
Academic Definitions

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 81.

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 74.

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 73.

Audit Enrollment. A student who audits a course pays tuition and attends regularly scheduled class sessions but earns no credit. See “Audit Enrollment,” page 83.

Buckley Amendment. See “Family Educational Rights and Privacy Act” in this section and “Student Records,” page 87.

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 75.

Complete Withdrawal. Students may withdraw from all of their classes and receive a grade of “W” in each course through the semester transaction deadline.

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 75.

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 82.

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 Prefixes” table, page 7, provides a comprehensive list. See also “Cross-Listing” in this section.

Course Withdrawal. During the second week through the 10th week of a fall or spring semester, or the third day through the third week of a summer session, or until the midpoint of the term for winter and flexibly scheduled sessions, a student may withdraw from any course with a mark of “W.” See the *Schedule of Classes* or the *Summer Sessions Bulletin* for dates of the withdrawal period.

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 50 or 56 semester hours of course work at ASU (depending on the campus) and a cumulative GPA of 3.40 to 3.59 graduates *cum laude*. See “Graduation with Academic Recognition,” page 92. 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 91.

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 84.

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 87.

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 93.

GPA. The ASU grade point average (GPA) is obtained by dividing the total number of ASU honor 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 85.

Grade Points. For the purpose of computing the GPA, grade points are assigned to each of the grades for each semester hour. For example, three points are assigned for a “B.” See “Grades and Marks,” page 83.

Graduate Catalog. The *Graduate Catalog* describes the procedures and requirements for enrollment in the Division of Graduate Studies. See “Division of Graduate Studies,” page 150.

Graduate-Level Courses. Courses numbered from 500 to 799 are designed for graduate students. See “Graduate-Level Courses,” page 62.

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 83.

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 75.

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 62.

Magna Cum Laude. A student with a minimum of 56 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 92. 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 13, and “ASU Graduate Degrees,” page 163.

Minor. A minor is a formalized group of courses contained within the program of study available from some instruction units. See “Minors,” page 126.

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 63.

Pass/Fail Enrollment. A mark of “P” (pass) or “E” (0.00) (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 83.

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 79.

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 87.

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 56 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 92. 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 73, and “AECP,” in this section.

Transcript. An official transcript is a copy of the student’s permanent academic record that lists in chronological order all courses taken at ASU. The official transcript includes all grades received, is signed and dated by the registrar, and displays the seal of the university. An unofficial transcript is an uncertified copy of the academic record. Unofficial transcripts include all information shown on the official transcript, plus information concerning changes, additions, etc., to the record. See “Transcripts,” page 86.

Upper-Division Courses. Courses numbered from 300 to 499 are designed primarily for juniors and seniors. See “Upper-Division Courses,” page 62.