

# ACADEMIC DEFINITIONS

**Academic Standing:** The academic standing of the student is based on their scholastic achievement each semester. The student's semester GPA and cumulative GPA determines their Academic Standing. Good Standing, Academic Warning, Academic Probation, and Disqualification are the academic standing designations that are printed on the student's academic record at the end of each semester/term.

**Accreditation:** The process whereby a nationally recognized agency or organization grants public recognition to a unit of an educational organization indicating that it meets established standards of quality.

**Admissions:** The formal process by which a student is given acceptance to enroll in a specified degree/program/credential. Decision to admit a student is based on criteria listed in the university catalog.

**Advanced Standing:** A required process for all graduate students to declare their intent for degree completion. To declare their intent, a student must submit a completed Application for Advanced Standing Form and the Application for Graduation to the Office of Graduate Academic Services or Regional Campus. The forms, along with the students' academic records are reviewed. Students will be notified of their advanced standing status. Students who obtain advanced standing status qualify to enroll for their culminating degree requirements. See catalog section Advanced Standing for specific requirements.

**Approved Catalog Course:** Course approved by the sponsoring College Curriculum Committee and/or College Dean.

**Articulation:** The process of reviewing coursework from other institutions for the sole purpose of transferring the coursework to the University of La Verne. The articulation of transfer credit is based on policies and procedures approved by the University of La Verne Faculty.

**Audit:** Enrollment in a course for information only. Student does not earn credit for the course. Can only receive a grade of "AUD". Regular attendance in the class is customary without other participation required.

**Campus of the Course:** The designation on the Schedule of Courses where a course is being taught. The university is a multi-campus institution with locations throughout California and on-line.

**Campus of the Student:** The campus of the student is the location to which the student is admitted. The university is a multi-campus institution with locations throughout California and on-line. The campus where the student is admitted maintains the student academic file and has responsibility for academic advising.

**Certificate:** Formal acknowledgement that a student has completed a prescribed curriculum of courses leading to a certificate or similar non-degree award. Certificates can be created for all student levels (Undergraduate, Graduate, Doctoral, Law, Professional Development). Students are not required to be admitted to a certificate. Students admitted to a degree program can complete a certificate concurrently.

**Certificates Issued by the University of La Verne:** A prescribed curriculum of courses developed by the faculty of the university to recognize successful completion or authenticate a student has obtained a body of knowledge in a particular area.

**Certificates issued outside of the University of La Verne:** A prescribed curriculum of courses following mandates by an outside agency to

recognize successful completion or authenticate a student has obtained a body of knowledge in a particular area.

**Challenge Exam:** An exam taken by the student to demonstrate competency in a course for semester hour credit.

**Class Standing:** A standard systematic approach to identify undergraduate student's progress into one of the 4 class standing levels:

Level	Semester Hours
Freshman	0 to 27
Sophomore	28 to 59
Junior	60 or 91
Senior	92 to 128 and above

**Concentration in a Major:** Courses approved by the major department within the major with a particular area of interest or focus. A concentration in the major requires 12 - 20 upper division semester hours. The concentration is printed on the transcript and on the diploma. Included in the 40 SH minimum required for the major.

**Core Requirements for a Major:** Courses required by the major department to be completed by all students who have declared this major. Core requirements cannot be waived. Major advisor can approve a substitution. Included in the 40 SH minimum required for the major.

**Co-requisite or concurrent enrollment for a course:** Courses/requirements/performance/competencies that require a student to be enrolled concurrently with a corresponding course.

**Course Level:** A course is assigned to a level relative to the intended complexity of the course outcomes or the expected level of student competencies. The course content is the primary determining factor in assigning a course level. Within course level there are discipline categories: Pre-College, Lower Division, Upper Division, Graduate/Doctoral Division, Professional Development Division.

**Course Numbering:** A systematic approach to assigning the appropriate number and degree level of a course. The course number reflects the expected outcomes and the degree of difficulty. Once a subject prefix and number have been assigned to a course it cannot be re-used.

**Course Substitutions:** The substitution of a required course with an alternative course(s) that meets the same outcomes. Note: substitution of a required course that has fewer semester hours or is not at the same course level does not reduce the number of semester hours required to meet degree requirements, including upper division requirements. Reductions in the catalog stated minimum must have departmental approval. University minimum requirement as stated in the catalog must always be upheld.

**Course Waivers:** Course outcomes can be met through a nontraditional course mode. For example, students can test out of a subject (CLEP/ DANTES) or demonstrate competency through certification. Note: Waiving a required course does not reduce the credits required for degree requirements; rather it will increase the number of electives required. Reductions in the catalog stated minimum must have departmental approval. University minimum requirement as stated in the catalog must always be upheld.

**Credential:** Recognition by an outside agency that an individual can practice or engage in a specified field/service. The outside agency recognizes the individual has completed or attained a pre-determined

qualification which results in permission to practice or engage in an approved service. Certification can occur in one of the two following ways

- Certification – recognition by a non-government agency
- License – legal recognition by a government agency

**Degree Seeking Student:** Students who are formally admitted to a program of study leading to a degree.

**Deleted Catalog Course:** Courses permanently inactivated in the University official catalog of courses that resides in the University Student Information System. Cannot be offered in a future term. To permanently delete a course, a Change of Course Form must be submitted to the Office of the Registrar.

**Disciplinary Action:** Any action taken with reference to a student or a group of students whose behavior is at variance with institutional standards/policies. In practice disciplinary action refers primarily to the steps taken by the institution in response to the misconduct of a student or group of students.

**Double Majors:** Students can select two majors from two different academic disciplines. All requirements from both majors must be completed as listed in the university catalog. Courses applied to one major cannot be applied to the second major. Student will obtain a single degree with two majors. Both majors are printed on the transcript and diploma.

**Elective Courses for a Major:** Electives in the major allows a student to select from a list of approved courses or courses agreed upon with the advisor. The number of elective courses required is variable as students usually use this category to meet the minimum number of units needed for the major. Students can apply one course from the major core or major electives towards a GE requirement. All elective courses must be completed with a grade of C- or better.

**Emphasis in a Major:** Courses approved by the major department with a particular area of interest or focus. An emphasis can be completed with 11 Semester hours or less. These courses can be included in the electives for the major. Courses must be completed with a grade of C- or better. Not printed on the transcript or diploma.

**Expulsion:** Involuntary disciplinary dismissal from the university. The Student is not allowed to return to the university at a later date. The student's permanent academic record will reflect "Student expelled for disciplinary reasons"

**Good Academic Standing:** Matriculated Students who maintain Normal Academic Progress can be certified as being in good academic standing. Students who are not in good academic standing run the risk of not being able to continue at the university. See catalog statement for Normal Academic Progress.

**Hybrid:** A course in which the number of in-person class sessions has been replaced significantly (10% up to a maximum of 50%) by on-line delivery, but still requires a predetermined schedule of in-person sessions.

**Instruction Hours:** The hours students are provided the opportunity to engage in a scheduled educational activity planned by and/or under the direction of a university faculty member.

**Major:** A body of specified courses approved by faculty in an academic discipline. A major is one of the requirements a student must meet

to obtain a Bachelor's degree. Printed on the students transcript and diploma.

**Major Requirements:** Major requirements as stated in the university catalog is a contract with the student. The catalog articulates what requirements a student must complete in their major to obtain a degree from the University of La Verne.

**Matriculated Student:** Students who have been formally admitted into a program of study and are enrolled in classes at the University of La Verne.

**Minor:** A body of specified courses approved by the faculty in an academic discipline with fewer requirements than a major. Minors are printed on the student's transcript but not printed on the diploma.

**Non-Degree Student:** Students who are enrolled in classes without being formally admitted to a program of study. Refer to catalog for time/SH limits.

**Non-Matriculated Student (Guest Student):** Students who have NOT been formally admitted into a degree program but are enrolled in courses at the University of La Verne.

**On-line Course:** A course that does not require the student to attend the class in an in-person classroom setting. Course delivery is 100% online.

**Pre-requisite to a Course:** Courses/requirements/performance/competencies required to be completed prior to enrolling into the requested course. Departments can permit exceptions by doing a registration override.

**Pre-requisites for a Major:** Entry level courses required by the major department to be completed prior to enrolling in the core requirements for the major. Some schools/programs require this body of courses to be completed prior to matriculating/declaring the major. All courses must be completed with a grade of C- or better. Pre-requisite courses are not included in the 40SH minimum for the major. Major advisors can waive or substitute another course. Not all majors have this requirement. These courses can also be used for General Education requirements.

**Program of Study:** A faculty approved grouping of courses and requirements leading to a specified degree/credential/certificate. The requirements for the program of study are listed in the University catalog. Students must successfully complete all stated requirements to obtain the degree/credential/certificate.

**Supporting requirements for a major:** Entry level courses recommended/required by the major department that are outside the major discipline. Must complete with a grade of C- or better. Not included in the 40SH Minimum for the major. Major advisor can waive or substitute another course. Not all majors have this requirement. Can also be used for General Education requirements.

**Student Level:** The level of the student is determined at the time of their application for admission. This is based on the students intended degree program. Verification of degree/credential is required for most degree programs for full admission. This is dependent on program requirements.

**Suspension:** Involuntary separation of a student from the university by administrative action. Suspension allows for a plan for the student to return at a later specified date.

**Suspension of Courses in the University Catalog:** The inactivation of a course in the University official catalog of courses that resides in the

University Student Information System. Courses are not viewable on MyLaVerne. To inactivate a course, a Change of Course Form must be submitted to the Office of the Registrar. Inactivated courses cannot be offered until the course has been officially reactivated by the Office of the Registrar. To re-activate a course, a new Change of Course Form must be submitted to the Office of the Registrar prior to submission of the schedule Worksheet.

**Time Status:** Refers to the student's enrollment status; full-time, three-quarter time, half-time, less than half-time.

**University Academic Policies:** Academic policies as stated in the University catalog are to be upheld by university officials. Students have the responsibility to be aware of the policies and to consult with University officials for clarification. Exceptions to the policy can be requested via the appropriate academic appeal committee.