

Glossary of University Terms

“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.

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. To find out their assigned A-Number, students should follow the link found at:

<http://www.usu.edu/registrar/access/index.cfm>

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. See page 40 for more information.

Academic Probation

The status assigned to a sophomore, junior, or senior with a cumulative GPA of less than 2.0. See page 40 for more information.

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. For more information, see page 41.

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. Further details about this procedure are found on pages 40-41.

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. See page 40 for more information.

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. See page 40 for more information.

Academic Warning

The status assigned to a freshman student with a cumulative GPA of less than 2.0. See page 40 for more information.

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. See page 62 for more information.

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.

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.

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. See page 58 for further information. 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. To find out their assigned A-Number, students should follow the link found at:

<http://www.usu.edu/registrar/access/index.cfm>

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.

Glossary of University Terms

Cashier

The financial officer of the University who receives payment of tuition and miscellaneous fees.

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. See page 63 for more information.

College Work-Study

A form of financial aid based on need which provides students with paid employment while in school.

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.

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. Students need to average a minimum of 15 credit hours per semester in order to graduate in four years.

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.

Course Reference Number (CRN Number)

A five-digit code that identifies a specific course. CRN numbers may be found in the *Schedule of Classes*.

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 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.

Glossary of University Terms

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.

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.

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 (EHR)

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.

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.

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.

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.

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.

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 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, Student Center 304, (435) 797-3373.

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.

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.

Glossary of University Terms

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.

Latin Scholastic Distinctions

To qualify for Latin Scholastic Distinctions at graduation (including Summa Cum Laude, Magna Cum Laude, and Cum Laude), a student must have completed a *minimum* of 40 USU semester credits. For details of how to earn these distinctions, see page 59.

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. Regulations concerning a leave of absence can be found on page 37.

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.

Loan

Loaned money which must be repaid over a period of time. Typically, a student must repay the loan amount plus interest.

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.

Nonmatriculated Student

An individual who may be enrolled in courses at a college or university, but is not working toward a degree.

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. (See page 39 for more information.)

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. At USU, a student's initial PIN Number is his or her birthdate (MMDDYY). 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 increase between 13 and 18 credits. The tuition amount increases again for students who enroll for more than 18 credit hours.

Glossary of University Terms

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. For policies governing the registration purge, see page 37.

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.

Rhetoric Associates

Students with outstanding communication skills in reading, writing, and speaking who are selected to help other students. Rhetoric Associates are assigned to serve as initial readers for 10-15 students in a class, following up their written comments with individual conferences.

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.

Schedule of Classes

The publication which includes course offerings for a specific term and year.

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-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.

Glossary of University Terms

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 Installment Plan (TIP)

The Tuition Installment Plan (TIP) allows students to defer a portion of their tuition until later in the semester. To apply for the TIP, print the application found at:

<http://www.usu.edu/registrar/cashier/index.cfm>, and complete the information as directed on the form. For details about participation in the TIP, see page 43.

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 (as detailed on page 43), the surcharge may be waived.

Tutor

An individual who provides private instruction or coaching.

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. For more information, see pages 49-57.

Upper-Division Courses

Courses numbered at the 3000-level or higher that are usually taken during a student's junior and senior years.

Webmail

USU's e-mail system that can be accessed through the Worldwide Web.

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
EHRS	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