

Academic Definitions

Academic Renewal. An undergraduate who has been readmitted to the university after an absence of at least five years and who has satisfactorily completed a minimum of 12 approved, additional semester hours in residence at ASU within three semesters after re-entry, may, upon petition to the dean of the college, have the former record treated in the same manner as transfer credits. See page 58.

Advanced Placement. Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school *and* who have taken an Advanced Placement Examination of CEEB may receive university credit. See pages 53 and 71.

ALCP. The American Language and Culture Program (ALCP) features an intensive, noncredit course of study designed for adult international students who desire to become proficient in English as a second language. See pages 52 and 400.

ASU East. ASU East is located at the former Williams Air Force Base. See pages 420–441.

ASU Main. ASU Main is the principal campus of ASU, located in Tempe. See page 20.

ASU West. ASU West is the Phoenix branch campus of ASU, established in 1984 by the Arizona Legislature to serve the educational needs of residents in western Maricopa County. See pages 505–516.

Audit Enrollment. A student who audits a course attends regularly scheduled class sessions but earns no credit. See page 60.

Buckley Amendment. See *Family Educational Rights and Privacy Act* in this section.

CLEP. As part of the College-Level Examination Program (CLEP), students who have taken a College-Level Examination of the College Entrance Examination Board may receive university credit. See pages 53, 54, 71.

Comprehensive Exam. A comprehensive examination is intended to permit a student to establish academic credit in a field in which the student has gained experience or competence equivalent to an established university course. See pages 54–55.

Concentration. A concentration is a selection of courses within a major or among one or more majors.

Cooperative Education. Cooperative Education is any educational program that requires alternating classroom and work experience in government or industry. The work experience exists for its educational value. See page 59.

Corequisite. A requirement to be met, such as taking a certain course, *while* taking a course is a corequisite. See *pre-requisite* in this section.

Course Prefix. The course prefix is the three-letter designation assigned by each instruction unit. The “Course Prefix Index,” on pages 558–559, provides a comprehensive list. Also see *cross-listing* in this section.

Credit Enrollment. One semester hour represents a minimum of one 50-minute class exercise per week per semester. A minimum of 120 semester hours is required for graduation with a baccalaureate degree. To obtain credit, a student must be properly registered and pay fees for the course. See page 60.

Cross-listing. One course may have more than one course prefix and may be offered by more than one department. Some instruction units require students to enroll in a course under a certain prefix in order to receive credit properly. Course descriptions in the *General Catalog* indicate courses that are cross-listed.

Cum Laude. An undergraduate student with a minimum of 60 semester hours of course work at ASU and a cumulative GPA of 3.40–3.59 graduates *cum laude*. See page 70. Also see *magna cum laude* and *summa cum laude*.

Drop/Add. Drop or add is a process in which a student who has registered for courses for a semester or summer session may drop or add courses through the first week of classes in a semester or the first two days of a summer session. See page 61.

Emphasis. An area of emphasis is a selection of courses within a major or among one or more majors.

Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act of 1974, or Buckley Amendment, sets forth the requirements governing the protection of the privacy of the educational records of students who are or have been in attendance at Arizona State University. See page 64.

Freshman. A student who has earned 24 or fewer hours is a freshman.

General Studies Requirement. The General Studies program consists of five core areas and three awareness areas. The core areas are literacy and critical inquiry, numeracy, humanities and fine arts, social and behavioral sciences, and natural sciences. The awareness areas are cultural diversity in the United States, global awareness, and historical awareness. All undergraduate students must successfully complete a minimum of 35 semester hours of approved General Studies courses. See pages 71–74, 74–94.

GPA. The ASU grade point average (GPA) is obtained by dividing the total number of ASU grade points earned by the number of ASU semester hours graded. Grade point averages are rounded to the nearest hundredth of a grade point. See page 61.

Grade Points. For the purpose of computing the GPA, grade points are assigned to each of the grades for each semester hour as follows: “A,” four points; “B,” three points; “C,” two points; “D,” one point; and “E,” zero points.

Graduate Catalog. The *Graduate Catalog* describes the procedures and requirements for enrollment in the Graduate College. See pages 404–413 of the *General Catalog* for information on the Graduate College. See pages 413–416 specifically for a complete list of graduate degrees, majors, and concentrations.

Graduate-Level Courses. Courses numbered 500–799 are designed for graduate students. However, an upper-division undergraduate student may enroll in graduate courses with the approval of his or her advisor, the course instructor, the department chair, and the dean of the college or school in which the course is offered. See page 44.

Incomplete. A mark of “I” (incomplete) is given by the instructor only when a student who is otherwise doing acceptable work is unable to complete a course because of illness or other conditions beyond the student’s control. See page 60.

Independent Study. The course number 499 has been reserved for independent study courses in each of the instructional departments or divisions of the colleges at the undergraduate level. Independent study courses are honor courses and may be taken only by outstanding senior students who have completed at least one semester in residence. See page 44.

International Baccalaureate. Students who have taken a higher level examination through the International Baccalaureate program may receive university credit. See pages 54 and 56.

Junior. A student who has earned 56–86 hours is a junior.

Lower-Division Courses. Courses numbered 100–299 are designed primarily for freshmen and sophomores. See page 44.

Magna Cum Laude. A student with a minimum of 60 semester hours of course work at ASU and a cumulative GPA of 3.60–3.79 graduates *magna cum laude*. See page 70. Also see *cum laude* and *summa cum laude* in this section.

Major. A major is a specialized group of courses contained within the program of study. Refer to college and school sections for specific descriptions and requirements.

Minor. A minor is a specialized group of courses contained within the program of study available from some instruction units. Refer to page 96 and to college and school sections for specific descriptions and requirements.

Omnibus Course. An omnibus course is offered on a one-time or tutorial basis when the course content is new or periodically changes. See pages 44–45.

Option. An option is a selection of courses within a major or among one or more majors.

Pass/Fail Enrollment. A mark of “P” (pass) or “E” (fail) may be assigned for this grading option. This grading method may be used at the option of individual colleges and schools within the university. See page 60.

Placement Examination. A proficiency examination is given to: (a) waive a course requirement; (b) validate certain transfer credits in professional programs; or (c) determine a student’s ability in a field where competence is an important consideration. See page 56.

Prerequisite. A requirement to be met, such as completing a certain course, *before* registering for a course is a prerequisite. See *corequisite* in this section.

Probation. A student’s college assumes responsibility for enforcing academic standards and may place any student on probation who has failed to maintain good standing. A stu-

dent on academic probation is required to observe any rules or limitations the college may impose as a condition for re-tention. See page 64.

Program of Study. A student must file an Undergraduate Program of Study for graduation within the semester he or she earns his or her 87th hour. See page 68. The complete array of courses included in the study leading to a degree make up a student’s program of study.

Registration Fee. All students who register for classes at ASU are assessed this charge. See *tuition* in this section.

Restricted Complete Withdrawal. From the fifth week to the transaction deadline for a semester and from the seventh day to the transaction deadline for a summer session, students may withdraw from all courses but will receive a mark of “W” only from courses in which the instructor certifies that they are passing at the time of the withdrawal. See page 61.

Restricted Course Withdrawal. From the fifth week to the end of the 10th week of a semester and from the seventh day to the end of the third week of a summer session, students may withdraw with a mark of “W” only from courses in which the instructor certifies that they are passing at the time of withdrawal. See page 61.

Senior. A student who has earned 87 or more hours of credit is a senior.

Sophomore. A student who has earned 25–55 hours of credit is a sophomore.

Special Topics. Courses numbered 294, 394, and 494 cover topics of immediate or special interest to a faculty member and students. See page 44.

Summa Cum Laude. A student with a minimum of 60 semester hours of course work at ASU and a cumulative GPA of 3.80–4.00 graduates *summa cum laude*. See page 70. Also see *cum laude* and *magna cum laude* in this section.

TOEFL. The Test of English as a Foreign Language (TOEFL) is taken by students whose native language is not English. See page 52. See also *ALCP* in this section.

Transcript. The transcript has information about classes taken and grades earned. The Office of the Registrar releases official transcripts only upon written request of the student for a fee of \$1.00 per copy for enrolled students or \$5.00 per copy for nonenrolled students. Additional copies ordered at the same time are \$1.00 each. Unofficial transcripts may be obtained free of charge in person at the Office of the Registrar, any registrar site, or by mail if a signed release is enclosed. See pages 62–63. Also see *Family Educational Rights and Privacy Act* in this section.

Tuition. This term refers to the additional charges assessed only to nonresidents, as established in Arizona Board of Regents’ Policy 4–102. See *registration fee* in this section.

Unrestricted Withdrawal. During the first four weeks of a semester or the first six days of a summer session, a student may withdraw from any course with a mark of “W.” See page 61.

Upper-Division Courses. Courses numbered 300–499 are designed primarily for juniors, seniors, and other advanced students. See page 44.