specific cost objective or center, generally through the institution's financial records.
Direct Instructional Costs	All faculty and staff compensation and other instructional cost center expenditures directly related to instruction.
Discipline	A subject area. English, history, chemistry, and elementary education are examples of disciplines.
Dissertation	A written thesis by a candidate for a doctoral degree.
Distance Education Programs	Outreach programs for students who do not attend traditional daytime classes on the main campus. Distance Education programs include Independent Study and Time Enhanced Learning, as well as courses offered at remote locations.
Drop/Add	The process used if students need to change a schedule for which they have already registered.
Dual Major	Any two majors that are completed at the same time. Students must complete all requirements for both majors. For example, a student may get a dual major in History and English.
Earned Hours (EHRS)	The number of credit hours in which a student earns an A, B, C, D, or P grade. Earned hours count toward the 120 credits needed for graduation.
Education & General - Utah	Education and General is the Line Item which makes up the largest portion of the University's appropriated funds. Appropriated by the legislature for the general operation of the University, including budget-related instruction, support services, and operation and maintenance of facilities. The Utah and NACUBO definitions are not equivalent.
Education & General - NACUBO	Education and General is a NACUBO category that includes all operating funds of an institution with the exception of auxiliary and hospital funds. The Utah and NACUBO definitions are not equivalent.
Elective	A college-level course or subject taken by a student which counts as credit earned toward graduation requirements, but is not required for a major, minor, or University Studies.
Emeritus Faculty Member	A faculty member who has honorably retired from his or her position with a university.
Emphasis	An approved area of study, having a specific curriculum, within a particular undergraduate major. All emphases must be sanctioned by the Utah State Board of Regents.
Employee Benefits Pool	Central pool which provides budget to E&G indexes for their employee benefit expenditures
Encumbrance	An amount of the available balance of a cost center account earmarked for paying anticipated or known obligations.

Enrollments, Budget-Related	Enrollments generated in courses that are designated by the Board of Regents as budget related and are eligible for state funding.
Enrollments, Self Supporting (Off Budget)	Enrollments generated in courses that are designated by the Board of Regents as self supporting and are not eligible for state funding. Examples of self-supporting courses are: high school concurrent enrollments, university remedial courses, ROTC courses, correspondence courses, contract courses, workshops, non-credit academic courses, etc.
Extension Programs	Outreach programs for students who do not attend traditional daytime classes on the main campus. Extension programs include Independent Study and Time Enhanced Learning, as well as courses offered at remote locations.
Family Educational Rights and Privacy Act (FERPA)	A law that (1) provides that students will have access to inspect or review their educational records and (2) protects the rights of a student to privacy by limiting access to the educational record without express written consent.
FASB	Financial Accounting Standards Board
Financial Aid	Scholarships, grants, loans, and work assignments which are awarded to a student to help defray, in part or in whole, college-related expenses.
Fiscal Year	July 1 through June 30. Abbreviated as FY.
FTE-F	Full-Time equivalent Faculty
FTE-S	Full-Time equivalent Student. The number of students enrolled in a department course section multiplied by the credits for the course divided by 15 for undergraduate courses or 10 for graduate courses.
Full-Time Student	A student registered for 12 or more credit hours during a semester. In order to graduate after completing eight semesters of study, a student must register for an average of 15 credit hours per semester.
Functional Classification of Expenditures	
Instruction	Expenditures for all activities that are part of an institution's instruction program. Expenditures for credit and noncredit courses; academic vocational, and technical instruction; remedial and tutorial instruction; regular, special, and extension sessions should be included. Expenditures for departmental research and public service that are not separately budgeted should be included in this classification. This category excludes expenditures for academic instruction when the primary assignment is administration - for example, academic deans. However, expenditures for department chairpersons and administrators for whom instruction is an important role are included
Research	Expenditures for activities specifically organized to produce research, whether commissioned by an agency, external to the institution or separately budgeted by an organizational unit within the institution. Subject to these conditions, the category includes expenditures for individual and/or project research as well as that of institutes and research centers. This category does not include all sponsored programs nor is it necessarily limited to sponsored research, since internally supported research programs, if separately budgeted, might be included in this category under the circumstances described. Expenditures for departmental research that are separately budgeted for research are included in this category. However, the research category does not include expenditures for departmental research that are not separately budgeted. Such expenditures are included in the instructional category.

Public Service	Expenditures for activities established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar noninstructional services to particular sectors of the community.
Libraries Academic Support Other	Academic Support expenditures specifically related to libraries.
Athletics Student Services-Other	Expenditures incurred to provide support services for the institution's primary missions: instruction, research, and public service. It includes the retention, preservation, and display of educational materials, for example, libraries, museums, and galleries; the provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education; media such as audio-visual services and technology such as computing support; academic administration (including academic deans but not department chairpersons) and personnel development providing administration support and management direction to the three primary missions (instruction, research, public service); and separately budgeted support for course and curriculum development. For institutions that currently charge some of the expenses - for example, computing support - directly to the various operating units of the institution, this category does not reflect such expenses. Student Service expenditures specifically related to athletics.
Institutional Support	Expenditures incurred for offices of admissions and the registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenditures for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an essentially self-supporting activity), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an essentially self-supporting activity). Expenditures for central executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming, and legal services; fiscal operations, including the investment office; administrative data processing; space management; employee personnel and records; logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fund raising.
Scholarships	Expenditures for scholarships and fellowships - from restricted or unrestricted current funds - in the form of grants to students, resulting from selection by the institution or from an entitlement program. The category also includes trainee stipends, prizes, and awards. Trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service.

O&M Plant	Expenditures of current operating funds for the operation and maintenance of the physical plant, in all cases net of the amount charged to auxiliary enterprises, hospitals, and independent operations. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items.
Transfers	Generally transfers of unrestricted appropriated funds to institutional restricted accounts
Fund	Represents a distinct phase of the activities of a unit and the fund is controlled by a self-balancing group of accounts in which all of the financial transactions of the particular phase are recorded.
GASB	Governmental Accounting Standards Board
General Catalog	The official Utah State University document pertaining to academic, business, and extracurricular matters. It functions as a contract for graduation requirements for students upon their entry into the University.
General Education Requirements	A set of requirements that all candidates for a bachelor's degree, regardless of major, must satisfy. At USU, General Education is part of the University Studies Requirements. For more information, see USU General Catalog pages 49-51.
General Studies Program	The administrative-academic unit maintained at USU for the enrollment of students who do not meet the admissions requirements of the seven academic colleges. The primary function of the program is to assist and encourage students in the improvement of their academic status, so they may transfer to the major of their choice. For more information, contact University Advising and Transfer Services, Taggart Student Center 304, (435) 797-3373.
GOPB	Governor's Office of Planning and Budget
GPA Hours	Credit hours in which a student earns an A, B, C, D, or F grade. GPA hours are credit hours used in the calculation of the grade point average.
Grade Point Average (GPA)	The ratio of the number of quality points earned divided by the number of GPA hours.
Graduate Student	A student who has earned a bachelor's degree and is working toward a master's, doctorate, or other advanced degree.
Graduation Guarantee Program	A program designed to assist students in completing their degrees in the most efficient and cost-effective manner.
Grant	Student financial aid based on need. Grants do not have to be repaid.
Headcount	Refers to the numerical total of individuals enrolled at a specific census date or for a specific period. Headcount is generally considered to be "unduplicated," meaning each student is only counted once, even though the student may fall in several enrollment categories (i.e., on-campus and off-campus).
Hold	An official action taken by the University to prevent student registration or receipt of grades and transcripts until a student satisfies a requirement. For example, a registration hold is placed on a new student until he or she has met with an academic advisor.
Honor Roll (Dean's List)	A recognition given to students who earn a minimum 3.500 GPA in 15 or more graded credits, except for summer semester for which 12 or more graded credits are required.
Honors Program	A program for high-achieving students. Program members may work toward one of three different Honors degrees: Departmental Honors, Departmental Honors with Honors in University Studies, and University Honors.

Incomplete Grade (I)	A temporary grade that may be assigned when a student is unable to complete all of the work in a course due to extenuating circumstances, but not due to poor performance. An incomplete grade request is initiated by the student. The student is then required to complete the work by the time agreed upon, up to a maximum of 12 months. A written plan is required and is filed with the student, instructor, and department.
Independent Study Courses	Courses for which a student does not have regular class meetings. The student works independently and makes arrangements with the instructor to submit assignments and to take examinations. At USU, these courses are offered through Continuing Education Time Enhanced Learning, usually by online correspondence and/or CD.
Intent to Transfer Program	A program designed to assist transfer students in their transition to USU. Students sign up for the program while they are still attending another institution. These students complete a contract that is signed by both the advisor at their current institution and a USU advisor. The program is designed to ensure that students transfer with as many completed credits as possible that will count toward the USU University Studies and major requirements.
Internship	An opportunity for students to combine a career-related work experience with academic coursework.
Land Grant	A grant of land made by the government. USU belongs to a family of institutions known as land-grant universities.
Late Registration Fee	A \$5 transaction fee for each course added will be assessed all undergraduate students beginning the 6th day of classes, and will be assessed all graduate students beginning the 16th day of classes. This fee does not apply to courses taught at Continuing Education centers.
Leave of Absence	A program for students who plan to leave USU before, during, or at the end of a semester, intend to return, and have an expected return date. This program is beneficial for students who intend to perform humanitarian service or serve in the military.
Letter of Completion	A letter indicating that a student has completed the General Education requirements of a university. The letter is only used when a student transfers to another institution and needs verification that the General Education requirements have already been satisfied.
Levels of Instruction Vocational Lower Division Upper Division Basic Graduate Advanced Graduate	<p>Programs: Vocational-Technical Education Programs are programs specifically approved as such by the Board of Regents. They must be less than four years in duration and must prepare individuals for occupations which require other than a bachelors or advanced degree for entry into the occupation. Courses: Vocational-technical courses as approved by the Board of Regents.</p> <p>All for-credit budget-related activity with a course number of less than 3000, that is not Vocational SCH Generating</p> <p>All for-credit budget-related activity with course numbers including 3000-5999, that is not Vocational SCH Generating.</p> <p>All for-credit budget-related activity with course numbers including 6000-6999.</p> <p>All for-credit budget-related activity with course numbers including 7000-7999.</p>
LFA	Legislative Fiscal Analyst

Line Item	Each appropriated sum is identified by an item number in an appropriations bill. Each line item appropriation may have several programs. Once the appropriation becomes law funds can be moved from program to program within the line item, but cannot be moved from one line item to another. For 2007, USU has nine line items; Education & General, Uintah Basin Regional Campus, Southeastern Utah Regional Campus, Brigham City Regional Campus, Tooele/Wasatch Regional Campus, Agricultural Experiment Station, Utah Water Research Laboratory, Cooperative Extension, and Educationally Disadvantaged.
Lower-Division Courses	Courses numbered at the 1000- and 2000-level that are usually taken during a student's freshman and sophomore years.
Magna Cum Laude	A Latin Scholastic Distinction designated for students who graduate with a cumulative GPA between 3.800 and 3.949.
Major	An approved concentrated area of study, having a specific curriculum, in an academic discipline. A major usually requires 30 to 70 semester credit hours of coursework.
Matriculated Student	A student who enrolls or registers in a college or university as a degree candidate (necessary for financial aid).
Matriculation	The process of applying and gaining acceptance into a degree program at a college or university. Being matriculated is important for academic advisement and financial aid purposes, and allows students to take advantage of all services within the University.
Minor	An approved secondary or supplementary field of study. A minor does not require as much coursework as a major.
NACUBO	National Association of College and University Business Officers
Nonmatriculated Student	An individual who may be enrolled in courses at a college or university, but is not working toward a degree.
O&M	Operation and Maintenance
OCHE	Office of the Commissioner of Higher Education
One-Time vs Ongoing Funding	Both revenue and expenditures may be one-time (short distinct period of time) or ongoing (lasting from year to year). Funding and expenditures should match time frames. One-time revenues such as inheritance tax and year end surpluses, should be spent on one-time expenditures. One-time appropriations are funds authorized on a nonrecurring basis. The amount is not added to the next year's base budget. Ongoing appropriations are funds authorized on a recurring basis.
Part-Time Student	A student who registers for fewer than 12 semester credit hours.
Pass (P), D+, D, F Option	Students may register for a Pass (P), D+, D, F option. The grade of Pass (P) indicates academic achievement of not less than C-. Credits for which the Pass (P) grade is received are not quality hours, and are therefore not used in the calculation of a student's grade point average. At no future time may the student request a letter grade, once the P, D+, D, F option has been requested.
Philanthropy	An active effort to promote human welfare. At USU, this term often refers to philanthropic gifts to the University to be used for purposes such as scholarships, research, or construction of buildings and other facilities.
PIN Number	A personal identification number that is used as a password. To maintain security, students are encouraged to change their PIN Number.
Placement Test	A test given to determine the appropriate level at which to "place" a student in certain courses. At USU, the most common placement tests are used for mathematics.

Plateau Tuition	A flat rate of tuition assessed to students who register for 13 to 18 credits. In general, the tuition amount increases for each credit a student takes up through 13 credits. There is no tuition variation between 13 and 18 credits. The tuition amount increases again for students who enroll for more than 18 credit hours.
Portfolio	An arrangement of documents and/or drawings that are used in some majors and degree programs for admission decisions, assessment, or career placement.
Practicum	A course of study designed especially for the preparation of teachers and clinicians. A practicum involves the supervised practical application of previously studied theory.
Prerequisite	A course students must take prior to (and in preparation for) another course (which is usually more advanced). A different kind of prerequisite may require a student to be enrolled in a certain major or certain academic classification in order to qualify for enrollment in the course.
Priority Registration	The order in which students may register for classes. A priority registration schedule indicates the earliest possible day a student may register for classes. Priority is given first to graduate students, followed by seniors, juniors, sophomores, and freshmen, based on earned credit hours.
Professional Ranks	Faculty rank, including lecturer, instructor, assistant professor, associate professor, and professor. Some faculty ranks are preceded by "research" or "adjunct."
Provisional Admission	Offers students not qualifying for admission into one of the academic colleges or the Undeclared Program a chance to prove themselves academically. Students who are admitted provisionally must sign an institutional agreement with University Advising and Transfer Services to indicate that they are fully aware of the provisions associated with their admission.
Provost	The chief academic officer of the University.
Purge of Registration	If a student has not paid tuition and fees in full, the Registrar's Office may cancel (or "purge") the student's registration for the upcoming semester, meaning the student will no longer have a seat reserved in the classes he or she has chosen. However, the student is responsible to drop unwanted courses and should not rely on the purge.
Quality Points (QPTS)	The value assigned to each grade. For example, an A earns 4 quality points for each semester credit hour attempted. For a 3 semester credit hour course in which an A was earned, a student would receive 12 quality points.
Recitation	A class period especially in association with and for review of a lecture.
Registrar	The administrative officer who maintains enrollment records and certifies the academic standing, as well as the fulfillment of graduation requirements, for all enrolled students.
Registration	The process of enrolling in classes for an upcoming semester. Registration may be accomplished by submitting certain forms to the Registrar's Office, or by using the Access (Banner) System.
Remedial Course	A course numbered lower than 1000. Remedial courses will not satisfy baccalaureate requirements, are not transferable, and are not calculated in a student's grade point average or earned credits. USU offers remedial courses in English and mathematics. Students enrolling in a remedial course at USU must usually pay a remedial course fee, in addition to regular tuition.
Residency	A classification for tuition purposes. Utah residents pay lower tuition than nonresidents.

Restricted Funds	Funds that are maintained in a separate account for a specific purpose.
Revenue Sources	
General Fund	The primary revenue source is the sales tax, although there are several other taxes and fees that contribute to the General Fund. General Funds can be spent at the discretion of the Legislature, as the Constitution allows.
Income Tax Fund	A major source of revenue for the Uniform School Fund and a potential source of revenue for Higher Education.
Dedicated Credits	Revenues other than state tax funds which are appropriated by the legislature generally comprised of tuition, admission fees, certain sales & services, etc.
Tuition and Fees	The amount charged per semester credit hour for instruction at a college or university.
Mineral Lease	Appropriations by the Legislature giving priority to those subdivisions of the state socially or economically impacted by development of minerals leased under the Mineral Lands Leasing Act
Federal Appropriations	Any federal assistance funds made available by an Act of Congress for programs that are consistent with the needs and goals of the state and its citizens and that are not prohibited by law.
Other	All other revenues not included above. Includes Sales and Service of Educational Goods, Land Grant Trust Funds, etc.
Sabbatical Leave	A periodical leave of absence during which a person interrupts his or her normal work to wholly devote time to further intensive study. This term is usually applied to a sabbatical leave taken by a faculty member.
SBR	State Board of Regents
SCH	Student Credit Hours. The number of students enrolled in an individual department course multiplied by the course credit hours.
Scholarship	Student financial aid based on academic achievement, need, or a combination of factors. Scholarships do not have to be repaid, but philanthropy is encouraged. In addition, students who receive endowed scholarships are highly encouraged to express gratitude to donors.
Semester	An academic term of 15 weeks, followed by one week of final exams. At USU, there are two 15-week semesters, plus summer sessions, during each academic year.
Service Enterprises	Provides services to departments (rather than individuals). USU service enterprises include (but are not limited to) distribution center / mailing bureau, motor pool, network & computer services, publication design & production, surplus property, and telecommunications & telephone services.
Service-Learning	A credit-bearing educational experience where students: (1) gain a broader understanding of course content, (2) earn a deeper appreciation of the discipline, (3) help meet community needs, (4) reflect on service activities, and (5) develop an enhanced sense of civic responsibility. Service-Learning focuses on critical thinking, social development, and civic responsibility as part of a student's formal academic studies.
Service-Learning Scholar	A student admitted to the Service-Learning Scholars program. Successful completion of program requirements results in the awarding of a Service-Learning Certificate upon graduation.
Space Grant	Funds distributed by the National Aeronautics and Space Administration (NASA) to USU as part of the National Space Grant College and Fellowship Program.
Specialization	An approved area of study, having a specific curriculum, within a particular graduate degree. All specializations must be sanctioned by the Utah State Board of Regents.

Summa Cum Laude	A Latin Scholastic Distinction designated for students who graduate with a cumulative GPA between 3.950 and 4.000.
Supplemental Appropriation	Generally, an increase in current year appropriations above the original legislative appropriation.
Supplemental Instruction (SI)	A program in which a student who has successfully completed a University Studies class is hired to attend all class sessions and conduct review sessions. This student helps other students develop study strategies geared at enhancing academic achievement in that class.
Syllabus	The document that a professor provides as a course outline. A syllabus will usually include assignments, due dates, test dates, grading procedures, and attendance policies.
Tenure	A status granted to a faculty member after a trial period (usually six years). Tenure gives protection from summary dismissal. During the probationary period, faculty on a tenure track are reviewed on an annual basis. Tenured faculty are subject to post-tenure review as well.
Thesis	A contribution to the field of knowledge based on a student's own research or a treatment and presentation of known subject matter from a new point of view.
Transcript	The official record of a student's academic work at a university, listing credit courses, grades, and credit hours earned or attempted by a student. At USU, an official transcript may be obtained from the Registrar's Office, and an unofficial transcript can be viewed from the Access (Banner) System.
Transfer Credit	Credit which was earned at another college or university, and which is accepted by USU.
Transfer Student	A student is considered to be a transfer student if he or she has completed at least 24 semester credits of post-high school work at another institution. This does not include concurrent enrollment or AP credits.
Tuition	The amount charged per semester credit hour for instruction at a college or university.
Tuition - Optional Second Tier	Each institutional President, with the approval of the institutional Board of Trustees, may recommend a second tier of tuition rate increases to meet specific institutional needs. Second tier tuition rate increases may apply to all programs equally or they may be different for specific programs.
Tuition - Uniform First Tier Tuition	A first tier of tuition rate increases shall be uniform for all institutions, shall be implemented at the same time, and shall be based on evaluations of current data on inflation and national and regional tuition increases and justified by specific increasing needs in the Utah System of Higher Education.
Tuition Installment Plan (TIP)	The Tuition Installment Plan (TIP) allows students to defer a portion of their tuition until later in the semester.
Tuition Surcharge for Excessive Credits	Students who have attempted 170 credits or more will be charged out-of-state tuition according to Board of Regents Policy. In some circumstances the surcharge may be waived.
Tutor	An individual who provides private instruction or coaching.
UCAT	Utah College of Applied Technology
Undeclared Major	The category for exploratory students who have not yet decided upon a major program.
Undergraduate	A college or university student who has not yet earned a bachelor's degree.
Undergraduate Teaching Fellows	A program offering outstanding students an opportunity to work in meaningful academic employment within their major field. Students chosen as Teaching Fellows are assigned to work with a faculty member in the classroom and are supervised by a faculty mentor.

University Studies Requirements	Requirements that all students, regardless of major, must satisfy in order to qualify for a bachelor's degree.
Upper-Division Courses	Courses numbered at the 3000-level or higher that are usually taken during a student's junior and senior years.
USHE	Utah System of Higher Education
USU Position Types	
Regular Faculty	Generally, a faculty member on a full-time, two semester-equivalent contract equals one faculty FTE.
Adjunct / Wage Rated Faculty	Generally, an adjunct/wage-rated faculty FTE equals an amount of instruction generated by adjunct, wage-rated, and overload faculty which is equivalent to the instruction generated by a regular faculty member on a two-semester contract.
Teaching Assistants	Generally, a teaching assistant FTE equals a teaching assistant on a full-time two semester work equivalent contract.
Executives	Generally, an executive FTE equals an employee in an executive position on a 12-month contract. Included are the following positions: president, vice presidents, provost, vice provosts, associate vice president/provost, assistant vice president/provost, deans, and the equivalent of these positions.
Staff	Generally, a staff FTE equals an employee on a 12-month contract not serving in an executive position. Two broad categories include Exempt and Non-Exempt (referring to FLSA).
Wage Payroll	Hourly employees
Waiver	Financial aid award which waives tuition only for identified students; limited by legislative statute. Tuition waivers result in a reduction of tuition revenue.
Webmail	USU's e-mail system that can be accessed through the Worldwide Web.

Sources:

<http://www.usu.edu/ats/generalcatalog/PDF/2006-2007/14Glossary.pdf>

<http://www.governor.utah.gov/gopb/budgetprocess.html>

USU Office of Budget and Planning