

GLOSSARY

Updated March 7/12

-A/B-

Academic Misconduct: This refers to dishonest student behaviours that subvert academic standards. Examples include plagiarism, cheating, improper research/academic practices, obstruction of the academic activities of another, impersonation, falsification or unauthorized modification of an academic record, aiding and abetting academic misconduct. See *Regulations and Policies* in the Course Calendar.

Admission: The process of applying to and providing the necessary documentation to enroll in a degree credit program at The University of Winnipeg.

Adult Learner: Any person who has been out of the educational system for three years or more and is taking courses with an educational goal in mind. Adult learners can be attending university for the first time, returning after a significant break, transferring credits from other post-secondary institutions, or seeking a second degree.

Alumni: Graduates of University degree programs and PACE (Professional, Applied and Continuing Education) certificate and diploma programs are collectively called alumni. Upon graduation, these students automatically become members of the Alumni Association. Students who have successfully completed 30 credit hours of degree-credit courses may apply for Associate Membership.

Appeal: An avenue of recourse available to students who wish to seek redress for what they deem to be an unfair decision of a faculty member or the University administration, or to obtain exemption from a policy or regulation. Appeal procedures are outlined in *Regulations and Policies* in the Course Calendar. Examples include defined exams, incomplete term work and grade appeals.

Audit: An audit student is someone who has paid a reduced fee and has been granted permission by the instructor and department to sit in on a course. An audit student may not participate in the class, except by invitation of the instructor, and is not entitled to write tests or exams, to have work graded, or to receive course credit.

-C-

Challenge for Credit: A method through which a student may be able, with appropriate evidence and documentation, to obtain credit for learning acquired outside the University. PLAR or 'challenge for credit' procedures are outlined in the *Regulations and Policies* section of the Course Calendar. For more information, contact Adult Learner Services.

Chair: The head of an academic department.

Cognate Course: A course from a related discipline deemed to complement the chosen area of study and to encompass knowledge and skills relevant to that area. Example: Courses in Sociology are cognate courses for Psychology.

Collegiate: The division of the University which offers a Grades 9 – 12 high school program.

Contact Hours: This term refers to the total number of hours of instruction for a specific course. This number includes weekly lectures, labs, and tutorials, as well as any other ischeduled requirements.

Convocation: The ceremony at which degrees are conferred upon students, after which they are called graduates or alumni.

Coordinator: The head of an interdisciplinary program or department unit.

Corequisite: A specific course or requirement which must be undertaken at the same time as a prescribed course, if it has not already been completed.

Course Calendar: The annual publication which provides key information for students on many aspects of their studies at The University of Winnipeg. It outlines admission requirements, general regulations, degree requirements, grading policies, course descriptions, and other information pertinent to an education at the University. It may be purchased in print form or found on the University's website.

Credit Hours: The "weight" of a course reflecting the amount of class time. Most courses are valued at **6 credit hours** (three lecture hours per week for TWO terms) or **3 credit hours** (three lecture hours per week for ONE term). The number of credit hours is noted in brackets after the course number. Example: PSYC-1000(6) Introductory Psychology is worth 6 credit hours. A student must successfully complete a specified total number of credit hours as part of meeting degree requirements. For example: 90 credit hours must be completed for a three-year BA. A student must also successfully complete a specific number of credit hours in the Major subject. See *Degree and Major Requirements* as well as *Areas of Study* in the Course Calendar.

Cross-listed: A course which is cross-listed by two academic departments (e.g. MATH and STATS; HIST and CLAS; ECON and BUS) relates in content and perspective to both disciplines. As such, it may be offered under either department's course number. A cross-listed course may be used to partially meet the Major requirements of either department, regardless of the course number at

the time the course was successfully completed. Note: There are a few courses cross-listed by three departments (for example, UIC, IS and BUS).

-D-

Dean: The administrative head of an academic unit at the University.

Deferred Exam: The opportunity granted to a student by the Senate Appeals Committee or an academic department to write a final exam or final test at an alternate time from the scheduled date. Appeal procedures are outlined in *Regulations and Policies* of the Course Calendar.

Discipline: A branch of knowledge or learning.

-E-

Elective: A course not prescribed by the requirements of a program, but acceptable within that program and chosen by the student.

Experiential Learning: Uses direct experience and reflection on that experience as a means of learning. It includes activities such as co-ops, practica, internships, fieldwork, service learning and PLAR.

Experimental Courses: New courses offered by departments on a trial basis to gauge interest in particular topics. In the Course Calendar, descriptions of experimental courses are included at the end of each department's section.

-F-

Faculty Members: The teaching and research staff of the University.

Faculty: A Faculty is a division of the University. The University of Winnipeg has the Faculties of Arts, Business and Economics, Education, Kinesiology, Science, and Theology.

Fee Payment Schedule: This term refers to the schedule of fee payment dates and deadlines for students. The dates are set by Financial Services and are not negotiable.

FIPPA: The acronym for the Freedom of Information and Protection of Privacy Act of the Government of Manitoba.

Full-Time Student: A student who is registered for a minimum of 9 credit hours per term.

-G-

Grade Point: The numerical value given to an alphabetical letter grade used in the assessment of academic performance.

Grade Point Average: A numerical index of performance, the Grade Point Average or GPA is calculated by dividing the number of weighted grade points achieved by the number of credit hours successfully completed. A cumulative GPA is based on all course attempts for which grades were received. The graduation GPA is based only on those courses which are presented for graduation (e.g., the best 90 credit hours for a 3-Year Degree that satisfy degree requirements, excluding failed courses and using the best grade in any course that was repeated).

Graduation: The process whereby students, having completed all the requirements in a prescribed course of study, are awarded the degree(s) earned, after which they are called graduates or alumni. A student must apply, in advance, for graduation – see *Regulations and Policies* of the Course Calendar.

-H/I/J/K/L-

Humanities: Refers to the study of ideas about human culture and its expression through art forms and systems of thought. Disciplines designated as Humanities at The University of Winnipeg include Aboriginal Languages, Classics, East Asian Languages and Cultures, English, French Studies, German Studies, History, Italian Studies, Philosophy, Religion and Culture, Spanish Studies, Theatre and Film, and Women's and Gender Studies.

Humanities Requirement: The obligation of students in all degree programs to complete a minimum of 12 credit hours of Humanities courses. See *Degree and Major Requirements* of the Course Calendar for a list of courses which may be used to meet this requirement.

Incomplete: This term refers to the opportunity, granted to a student by the Senate Appeals Committee or an academic department, to complete items of term work after the end of the evaluation period for a course. Appeals procedures are outlined in *Regulations and Policies* of the Course Calendar.

-M/N/O-

Major: The major is the area of specialization undertaken as one of the requirements for a degree. Departmental majors require a student to take a minimum number of courses in an individual department. Interdisciplinary majors require a student to take relevant courses from a variety of departments in order to specialize in a topic which crosses disciplinary boundaries.

Non-Academic Misconduct: Students have a responsibility to act in a fair and reasonable manner in their interactions with their peers, faculty, staff, and administration and in their use of university property. Examples of Non-Academic Misconduct include threats, using abusive language, violence, and disruptive behaviour. See *Regulations and Policies* in the Course Calendar.

-P/Q-

Part- Time Student: A student who is registered in fewer than 9 credit hours per term.

PHIA: The acronym for the Personal Health Information Act of the Government of Manitoba.

Plagiarism: This is a form of academic dishonesty where an individual presents work of another person, in whole or in part, as his or her own. Here "work" includes essays, oral presentations, lab reports, art and performance compositions, diagrams, computer reports or software, research results. Plagiarism also includes submitting the same work for evaluation to more than one course without the consent of each instructor to do so. See Student Discipline under *Regulations and Policies* of the Course Calendar.

PLAR: The acronym for Prior Learning Assessment and Recognition at The University of Winnipeg. PLAR or 'challenge for credit' procedures are outlined in the section *Regulations and Policies* of the Course Calendar.

Practicum: A course of study based on the practical application of theory to field work or research. In the BEd program, practicum applies to the courses and/or time that students spend in the schools student teaching.

Pre-Professional Studies: A group of courses that can be taken here and used to fulfill the admission requirements for professional programs at other Canadian universities. Admission requirements may be taken at The University of Winnipeg for professional faculties and schools including Architecture, Chiropractic, Dental Hygiene, Dentistry, Engineering, Journalism, Law, Management, Medicine, Nursing, Occupational Therapy, Optometry, Pharmacy, Physical Therapy, Social Work and Veterinary Medicine.

Prerequisite: The preliminary requirement which must be met before a course can be taken.

Prerequisite Waiver: Written permission from the instructor and/or Department for a student to register in a course without the stated prerequisite.

Professional, Applied and Continuing Education (PACE): Formerly known as the Division of Continuing Education, PACE offers non-degree credit courses and certificate/diploma programs in areas such as Information Technology, Public Relations, Human Resources, Educational Assistant Training, Languages and Management. For more information, see PACE on the University's website.

-R-

Registration: The process of officially enrolling in courses for a particular term(s).

Residence Requirement: The total number of credit hours that must be taken at The University of Winnipeg in order to qualify for a degree from the University.

-S-

Science: The disciplines that are devoted to the systematic observation of and experimentation with the material and the functions of the natural or physical world. Disciplines designated as Natural or Physical Sciences at The University of Winnipeg include Biology, Chemistry, Geography (Physical) and Physics. Mathematics and Statistics are usually included among the Science disciplines although they deal with abstract numerical relationships rather than with the natural or physical world.

Science Requirement: The obligation of students in all Bachelor of Arts and Bachelor of Business Administration degree programs to complete 6 credit hours of Science courses. Students in some Science degree programs may have additional science requirements to fulfill besides the courses in their major department.

Social Science: The scientific study of society and social relationships and behaviour. Disciplines designated as Social Sciences at The University of Winnipeg include Anthropology, Economics, Geography (Human and Regional), Politics, Psychology and Sociology.

Social Science Requirement: The obligation of students in Bachelor of Arts 4-year and Bachelor of Business Administration 4-year degree programs to complete 12 credit hours of Social Science courses.

-T-

Term: A designated period in the academic year during which courses are offered. Typically, **Fall Term** runs from September to December and **Winter Term** runs from January to April. **Fall-Winter Term** covers the entire period, from September to April. **Spring Term** spans from May to August, with courses starting on different dates throughout this time period.

Timetable: The list of courses which are offered during a particular term or terms.

Timetabling: The act of selecting and scheduling courses from the Timetable.

Transcript: The official document prepared by the Student Records Office of each student's complete academic history.

-U/V/W-

Undergraduate: A student registered in a program of studies which leads to a Bachelor's degree.

WebAdvisor: The University's online registration system. Anyone can go to the University's website and click on WebAdvisor to search and read about course offerings for an upcoming term. Admitted students with an ID and password can also use this system for other functions, such as to register for courses, review their student history/transcript, and access final grades.

Writing Requirement: This term, also called the Academic Writing Requirement, refers to the obligation of students to take a writing course. This requirement is intended to aid students in developing their writing skills and strategies to the level generally expected of university students. Students may be exempted from the requirement in accordance with one of the criteria listed in the *Degree and Major Requirements* section of the Course Calendar. Course descriptions for Academic Writing are included in the "Rhetoric, Writing and Communications" department section of the Course Calendar.