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# Academic Definitions

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**Academic Renewal.** Under certain circumstances an undergraduate who has been readmitted to the university after an absence of at least five years may have the former record treated in the same manner as transfer credits. See “Academic Renewal,” page 72.

**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 the CEEB may receive credit. See “Advanced Placement,” page 66.

**AECF.** The American English and Culture Program features an intensive course of study designed for adult international students who desire to become proficient in English as a second language. See “American English and Culture Program,” page 65 and 677.

**ASU East.** ASU East is located at the former Williams Air Force Base. See “ASU East,” pages 25 and 587.

**ASU Extended Campus.** The ASU Extended Campus offers courses evenings and weekends, via television and the Internet, at on- and off-campus sites, and through Independent Learning. See “ASU Extended Campus,” pages 25 and 671.

**ASU Main.** ASU Main is the principal campus of ASU, located in Tempe. See “ASU Main,” page 25.

**ASU West.** ASU West is the Phoenix campus of ASU, established to serve the educational needs of residents in western Maricopa County. See “ASU West,” pages 25 and 656.

**Audit Enrollment.** A student who audits a course attends regularly scheduled class sessions but earns no credit. See “Audit Enrollment,” page 74.

**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 credit. See “College-Level Examination Program (CLEP),” page 66.

**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 “Comprehensive Examinations,” page 69.

**Concentration.** A concentration is a formalized selection of courses within a major.

**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 “Cooperative Programs,” page 73.

**Corequisite.** A requirement to be met *while* taking one course, such as taking another particular course, is a corequisite. See also “Prerequisite” in this section.

**Course Prefix.** A course prefix is a three-letter designation assigned to a group of courses. The “Course Prefix Index,” page 6, provides a comprehensive list. See also “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.

**Cross-Listing.** One course may have more than one course prefix and may be offered by more than one instruction unit. Some units may require students to enroll in a course under a certain prefix to receive credit properly. Catalog course descriptions 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 to 3.59 graduates *cum laude*. See “Graduation with Academic Recognition,” page 84. See also “Magna Cum Laude” and “Summa Cum Laude” in this section.

**Declaration of Graduation.** The Declaration of Graduation uses the Degree Audit Reporting System (DARS). DARS is an automated process that matches courses a student has completed with the requirements of a particular academic degree program, producing a report that shows the student which requirements are satisfied and which remain to be fulfilled. See “Declaration of Graduation,” page 83.

**Drop/Add.** Drop/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 “Drop/Add,” page 75.

**Family Educational Rights and Privacy Act.** The federal Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, sets forth the requirements governing the protection of the privacy of the education records of students who are or have been in attendance at ASU. See “Student Records,” page 80.

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

**General Studies Requirement.** This is a university requirement of all undergraduates. See “Meeting the General Studies Requirement,” page 85.

**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 “Grade Point Average,” page 76.

**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 “Graduate College,” page 481.

**Graduate-Level Courses.** Courses numbered from 500 to 799 are designed for graduate students. See “Graduate-Level Courses,” page 56.

**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 “Incomplete,” page 74.

**International Baccalaureate.** Students who have taken a higher-level examination through the International Baccalaureate program may receive university credit. See “International Baccalaureate (IB) Diploma/Certificate,” page 69.

**Junior.** A student who has earned from 56 to 86 semester hours is a junior.

**Lower-Division Courses.** Courses numbered from 100 to 299 are designed primarily for freshmen and sophomores. See “Lower-Division Courses,” page 56.

**Magna Cum Laude.** A student with a minimum of 60 semester hours of course work at ASU and a cumulative GPA of 3.60 to 3.79 graduates *magna cum laude*. See “Graduation with Academic Recognition,” page 84. See also “Cum Laude” and “Summa Cum Laude” in this section.

**Major.** A major is a formalized group of courses contained within the program of study. See “ASU Baccalaureate Degrees,” page 11, and “ASU Graduate Degrees,” page 494.

**Minor.** A minor is a formalized group of courses contained within the program of study available from some instruction units. See “Minors,” page 110.

**Omnibus Course.** An omnibus course is offered on an experimental or tutorial basis when the course content is new or periodically changes. See “Omnibus Courses,” page 56.

**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 “Pass/Fail Enrollment,” page 75.

**Placement Examination.** A proficiency examination is given to waive a course requirement, validate certain transfer credits in professional programs, or determine a student’s ability in a field where competence is an important consideration. See “Placement Examinations,” page 70.

**Prerequisite.** A requirement to be met *before* registering for one course, such as completing another particular course, is a prerequisite. See also “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 student on academic probation is required to observe any rules or limitations the college may impose as a condition for retention. See “Probation,” page 79.

**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 receive a mark of “W” only from courses in which the instructor certifies that they are passing at the time of the withdrawal. See “Restricted Withdrawal,” page 75.

**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 “Restricted Withdrawal,” page 75.

**Senior.** A student who has earned 87 or more semester hours is a senior.

**Sophomore.** A student who has earned from 25 to 55 semester hours is a sophomore.

**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 “Graduation with Academic Recognition,” page 84. See also “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 “TOEFL,” page 65, and “AECF,” in this section.

**Transcript.** An official transcript lists in chronological order all courses taken at ASU. It includes all grades received. It is signed and dated by the registrar and displays the embossed seal of the university. Unofficial transcripts include all information shown on the official transcript, plus information concerning changes, additions, etc., to the record. See “Transcripts,” page 77.

**Unrestricted Course 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 “Unrestricted Course Withdrawal,” page 75.

**Upper-Division Courses.** Courses numbered from 300 to 499 are designed primarily for juniors and seniors. See “Upper-Division Courses,” page 56.