

GLOSSARY OF TERMS

This glossary contains definitions of terms and abbreviations used throughout the catalog. Students can consult this list for more specific information about common terms connected to programs, courses, and policies.

ACADEMIC TERM – A period of instruction. During the fall and spring, the term is a standard 16-week semester. During the summer, various length periods of instruction are offered: intercession of approximately two weeks, two five-week sessions, a six-week session, an eight-week session, and a full session. The term regular semester refers to fall or spring semester.

ACADEMIC YEAR – For the student, the traditional annual cycle of academic terms: fall, spring, and summer.

ACADEMIC SUSPENSION – Denial of all registration privileges for a specified period of time (usually two full semesters) because of failure to meet academic standards.

ACADEMIC PROBATION – The failure of a student to meet the standards required for good standing. Student will be placed on academic probation for one semester.

ACCREDITATION – Certification that the College or program has met established standards and is recognized by appropriate accrediting agencies.

ADMISSION – Status of students who have applied and have been accepted to the university.

AUDIT – A registration status which allows a student to attend and to participate in a course without benefit of a grade or credit.

ADDITIONAL REQUIREMENTS – Courses from one or more departments or programs that are required in support of the major. Such courses are not included in the minimum 2.0 grade point average required in the major for graduation and may be waived or substituted at the discretion of the major department or program. Additional requirements normally may be applied toward a minor. They also may be applied toward General Education requirements unless specifically prohibited by the department certifying the major.

AREA OF CONCENTRATION – Twelve semester hours of authorized related 300-level or above courses, outside the student's major, that complete the requirement for a secondary area of study.

ASSOCIATE'S DEGREE – Degree awarded upon satisfactory completion of a prescribed, planned program with at least 60 credits, including general education, communication, and computation requirements.

BACCALAUREATE – Bachelor's degree: the traditional undergraduate degree. Awarded for completion of an undergraduate program of study with a minimum of 128 semester hours, the last 30 of which must be taken at Northern. Bachelor's degree's are comprised of general education courses, a major, elective courses, and in some cases a minor.

BACHELOR OF ARTS (BA) – Baccalaureate degree awarded from the College of Arts and College of Education & Sciences and/or the College of Professional Studies. Degree requirements include a minimum of 128 semester hours, a grade-point average (GPA) of at least 2.00 on all work successfully attempted at Northern, and forty-five semester hours of 300-level or above completed coursework.

BACHELOR OF SCIENCE (BS) – Baccalaureate degree awarded from the College of Arts & Sciences, College of Business, and the College of Professional Studies. Degree requirements include a minimum of 128 semester hours, a grade-point average (GPA) of at least 2.00 on all work successfully attempted at Northern, and forty-five semester hours of 300-level or above completed coursework.

BOARD OF REGENTS – The governing body of the State University System.

BURSAR – Office responsible for assessment and collection of tuition and fees.

CAPSTONE – A course, project, paper, presentation, event, or exhibit that must be completed, usually in the senior year, before graduation. A capstone demonstrates in an integrated way everything that has been learned during a major.

CATALOG EXPIRATION – Catalog regulations effective for a period of eight years.

CATALOG IN EFFECT – The university catalog in effect at the time of a student's first enrollment as a degree seeking student. Governs graduation requirements in absence of an authorized catalog change form filed with Office of the Registrar.

CONSORTIUM – A group of member institutions which offer courses to NKU students. Member institutions include: Art Academy of Cincinnati, Athenaeum of Ohio, Chatfield College, Cincinnati Bible College & Seminary, Cincinnati State Technical and Community College, College of Mt. St. Joseph, Hebrew Union College-Jewish Institute of Religion, Miami University, Northern Kentucky University, Thomas Moore College, Union Institute, University of Cincinnati, Wilmington College, and Xavier University.

CONTACT HOURS – The number of weekly hours student meets in a class, lab, studio, clinical, or class/lab.

CONTINUOUS ENROLLMENT – Enrollment not interrupted by non-attendance for either consecutive fall and spring semesters, or consecutive spring, summer, and fall semesters. Continuous enrollment is automatically broken by the act of disqualification or exclusion and starts over with the next term of enrollment.

CORE REQUIREMENTS – A common set of courses within a major or minor that all students are required to complete.

COREQUISITE (COREQ:) – A course which must be taken concurrently with one or more additional courses. Subject matter is usually similar or complementary. Corequisites are shown at the end of course descriptions.

COURSE LOAD – The total number of semester hours registered for in a given academic term.

CREDIT CONTINUING EDUCATION – Coordinate college credit opportunities for nontraditional students, their communities, and their employers.

CROSSLISTED COURSE – A course listed for credit under more than one discipline. The course may be taken only once for credit.

CUMULATIVE GRADE POINT AVERAGE – An average GPA calculated by dividing the total number of quality points/grade points obtained (credit hours X grade points) by the number of credit hours attempted during all academic sessions.

DEGREE – A title which the university confers on a student who has satisfactorily completed a required course of study. Degree requirements are established by the University, colleges and departments, and are approved by the University faculty, administration, and authorized by the Kentucky Council on Postsecondary Education.

DIRECTED ELECTIVE – One of a specified group of courses within the major/minor from which students must make selections within a major or minor.

DISCIPLINE – A recognized subject area or field of study within which courses and research are structured.

DISTANCE LEARNING – Courses offered for credit by an alternative means of delivery for students who need college credit but are unable to travel to campus on a regular weekly basis, e.g. telecourses, interactive video, or online computer communications.

DOUBLE-COUNTING – Allowing one course to fulfill two separate requirements concurrently; e.g., allowing one course to fulfill both a major requirement and the upper-division writing skills requirement, or allowing one course to fulfill both a major or minor requirement and a General Education CORE requirement.

DOUBLE MAJOR – Earning a baccalaureate degree in two separate disciplines/majors, e.g. a Bachelor of Arts in History and English degree or a Bachelor of Science in Finance and Industrial Relations degree. Student must meet all requirements for each major. Student pursuing two or more majors concurrently must designate one major as the primary major.

DROP/ADD – A period of time when students can alter class schedules by dropping or adding courses or changing sections of a course. Begins after a student registers and generally ends after the first week of classes each semester.

ELECTIVES – Courses selected at a student's discretion. Electives may be partially restricted, such as a selection from a specified group of courses identified to fulfill a par-

ticular requirement or they may be “free” electives which may be selected from any course for which the student has proper prerequisites. Electives provide opportunities for students to pursue personal interest and to gain general knowledge.

ENROLLMENT – Registration for course work and payment of fees constitutes official enrollment.

FOCUS – Six to nine semester hours of courses, typically in a single discipline, within the minor.

FREE ELECTIVES – A course, chosen from all available ones, in an area of the students interest. Student must meet all prerequisites.

FULL-TIME ENROLLMENT – Usually a minimum of 12 semester hours in the fall and spring terms and a minimum of 9 semester hours in the summer term.

GENERAL EDUCATION – A university-wide requirement of basic courses that form the foundation of all undergraduate degree programs.

GOOD STANDING – A sliding scale of academic status achieved by students for semester hours attempted. Determines eligibility of students to continue to register for university course work.

GRADE POINT AVERAGE (GPA) – A measure of academic scholarship and performance which is computed by dividing credit hours attempted into grade points earned to determine the mean average grade of all courses taken for credit. Does not include courses taken as pass/fail.

GRADUATE STUDENT – A student who has earned a baccalaureate degree and who has been admitted to the Graduate School to pursue a master’s graduate degree program.

GRADUATION HONORS – graduating seniors are eligible for cum laude designations on diplomas and transcripts if their complete academic records show at least 64 hours in residence at the University and meet the following criteria:

- cum laude: 3.50-3.74 total GPA
- magna cum laude: 3.75-3.89 total GPA
- summa cum laude: 3.90-4.00 total GPA

INDEPENDENT STUDY – An upper-division course designated by a special number within a discipline. Allows a student to pursue an individual project independently, for credit, under the supervision of an instructor. Requires consent of the instructor.

JOINT DEGREE – Designated as a specific graduate-level program which, upon the successful completion of all requirements, awards a Juris Doctor/Master of Business Administration degree.

KENTUCKY VIRTUAL UNIVERSITY (KYVU) – A student-centered, technology-based system for the delivery of postsecondary education that is accessible, efficient, and responsive. Based on the Home Campus concept of organization. All transactions (e.g. registration, billing, payments, book orders, etc.) are handled by a single entity either a campus or the KYVU.

KTLN (K) – Kentucky TeleLinking Network offering distance learning and interactive video courses across the state.

KET COURSES – Telecourses, where lecture and other visual material is presented via television (KET and Insight Cable) for students who need college credit but are unable to travel to campus more than three to five times a semester.

LEARNING COMMUNITY CLASS (L) – One of three popular courses grouped together for first-semester students.

LEARNING COMMUNITY – Small group of first-semester students who take three popular courses together.

LEC, LAB – Abbreviations for the words lecture and laboratory used to indicate how many credit hours are earned in lecture and how many in laboratory sections (for example, 3 Lec., 1 Lab).

MAJOR – A set of required courses from one or more departments in a subject of academic study chosen as the student’s principal field of study. Designed to provide students with the knowledge, skills, and experiences necessary to pursue a specific career and/or advanced study.

MASTER’S DEGREE – A postbaccalaureate degree offered in accountancy, business administration, computer science, education, information systems, nursing, public administration and technology. All master’s degree candidates must maintain a 3.00 GPA

and complete the degree coursework within a twelve-year period. Graduate programs vary according to department.

MATRICULATION – Enrollment as an admitted, degree-seeking student.

MINOR – An officially-recognized secondary field of study requiring fewer units than the major. A minor must be in an approved subject area. Less comprehensive than the major.

OPEN REGISTRATION – Registration period for students who did not register during priority or early registration to select and enroll in courses. Typically for new students who have received written notification of acceptance from the Office of Admissions or continuing students.

PCC – Pre-college curriculum requirements established by the Kentucky Council on Postsecondary Education for all students seeking admission to the university.

PCC DEFICIENCY – Students who have not met the pre-college curriculum deficiency or who have ACT or SAT scores below those required for entrance into college-level courses. Admitted to university with stipulated or restricted admission status.

PREREQUISITE (PREREQ:) – Requirement or requirements that must be taken and passed before a higher level course may be taken. Sometimes, permission of the instructor or another requirement (such as graduate status) may be a prerequisite for a course. Prerequisites may include: (1) Course or courses that must be completed before a higher-level course may be taken, sometimes allowed by the instructor to be taken concurrently; (2) Courses outside the major department that must be completed before admission to the major; (3) successful completion of high school courses (as in languages); (4) minimum SAT or ACT scores or sub-scores; (5) minimum placement test scores; or (6) acceptance into a certain program.

PRIORITY REGISTRATION – Designated period of early registration for currently enrolled students.

PROBATION/SUSPENSION POLICY – A student who fails to meet the requirements for good standing will be placed on probation for one semester. Failure to meet the required cumulative GPA levels for good standing status by the end of the probationary semester will result in suspension unless the student’s GPA is at least 2.00. No student will be suspended without having attempted at least 15 semester hours. While on probation, a student’s coursework and extracurricular activities are restricted.

QUALITY POINTS – The number points attributed to a grade (A=4, B=3, C=2, etc.) times the number of credit hours in the course.

REGISTRAR – Department responsible for registering students into classes, maintaining academic records, and certifying degree requirements for graduation.

RESTRICTED ADMISSION – Students with pre-college curriculum deficiency or with two or more low ACT scores. Designated at University Studies students who may not declare a major until the deficiencies/low scores have been resolved by appropriate courses.

SERVICE COURSE – A course approved for the General Education Program which also will fulfill specific College or department degree requirements.

SPECIALIZATION – A defined course of study that includes at least 12 hours in the discipline (other than core courses for the major) designed to prepare students for a specific profession or career.

SPRINT COURSE – A course earning full-semester credit which is scheduled within a compressed time period, usually 10 weeks.

STIPULATED ADMISSION – Student accepted for admission when he or she has no more than one low ACT test score or has demonstrated readiness for college courses through placement testing in all but one “low ACT test score” subject area.

TRANSCRIPT – An official document that lists the entire academic record of a student at the university.

TRANSFER CREDIT – Course work completed at another institution that is accepted for credit toward a degree at the university.

UNDERGRADUATE – A student working toward an associate degree or a baccalaureate degree.