

# GLOSSARY OF TERMS

## Academic classification

First year: students who have completed 0-26 sem. hrs.  
 Second year: students who have completed 27-56 sem. hrs.  
 Third year: students who have completed 57-89 sem. hrs.  
 Fourth year: students who have completed 90 or more sem. hrs.

## Academic discipline

One subject area within a faculty; e.g. English is an academic discipline in the Faculty of Humanities and Social Sciences. Not necessarily a major.

## Academic year

The period from Labour Day in September to and including graduation day in April of the following year. Trinity Western operates on a two-semester system. Fall semester extends from September to December; spring semester is January to April.

## Auditor

A student who pays a fee to sit in on a course without the right to write papers or exams. Auditors are not entitled to credit. Change to audit must occur within the normal course change times. Faithful attendance is expected.

## Bachelor's degree

At Trinity Western University, these include Bachelor of Arts (B.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Education (B.Ed.), Bachelor of Human Kinetics (B.H.K.), Bachelor of Science (B.Sc.), or Bachelor of Science in Nursing (B.Sc.N.). The degree granted for completing an undergraduate baccalaureate program (usually four or five years of post-secondary education).

## Concentration

30 sem. hrs. in a single discipline, including 12-18 sem. hrs. of upper level courses.

## Co-operative education

See Co-operative Education, Additional Curricular Information section of this Calendar.

## Core Requirements

Normally, a cluster of 45 sem. hrs. that must be taken as part of graduation requirements for all baccalaureate degrees.

## Course

A prescribed part of a subject area or discipline; e.g., ENGL 103 Introduction to Literature: Short Fiction and Poetry.

## Credit

A completed unit of university work or recognized equivalent. At TWU, academic work is assigned in semester hours (sem. hrs.).

## Dean

An academic administrator responsible for the day-to-day supervision of the programs and personnel in a faculty or school at the University.

## Department (academic)

An academic administrative unit for a particular discipline within a faculty in which a major is offered, e.g., Department of Communications in the Faculty of Professional Studies and Performing Arts.

## Department chair

Faculty member responsible for administration of a department.

## Directed Study Courses

Courses with limited student/faculty interaction. This course delivery format is normally used when a student is unable to enrol in the course when it is offered in the regular curriculum. Several conditions must be met for a directed study course to be approved.

## Elective

A course not specifically required by a student's degree program.

## Faculty member classification

Professor: the most senior faculty rank as scholar, teacher, and researcher.

Associate Professor: middle rank as a professor.

Assistant Professor: initial rank as a professor.

## Full-time student

A student registered in 12 sem. hrs. or more in a semester.

## General Studies

A B.A. degree in General Studies is available by combining two minors, at least one of which is not a natural or applied science; the B.Sc. in General Studies is available by combining any two Natural Science minors.

## Grade

The letter indicating an instructor's evaluation of a student's achievement in a particular course or academic project.

## Grade Point Average (GPA)

A student's GPA is the numerical average obtained when a student's letter grades are converted to the four-point scale (A=4, B=3, etc.) with appropriate weighting for the semester hour weight of each course. The cumulative GPA refers to the GPA average obtained for all courses taken by a student at TWU up to that time.

## Honours degree

A baccalaureate degree program which requires more extensive upper level specialization in an academic discipline than that of a standard major (between 12 and 18 sem. hrs. more at TWU, which are added to the total required for graduation), a higher overall GPA (e.g. 3.0 instead of 2.0), and often more demanding requirements such as an Honours thesis.

## Lower level courses

Courses numbered from 100 to 299

## Major

A subject area of specialization consisting of at least 42 sem. hrs. in one discipline, or 54-60 sem. hrs. in one faculty, including at least 24 sem. hrs. of upper level courses.

**Minimum academic standards**

All Trinity Western University students are expected to maintain a level of academic achievement that will enable them to graduate at the completion of their program. The minimum cumulative GPA for most undergraduate programs is 2.00, with some having a higher minimum. Students whose cumulative GPA is below 2.00 must achieve academic standards that are monitored by the Academic Standards Committee. Failure to meet these standards will result in restrictions on course registration and may result in required enrolment in the Academic Recovery Program and/or being required to withdraw from the University.

**Minor**

24 sem. hrs. in a single discipline, normally including 12 sem. hrs. of upper level courses.

**Multidisciplinary major**

54 to 60 sem. hrs. with at least two minors and covering three disciplines, including at least 24 sem. hrs. of upper level courses.

**Office of the Registrar**

The combined Registration and Student Accounts office located on the upper floor of the Mattson Centre where students receive letters for agencies, order transcripts, and make student account payments and inquiries. The Office of the Registrar maintains the web portal for online course registration, adding or dropping courses and inquiring about grades. It also helps students navigate any difficulties experienced in these areas.

**Part-time student**

A student registered in 11 or fewer sem. hrs. in a semester.

**Plagiarism**

Any form of cheating by means of unacknowledged reproduction of ideas and/or actual words of other persons, leaving an impression that these are the student's own ideas or original work.

**Pre-professional programs**

Programs of study leading to further study in professions such as medical doctor, dentist, engineer, lawyer, and for which students must complete additional education at an institution other than TWU.

**Provost**

The chief academic officer of an academic faculty. At Trinity Western University, the Provost gives oversight to all programmatic and operational areas of the University.

**Semester**

A term or period of instruction corresponding to one-half of the academic year; each semester lasts approximately 15 weeks, including the final exam period.

**Semester hours (sem. hrs.)**

A unit of credit normally representing one hour weekly of class work for a term of approximately 13 weeks. Laboratory work, a necessary component of many science and language courses, does not normally add extra credit value to the course.

**Transcript**

An official copy of a student's permanent academic record.

**Transfer credit**

Credit granted for work completed at another institution towards a degree at TWU.

**Upper level courses**

Courses numbered from 300 to 499

**Visiting student**

Student coming from another university with written permission to take specific courses at Trinity Western for transferring back to the other institution.