

UCO Academic Terminology

The purpose of this document is to create a common usage of many of the academic terms used on the UCO campus. The implementation of the SCT Banner system at UCO has impacted the use of some academic terms. Where there have been changes in usage, pre-Banner references are included. The UCO undergraduate and graduate catalogs and the Academic Policy Manual have additional details relating to many of the following terms. Terms used across many disciplines, rather than discipline specific, have been included in this document.

- I. **Program hierarchy and terminology:** All of the levels listed below (I. A. through E) appear on the student's transcript upon graduation. With the exception of the minor, all require RUSO and OSRHE approval to offer.
 - A. **Degree Level**
UCO offers degrees at the associate, baccalaureate and masters level. Degree level not offered at UCO is the doctoral.
 - B. **Degree**
UCO offers the following degrees: AAS, BA, BAED, BBA, BFA, BFAED, BM, BMED, BS, BSED, BAT, MA, MBA, MED, MFA, MM, MPA and MS.
 - C. **Concurrent Degree**
A term used to indicate the simultaneous completion of two undergraduate degrees in different programs. The student must complete a minimum of 139 credit hours (15 unique hours in one major at the 3/4000 level). The student earns separate academic credentials (for example, BS/BS, BS/BA, BS/BS) and is awarded separate diplomas. Degrees and majors are listed separately on the student's academic record (transcript). Refer to Academic Affairs Policies 1.3, 1.6 and 1.7 for more detailed information.
 - D. **Program**
OSHRE level three (Example: Chemistry).
 - E. **Major**
OSHRE level four (Example: Chemistry-Health Sciences). OSRHE uses the term "Option".
 - F. **Double Major**
A term used to indicate the simultaneous completion of two or more majors in the same program, at the same level (undergraduate or graduate). A double major cannot be earned in different programs (see concurrent degree. The student earns one academic credential (for example BS or BA) and is issued one diploma. Each major is listed separately on the student's academic record (transcript). Refer to Academic Affairs Policies 1.3, 1.6, and 1.7 for more detailed information.
 - G. **Interdisciplinary Programs**
Interdisciplinary Programs are programs in which multiple disciplines contribute to the major with no discipline contributing more than 50%* to the overall major course requirements.
 1. **Intra-college Interdisciplinary Programs/Majors**
An intra-college interdisciplinary program is one in which the majority of the courses making up the major reside in one college;

however, no discipline within that college houses more than 50%* of the major courses.

2. **Inter-college Interdisciplinary Programs/Majors**

An inter-college interdisciplinary program is one in which the courses making up the major reside in more than one college with no college having more than 50% of the major courses.

H. **Certificate**

Certificate programs bring together a related series of courses and requirements into a coherent body of study within a discipline or set of related disciplines. Certificate programs allow students and professionals to focus on areas of expertise or specialties that are either not offered by regular degree programs or represent narrow components within current degree programs (embedded).

1. **Academic Certificate (AC)**

An academic certificate is a transcribed program that is comprised of a minimum of 30 undergraduate or 9 graduate credit hours of credit bearing courses and related discipline specific requirements.

2. **Professional Certificate (PC)**

Professional Certificate (PC) programs are non-transcribed continuing education programs that are comprised of pre-approved, noncredit bearing Continuing Education Unit (CEU) courses and related professional requirements. PC programs are managed through the Center for eLearning and Customized Education (CeCE).

I. **Minor**

An approved group of courses differing from the student's major consisting of at least 18 hours.

J. **Substantive Change**

A substantive change includes the program modifications listed below. These program changes require board approval [Regional University System of Oklahoma (RUSO) and Oklahoma State Regents for Higher Education (OSRHE)].

1. An increase or decrease in the minimum total credit hours needed to complete a degree.
2. Program/major/certificate deletion.
3. Addition of new program/major/certificate.
4. Re-designation of degree type.
5. Re-name a program/major/certificate.
6. An addition or deletion of required courses in the major.

II. **Components within degree program**

A. **General Education (through Summer 2005)**

1. **OSRHE description**

A combination of courses comprising approximately one-third of a degree program which emphasizes the learning of facts, values, understanding, skills, attitudes and appreciations common to all

students as human beings. This combination will include the core mandated by the Oklahoma State Regents for Higher Education.

2. **General Education Electives**

A selection of non-specific courses from designated departments that complete the general education component

B. **University Core (beginning Fall 2005)**

UCO terminology for the general education component of a bachelor's degree program. Courses in the University Core introduce students to various ways of knowing and engage students in creative, scholarly, or research activities.

The University Core areas are:

Written and Oral Communication

Quantitative Reasoning/Scientific Method

Critical Inquiry and Aesthetic Analysis

American Historical and Political Analysis

Cultural and Language Analysis

Social and Behavioral Analysis

Life Skills

C. **Support Courses**

Courses that may meet general education/university core requirements and may also be specific prerequisites for a program. Support courses are not calculated as part of the major requirements.

D. **Major Components (1 through 5 are calculated as part of the major)**

1. **Major Requirements**

Courses required within the major component of the degree.

2. **Major Guided Electives**

A short list of courses within the major component from which a student must select.

3. **Major Electives**

Courses generally within the major discipline that are not specifically required, but may be selected to meet the minimum number of hours needed for the major component of the degree.

4. **Major Complementary Courses**

Courses outside the discipline that provide more extensive base knowledge for a subject matter content area.

5. **Major Core**

Courses common to the majors within a program. Approximately 50% of the major courses will be common to all majors within a program. (OSRHE 3.4.3.D)

E. **Professional Teacher Education**

A series of prescribed courses which, taken in conjunction with other degree requirements, prepare an individual to teach at the elementary and/or secondary level.

F. **Electives (Unrestricted or Free Electives)**

Courses selected by the student to bring hours to total required by the specific degree program.

G. **Regents GPA's (Grade Point Average)**

P, S, I, N, U, W, AUD, AUD-U and X do not contribute toward any of the GPA calculations.

1. **Cumulative GPA**

The average of all courses attempted in which a grade of A, B, C, D, or F was assigned.

2. **Retention GPA**

The average of all courses attempted in which a grade of A, B, C, D, or F was assigned, excluding any courses marked as repeated or reprimed. A maximum of four courses, not to exceed 18 hours, may be repeated. One term or two consecutive terms may be reprimed.

3. **Term GPA**

The average of all courses attempted during a term in which a grade of A, B, C, D, or F was assigned, excluding any courses marked as repeated or reprimed.

4. **UCO (Institution) GPA**

The average of all UCO courses attempted in which a grade of A, B, C, D, or F was assigned, excluding any courses marked as repeated or reprimed.

5. **Transfer GPA**

The average of all courses attempted from all institutions exclusive of UCO which a grade of A, B, C, D, or F was assigned and excluding any courses marked as repeated or reprimed.

6. **Major GPA**

The average of the courses applied to the major component of the degree. (II.D.1 through 5 of this document)

III. **Course Type Terminology**

A. **Standard**

A regular course has a unique subject and number combination and credit hour value. It may use a variety of delivery methods.

B. **Interdisciplinary Course**

An interdisciplinary course is one in which information from more than one discipline is combined with no discipline contributing more than 50% of the course content.

C. **Common**

Courses using numbers that are the same in all programs, are variable in credit hours and title, and cannot be used as a replacement for a specifically named/required course. All "common" courses use the standard grading mode, except workshops which use the grading mode of pass-fail (P/F) and field studies which may use either.

1. **Directed Reading (4920, 5920)** (deleted Fall 2003)

A course of readings designed by a faculty member in an area of study covering information not generally offered in the curriculum.

2. **Field Study (4940)**
A field study is a credit bearing activity which includes a long-term immersion into the topic being studied at a location pertinent to the topic and may include at least one overnight stay. It is an intensive on-site experiential learning or research based activity. A field study may be designed for a group of students or an individual student and may include multiple visits to the same site. Unlike a study tour, any associated travel is secondary to the subject being researched or the practical experience of the course. Field study may be international or domestic.
3. **Graduate Project (5980)**
A Graduate Project is individually designed and cooperatively created by the student and a faculty member who is an authority in the project's discipline area. The project may require in-depth reading, literature review, report writing, laboratory work, field work or other significant efforts.
4. **Independent Study (4930, 5930)**
This course involves research, directed reading, or other scholarly/creative work under the direction of a faculty member.
5. **Institute (4960, 5960)**
An institute is a brief intensive course of instruction on selected topics relating to a technical or professional field. An institute includes an evaluation of student learning through a project, paper, exam, etc.
6. **Internship (4950, 5950)**
An internship provides an applied, supervised experience in a field related to the student's discipline, normally off campus in business, industry, academe, the arts or government. An internship bears academic credit. The intern may receive a salary.
7. **Practicum (4900, 5900)**
A practicum is a course of study designed for students that involves the supervised on/off-campus practical application of previously studied materials. A practicum bears academic credit and is typically supervised by on-campus personnel. These are typically unpaid positions.
8. **Seminar (4910, 5910)**
A seminar is a course of study directed by a faculty member for group dissemination and discussion of information and is not regularly offered in the curriculum.
9. **Study Tour (4970, 5970)**
A study tour is a credit-bearing course in which the majority of the academic work is accomplished through group study and travel outside the UCO campus. It provides a group of students with an applied, supervised experience at an off campus location, whether foreign or domestic, for a minimum of two or more overnights, and enhances the student's classroom knowledge of an academic

- discipline(s) through first hand exposure. Once on site, travel during the study tour is an integral part of the learning process.
10. **Thesis (5990)**
A master's thesis is a major research paper done toward the end of a student's graduate program to demonstrate his/her research, analysis, and writing abilities, as well as his/her creativity, dedication, and ability to work independently. It is the product of individual research and should represent an original contribution to the academic field of study. The thesis course is utilized by a student as part of their preparation of his/her thesis.
 11. **Topics**
This course of study investigates current or emerging issues in a discipline. Topics will have one of the following numbers:
 - a. 2000 sophomore
 - b. 3990 junior
 - c. 5940 graduate (deleted Fall 2003)
 12. **Workshops**
This brief intensive course of instruction examines selected topics relating to a technical or professional field. Workshops will use the grading mode of pass-fail (P/F).
 - a. 3000 junior
 - b. 4920 senior
 - c. 5920 graduate
 13. **Place Holding Courses (See VIII.E.3)**
Temporary courses associated with study abroad college coursework. Allows a student to be recognized as enrolled. These courses are replaced by approved articulated academic courses once the study abroad experience has ended and the appropriate records have been received by the UCO Registrar's office.
 - a. UNIV 4980
 - b. UNIV 4990
 - c. UNIV 5000

IV. **Course Related Terminology**

A. **Instructional Terminology**

1. **Computer-based**

a. **Online Course**

All course material is delivered online, including exams. Courses delivered via this mode must meet the requirements of the Academic Affairs Online Course Quality Policy 3.8.

b. **Hybrid Course**

Courses meet in both the traditional and the virtual (online) classroom according to a predefined schedule. The UCO schedule must reflect the dates the student is required to be on campus as well as the dates and times of synchronous meetings. Fifty percent (50%) or more of traditional

classroom time is replaced with online teaching-learning. Any online course that requires examinations be taken face-to-face is defined as hybrid. Courses delivered via this mode must meet the requirements of the Academic Affairs Online Course Quality Policy 3.8.

c. **E-Learning-Enhanced Course**

The majority of course information is delivered in the traditional classroom setting. This course is generally enhanced with e-learning tools. A course delivered in this mode does not require compliance with the Academic Affairs Online Course Quality Policy 3.8.

2. **Self-Paced Online Course (SPOC)**

Self-Paced Online Courses (SPOC) are open enrollment courses (students can enroll any day of the year) that can be completed in as little as 30 calendar days or take as long as 180 days. In self-paced online courses, students work independently under the supervision of a UCO faculty member and submit coursework at their own pace. Courses completed can count as credit hours toward a degree at UCO. Self-paced online courses must be completed within 180 calendar days from the date of enrollment. Self-paced online courses may be used to satisfy the 30-hour residency graduation requirement (OSRHE policy exception granted Spring 2008). Self-paced courses are considered correspondence courses.

3. **Lecture**

A class conducted in a classroom setting where the instructor meets face-to-face with the students. May have elements of discussion, activity, or demonstration with no web requirement.

4. **Lab (credit or no credit)**

An academic period set aside for observation, analysis, and interpretation. Limited lecture.

5. **Lecture/Lab**

Integrated lecture and lab

6. **Experiential Learning**

A class consisting of hands-on application of concepts in a specific course that takes place outside the classroom setting and is supervised by an appropriately credentialed professional.

Examples: practicum, internship, student teaching, field study.

7. **Lecture/Experiential**

Lecture courses with an experiential component. Example: courses with a field experience.

8. **Recitation**

A class period specially taught in association with, and for review of, a lecture or lab session. An oral presentation which includes interactions involving questions, answers, and directed responses. The delivery of material by a student in an academic or fine arts setting.

9. **Drill Session**
A class period taught in conjunction with entry level engineering science courses to provide directed problem-solving instruction. The drill session carries no credit hour value.
10. **Interactive Video Course (IVC)**
Interactive Video Courses (IVC) are conducted using video-based technology systems where students connect and interact in real-time with other students and faculty members through the use of Internet-enabled devices or by reporting to a designated location. Interactive Video Courses are conducted at a scheduled time.
11. **Field Trips**
A field trip is a non-credit bearing activity within a course that provides a group of students with an applied, supervised experience at an off-campus location. A field trip differs from a study tour in that it does not bear course credit independently and is not the primary method of instruction. A field trip supplements regular course instruction.
12. **Field Experience**
A field experience is a non-credit bearing activity within a course that occurs off-campus at an appropriate professional site such as a school, community center, homeless shelter, and agency. It does not bear course credit independently. These field-based, on-site experiences are designed to provide students pre-professional learning opportunities beyond the classroom setting and may include observing, assisting, tutoring, instructing, counseling, coaching, and/or conducting research.
13. **Individual Instruction**
Examples: directed reading, individual study, applied music, graduate project, math/stat project, thesis.
14. **Studio**
A class in which students learn skills to develop a specific medium or subject matter. This may include demonstration, guided instruction, participation, presentation, and project evaluation.
15. **Performance**
A performance class is an educational situation in which the student learns the art of public presentation of music, dance, and/or drama through personal participation. The presentation can vary from one person, to small ensemble or cast, to a large ensemble, group, or cast.
16. **Production**
A production class is an educational situation in which the student learns through personal participation in the art of public music, dance, or drama production. Includes some combination of planning, music, staging, acting, costume and make-up, sets, and lighting.

17. **Clinical**
A class consisting of hands-on application of concepts in a specific course that takes place outside the classroom setting and is supervised by an appropriately credentialed professional.

B. Course Identifiers

The combination of subject and course number which identifies the course.

1. **Subject (Prefix)**
A maximum of four alpha characters that represent a specific discipline.
2. **Number**
Courses have a four digit number that denote specific course characteristics. 1000 series are designed for freshmen students; 2000 – sophomore, 3000 – junior, 4000 – senior and 5000 – graduate. The last digit indicates the number of credit hours awarded for the course with the exception of courses ending in zero. These courses can be offered for variable credit. Allowable ranges are listed in the undergraduate and graduate catalogs.

C. Course Relationships

(Terms used in the Banner system)

1. **Prerequisite**
A course, skill, or knowledge required to be completed prior to taking another course. Prerequisites are established for courses requiring a specific background knowledge or skill level for successful completion. Prerequisites must be officially approved, included in the UCO course inventory, and listed in the appropriate publication.
2. **Co-requisite**
A course that must be taken in the same term as the course to which it is a co-requisite. Co-requisites are complementary courses which require concurrent enrollment and which comprise a body of knowledge or skills for the student.
3. **Concurrency**
The option that allows a prerequisite course to be taken in the same term as the course.
4. **Equivalent (Course Articulation)**
Courses that are essentially the same in content and scope. Credit for both courses cannot be used to satisfy degree requirements.
5. **Cross-listed**
A scheduling function that ties together courses taught in the same location, at the same time, by the same instructor (i.e. graduate/undergraduate level).

(Terms NOT used by the Banner system but used for other purposes)

6. **Capstone**
A course designed to be taken toward the end of a student's degree program which synthesizes previous elements in the student's discipline.

7. **Replacement**
A course that has replaced a previous course no longer offered.
8. **Counterpart**
A course offered for graduate or undergraduate credit with the same subject and significant components in common. Credit cannot be earned at more than one level.

V. **Calendar**

A. **Academic Year**

1. **Semester/Term naming convention**
A twelve-month academic period which includes a fall, spring, and summer term. The numeric designator for each full term begins with the fiscal year identifier (for example, the terms within the academic year 2014-2015 begin with 2015) followed by a 10 for the fall term, 20 for the spring term, and 30 for the summer term. Thus, the numeric designator for fall 2014 is 201510, the spring 2015 is 201520, and the summer 2015 is 201530.
2. **Teaching Faculty**
A regular academic year is defined as a fall and subsequent spring semester, exclusive of the summer term. The summer term is separate and stands alone from the regular academic year in regard to teaching faculty, assignments, budgets, salaries and time frames. Teaching in the university's summer term is not part of a faculty member's normal employment contract or teaching load.

B. **Term (Semester)**

UCO has fall, spring, and summer terms.

C. **Parts of terms**

1. **Intersession**
Front end extensions of a term; variable in length.
2. **Block 1**
First half of a full term. Eight weeks in the fall and spring; four weeks in the summer.
3. **Block 2**
Second half of a full term. Eight weeks in the fall and spring; four weeks in the summer.
4. **Full term**
The regular sixteen week term (including holidays and exams week) in the fall or spring and eight and a half weeks in summer. A full term in summer compresses the same instructional time in half the number of calendar days.
5. **Irregular**
A part of term within a full term; courses start or end on dates that do not coincide with the official beginning or ending dates of the full term.
6. **UCC – University Central Courses**
Designator associated with the Success Central course offered in a 12 week format instead of the full 16 week term. It begins on the

first day of the 16 week term and ends on the last day of the 12th week of the 16 week term.

VI. **Registration Related**

A. **Priority Registration**

The earliest registration opportunity for currently enrolled students to enroll for the upcoming term(s). Currently enrolled students with the highest number of earned credit hours are eligible for the earliest registration times. Priority registration covers a three week period in November for spring term and in April for summer and/or fall. Currently enrolled employees of UCO may enroll on a designated day just preceding the first day of priority enrollment.

B. **Early Registration**

The time period following priority registration and before open registration. This is generally designated for first-time freshmen and first-time transfers who have already completed admission and advisement and who have attended orientation.

C. **Open Registration**

The period of time after priority and early registration for classes during which anyone officially admitted to the university may register.

D. **Late Registration**

Begins on the first day of class (Monday) and ends on Friday of the first week of classes for fall and spring semesters. For summer full term, late registration ends at the end of the third day of the first week of classes. Late registration carries a penalty late registration fee. For the designated ending date, students adding classes on the web may do so until midnight.

E. **CRN (Course Reference Number)**

Five digit numeric designator, sequentially assigned each term at time of entry for individual sections of a course. Beginning number designate term (1 – fall, 2 -- spring; 3 – summer) replaces the function of the pre-Banner term “section number.”

F. **Registration restrictions**

A requirement for enrollment in a specific course that involves a student being listed at a specific level (undergraduate or graduate), classification, or in a certain degree, program, or major.

G. **Attribute**

A code identifying a general degree requirement or prerequisite that is not specific to a course or courses, test score, or registration restriction. Two attributes exist:

1. **Student Attribute**

Any general degree or prerequisite requirement that can be associated with a particular student. Example: (a) students admitted to student teaching (b) students with an AA or AS degree.

2. **Course/Degree Attribute**

Any general or degree requirement that can be associated with a specific course. Example: Activity P.E.

H. **Irregular enrollment**

A process designed to accommodate a number of circumstances when a course is not listed or offered in the current printed or online schedule of classes.

- I. **CAPP Area (Curriculum Advising and Program Placement)**
A component of the CAPP degree audit system that is designed to check for prerequisites or degree requirements more complex than a specific course or courses.
 - J. **Block scheduling**
A scheduling function by which two or more courses are tied together for a single enrollment.
 - K. **Concurrent enrollment**
The enrollment of a high school student in a college level course.
 - L. **Administrative Withdrawal**
Process initiated voluntarily by faculty during the approved course withdrawal period for a student who has never attended the course.
 - M. **Emergency Withdrawal**
Process initiated by the student to drop/withdraw following the established deadline and is based upon unforeseen circumstances or an emergency that occurred following the drop/withdrawal deadline. The emergency must be documented, and the student must be passing the course as of the date of last attendance. All emergency requests must be initiated within one year following the term/semester being appealed. The Director of Admissions and Enrollment Services approves or denies this request.
- VII. **Banner Related Terminology** Banner, a product of Ellucian, is an information system that integrates administrative, student, and web services and functions.
- A. **Catalog Year**
 - 1. **Undergraduate**
The catalog specifies the official degree requirements for an academic year. A student is bound to the degree requirements in the catalog in effect in the term in which the student matriculates unless the student elects a more current catalog.
 - 2. **Graduate**
The catalog specifies the official degree requirements for an academic year. A student is bound to the degree requirements in the catalog in effect in the term in which the student first matriculates as a graduate student unless the student elects a more current catalog.
 - B. **Roll**
The verb “roll” refers to the process of moving electronic data/information from one place to another.
 - 1. **Schedule**
Rolling the schedule refers to bringing forward the course schedule from the most recent “like semester” (i.e., spring to spring).
 - 2. **Grades**
Rolling the grades refers to moving grades submitted by faculty on the web to the students’ transcripts in academic history.

C. **Classification**

1. **Freshman**

A student enrolled at the undergraduate level who has earned 0-29 credit hours.

2. **Sophomore**

A student enrolled at the undergraduate level who has earned 30-59 credit hours.

3. **Junior**

A student enrolled at the undergraduate level who has earned 60-89 credit hours.

4. **Senior**

A student enrolled at the undergraduate level who has earned 90 or more credit hours.

5. **Graduate 1**

A student with a bachelor's degree who is enrolled for a graduate degree and has between 0-18 graduate credit hours.

6. **Graduate 2**

A student with a bachelor's degree who is enrolled for a graduate degree and has 19 or more graduate credit hours.

7. **Post Baccalaureate**

A student with a bachelor's degree who is not currently pursuing a degree.

8. **Post Masters**

A graduate with a master's degree, admitted to the graduate college and eligible to take graduate level courses, but not affiliated with a particular graduate program.

D. **Student Level**

1. **Undergraduate**

A student who has not earned a bachelor's degree.

2. **Graduate**

A student with a bachelor's degree who is admitted to the graduate college.

3. **Post Baccalaureate**

A student with a bachelor's degree who is not currently pursuing a degree.

4. **Customized (Continuing) Education**

A student taking non-credit courses.

E. **Academic Standing**

Students are classified in one of the following statuses for retention purposes:

1. **Academic Good Standing**

Any student who meets retention requirements (see undergraduate catalog for additional information)

2. **Freshman Academic Notice**

Undergraduate students with 30 or fewer completed credit hours with a retention GPA of 1.7 to 1.99

3. **Academic Notice**
Any student in a program of study which has higher academic standards than minimum university GPA standards whose GPA falls below the retention requirements but remains higher than 2.0
4. **Academic Probation**
Any student whose retention GPA falls below the retention requirements
5. **Academic Suspension**
 - a. **Undergraduate**
Any student who was on academic probation the previous term will be suspended from the university if s/he fails to raise his or her retention GPA to the required retention GPA level (retention requirements) or to achieve at least a 2.00 term GPA in regularly graded course work, not to include activity or performance courses.
 - b. **Graduate**
Any graduate student on graduate academic probation, whose semester GPA falls below 3.00 is placed on graduate suspension. In addition, any graduate student whose overall GPA falls below 2.00 will be placed on graduate suspension. No graduate classes may be taken while a student is suspended and, awaiting adjudication from the Graduate Council. If re-admitted to the graduate college, the student continues to be on academic probation and the rules of academic probation continue to apply. No second suspension is possible. Failure to achieve a semester GPA of 3.00 during any semester following re-admission after a graduate suspension will result in dismissal from the graduate college. No academic reprieve is possible.
6. **Senior Suspension Extension**
A suspended undergraduate student with 90 or more hours in a specified degree program who failed to meet either the retention GPA of 2.00 or the term GPA of 2.00 may enroll in up to an additional 15 credit hours in a further attempt to achieve the requirements for retention. Such students will be afforded this extension one time only.
7. **Summer Suspension Extension**
An undergraduate student suspended for the first time in the spring term may request to attend summer school. If s/he achieves a 2.00 for summer, s/he may continue in the following fall term. Failure to achieve at least a 2.00 in summer will result in a continued suspension status requiring the student to sit out a full term before applying for readmission.
8. **Second Suspension**
Once an undergraduate student has been suspended for the second time at UCO he/she is not eligible for readmission to the university until such time he/she has been at another college or university,

achieved a grade point average high enough to raise the student's overall retention grade point average to a minimum of 2.00.

F. **Repeatable**

Describes a course that can be taken more than once to satisfy degree requirements. If limitations exist on the number of times or the number of credit hours that a repeatable course may be applied, those limitations must be listed in the course description.

G. **Academic Recognition**

1. **Graduation Honors**

Baccalaureate degrees "with honors" are based on GPA as follows:

a. **Cum Laude**

Graduating seniors with a GPA of 3.70-3.79

b. **Magna Cum Laude**

Graduating seniors whose GPA is 3.80-3.89

c. **Summa Cum Laude**

Graduating seniors with a GPA of 3.90 or higher

d. **Class Marshal**

(see undergraduate catalog)

e. **Master's degrees "with honors"**

(see graduate catalog)

3. **President's Honor Roll**

(see undergraduate catalog)

4. **Dean's Honor Roll**

(see undergraduate catalog)

5. **University Scholastic Awards**

(see undergraduate catalog)

6. **Freshman Scholastic Awards**

(see undergraduate catalog)

H. **Class List (Roster)**

A list of students enrolled in a class.

VIII. **International Study Terminology**

Academic terms used in relation to international agreements, partnerships with international institutions, types of international study arrangements, and international faculty and student exchanges.

A. **Partnerships**

Institutions with whom UCO has an active formal agreement.

B. **Study Abroad**

UCO student travels internationally (outside US) and earns academic credit (See Study Abroad under section D.2.c).

C. **Study Tour**

International (UCO Faculty and Students Travel Internationally for UCO academic credit).

UCO faculty members create international study tour; teach the tour and students enroll for credit at UCO. No international institution is required to be a part of the tour and no institution-to-institution agreement is required.

D. **International Institution-to-Institution Agreements** 1,2,3,4

1. **Memorandum of Interest**

An agreement between UCO and an international institution in which the two agree to explore initiatives such as student study and faculty exchange. This Agreement creates no obligation on the part of either institution for a specified period of time.

2. **Memorandum of Understanding**

An agreement between UCO and an international institution in which the two agree to concrete actions. This Agreement does carry obligation on the part of one or both institutions.

Types of Memoranda of Understanding

a. **International Exchanges** (Reciprocal Agreements)

i. **Study USA/Study Abroad Student Exchange**

An equal number of UCO students and international institution students attend the partner institution. Students pay tuition & fees of home institution and earn home institution credit.

ii. **Faculty Exchange**

iii. **Non-credit exchanges** (no UCO academic credit)

b. **Study USA.**

International Institution Students to UCO

i. **Study USA**

Student from partner international institution studies at UCO for specific time. Student and/or institution pay entire cost of attendance at UCO.

ii. **Study USA with UCO Scholarship**

Student from partner international institution studies at UCO for specific time. UCO scholarship in the form of discounted non-resident tuition is a part of the financial arrangement. Student and/or international institution pay balance of cost of attendance.

iii. **International Institution-to-Institution Transfer Agreement**

Students from partner international institution attend UCO to complete baccalaureate degree. An approved "Transfer Guide" exists as part of the agreement set of documents. Students under a Transfer Agreement may or may not have a UCO scholarship as part of the Agreement.

iv. **USA Experience**

Students from partner international institution participate in short-term (less than one semester) UCO experience. There is no UCO academic credit attached to the experience.

c. **Study Abroad**

UCO Student attends partner international institution.

- i. **Study Abroad**
UCO student attends an international institution for a specific timeframe. Student pays tuition and fees at international institution and credit is transcribed by international institution. Academic credit is accepted as transfer credit and may or may not be pre-approved for UCO course articulation. Courses not pre-approved may not transfer/apply to UCO degree programs.
- ii. **Study Abroad in Preapproved Curriculum**
UCO student attends partner international institution for a specific timeframe. Student enrolls in UCO “place-holding” course(s) (UNIV 4990) and enrolls in pre-approved courses at partner international institution. Completed courses at partner international institution are transcribed as UCO courses. Student pays tuition and fees at international partner institution. Student may receive financial aid with UCO acting as “home institution,” as long as it is legally permissible under federal and/or state financial aid regulations and there is a “Contract for Student Financial Aid” active with the partner international institution.
- iii. **Study Abroad – (as part of an International Student Exchange Reciprocal Agreement)**
UCO student attends partner institution for a specific timeframe. Student enrolls in UCO “place-holding” course(s) (UNIV 4980), and enrolls in pre-approved courses at international institution. Completed courses at partner institution are transcribed as UCO courses. Student pays tuition and fees at UCO. Student may receive financial aid with UCO acting as “home institution” as long as it is legally permissible under federal and/or state regulations and there is a “Contract for Student Financial Aid” active with the partner international institution.
- iii. **Study Abroad – Affiliated Agreement**
UCO student contracts with third party to locate appropriate accredited international institution. Student pays third party and/or international institution for tuition and fees. In order to be eligible for federal financial aid, student must have courses pre-approved and international institution must have a “Contract for Student Financial Aid” active with the receiving international institution. In the event the student is eligible to receive aid, the

student will enroll in UCO “place-holding” course(s) (UNIV 4990) and UCO will act as “home institution” for financial aid purposes.

E. Other Terms

1. Student Financial Aid Contractual Agreement

Agreement between UCO and international partner institution for the administration of U.S. Federal Title IV student aid programs for UCO students studying abroad.

2. Affiliated Private Third Party or Organization

A private third party or organization having an agreement with UCO to provide international study experiences or placement at international academic institutions. An affiliated agreement indicates 1) a significant number of UCO students have participated with this entity; 2) were satisfied with the experience; and 3) the credits earned as a result of participation were transferred and applied to UCO degree programs.

3. Place Holding Courses (See III.B.13)

(UNIV (Global) 4980 and 4990)

a. UNIV 4980

Temporary course used to verify attendance for continuous enrollment, full-time or part-time status, and/or financial aid purposes; variable credit 1-20 hours; replaced by pre-approved articulated UCO course(s) upon receipt of official transcript from partner international institution. This number is used when UCO student pays tuition and fees to UCO in a – Student Exchange/Reciprocal Agreement.

b. UNIV 4990

Temporary course used to verify attendance for financial aid purposes; variable credit 1-20 hours; replaced by pre-approved articulated UCO course(s) upon receipt of official transcript from partner or affiliated international institution. This number is used when UCO student pays tuition and fees to international institution under a Study Abroad in a Preapproved Curriculum or Study Abroad - Affiliated Agreement.

1. All International Memoranda of Interest and Understanding must be approved by the UCO Provost/Vice President of Academic Affairs.
2. If UCO acts as the “home institution” for Federal Financial Aid purposes, a Contractual Agreement for Federal Financial Aid Institution to Institution Agreement is required.
3. UCO Academic Credit for Study Abroad. Academic credit decisions must be made prior to the student’s attendance in a Study Abroad program for any approved, reciprocal or affiliated program or any program in which the student wishes UCO to act as “home institution” for student financial aid purposes. These decisions will include course equivalency and application of credit earned at international institution to the student’s program. It is strongly encouraged for any study abroad program.
4. All original, signed copies of International Institution-to-Institution Agreements will be housed in the Office of Academic Affairs.

IX. Other

A. Catalog

The graduate and undergraduate catalogs are available online.

1. **Undergraduate catalog**
Contains information concerning undergraduate admissions, academic regulations, academic programs and course descriptions.
2. **Graduate catalog**
Contains information concerning graduate admissions, academic regulations, academic programs and course descriptions.
3. **Course inventory** (called “catalog” in Banner)
A compilation of all approved UCO courses

B. Academic Forgiveness:

1. **Repeat**
A type of academic forgiveness that allows a maximum of four courses *with grades of D or F*, not to exceed 18 hours to be repeated and excluded from the retention GPA calculation.
2. **Reprieve**
A type of academic forgiveness in which one or two consecutive terms may be excluded from retention GPA calculations. Minimum requirements mandate at least three years must have elapsed and no grade lower than a “C” can have been earned between the semester/term for which academic reprieve has been requested and the date the request is submitted. The student must have earned no fewer than 12 credit hours during this time frame.

C. Exceptions

Change to a degree requirement approved by appropriate authority for an individual.

D. Admission Terms

1. **ACT** - A standardized examination produced by the American College Testing program and used for admission purposes.
2. **High School Class Rank** - The class rank is one more than the number of students in the high school graduating class who have a grade point average greater than the student in question.
3. **High School Grade Point Average** - The grade point average is the average of all grades (“A” equating to 4.00 and “D” equating to 1.00) taken in the 9th through 12th grade(s).
4. **SAT** - The Scholastic Achievement Test is a standardized examination produced by the College Board and used for admission purposes.
5. **GRE** – The Graduate Record Examination is a standardized examination produced by the Educational Testing Service and used for admission purposes to graduate colleges.
6. **GMAT** – The Graduate Management Admissions Test, produced by the Educational Testing Service, is used for admission purposes to graduate programs in business.

E. **Academic Misconduct**

Failure of a student to assume an obligation to obey all rules and regulations made by the University, to preserve faithfully all property provided by the State for his/her education, and to discharge such duties as a student with diligence, fidelity and honor. To include but not limited to: acts of dishonesty; disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities; physical abuse, verbal abuse, threats, intimidation, harassment, stalking coercion or other conduct that threatens or endangers the health or safety of any person; theft of and/or damage to property; failure to settle outstanding university accounts; see Code of Student Conduct for additional examples of academic misconduct.

F. **Academic Dishonesty**

Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student's confidential academic records without authorization; disclosing confidential academic information without authorization; and turning in the same work to more than one(1) class without informing the instructors involved.

G. **Transfer Agreement Definitions**

1. **Institution to Institution**

- a. **Memorandum of Interest (MOI)** – An initial formal document between the University of Central Oklahoma and another institution which sets out specific areas of mutual interest and an intent of pursuing a partnership. *Possible components include:* purpose, provisions and requirements, admission and graduation information, communication, disclaimers, other pertinent elements. *Authorization includes* UCO dean, provost and, when deemed appropriate by the provost, the university president. *Process Manager: Coordinator of Program Agreements, Office of Academic Affairs.*
- b. **Memorandum of Understanding (MOU)** – A formal document between the University of Central Oklahoma and another institution which delineates the specific parameters of a partnership. Possible components include: introduction, purpose, course of action, responsibilities of each partner, review plans, updates, disclaimers, other pertinent elements (Admission, Advisement, Financial Aid, Faculty/Staffing, Scheduling, etc.), approvals for any exceptions to standard policy (generally documented in an addendum), time limits and/or provisions for ending the partnership. *Authorization includes:* the UCO dean, provost, and, when deemed appropriate by the provost, the

university president. *Process Manager:* Coordinator of Program Agreements, Office of Academic Affairs.

2. **Program Transfer Agreement:** A formal document between the University of Central Oklahoma and another institution which sets out specific parameters of the transfer of an academic program from one institution to another. *Possible components include:* purpose, agreement provisions, requirements, updates, review plan, disclaimers, coursework to be taken at transferring institution and at the University of Central Oklahoma, and other pertinent policies. *Authorization includes:* appropriate UCO department chair/school director, dean, and provost. *Process Manager:* Coordinator of Program Agreements, Office of Academic Affairs.
3. **Course Articulation:** Manner in which a specific course transfers from one academic institution to another. (Reference AA Policy 1.10, Undergraduate Course Transfer Articulation). *Process Manager:* Assistant Registrar - Articulation, Office of Enrollment Management.
4. **Transfer Agreement Package:** Set of materials which may include several levels of transfer agreements. *Process Manager for packages including an international component:* The Office of International Student Services creates these for some international institutions. *Process Manager for packages involving only domestic components:* Coordinator of Program Agreements, Office of Academic Affairs.

H. **Reverse Transfer**

A reverse transfer involves the utilization of credits from the student's current institution back to the community college they previously attended in combination with their current university in order to award an Associate's degree. The student must have taken at least 15 hours at an Oklahoma community college to qualify.

I. **Student Transformative Learning Record (STLR)**

The Student Transformative Learning Record (STLR) combines a unique tool and process to ensure our graduates possess important beyond-disciplinary employability, communication (with self and others), and citizenship skills. Faculty and professional staff intentionally design Transformative Learning activities and assignments to occur both inside and outside the classroom that will prompt realizations to expand students' perspectives and appreciation in these areas. STLR captures that evidence and its assessment via faculty and staff use of quality, nationally vetted rubrics. Students leave UCO with an eportfolio housing this evidence.