

# GLOSSARY

**ACADEMIC SCHEDULE** A schedule of events and deadlines important to students and prospective students covering the period of the College's academic year, July 1 to June 30.

**ACADEMIC PROBATION** Students are considered to be on academic probation with their cumulative grade point average falls below the academic indices required for good standing.

**ACADEMIC YEAR** The term used to describe the twelve-month period from July 1 of one year to June 30 of the following year.

**ADMISSION OR READMISSION** acceptance of a person (who has formally applied to attend the College) into a specified program.

**ADMISSION REQUIREMENTS** Sometimes called entrance requirements, are the academic background required for admission to a program of study at the College. Some examples of admission requirements are: a high school diploma, letters of reference and Mathematics 30.

**ALBERTA RESIDENT** A resident of Alberta is defined as a Canadian Citizen or Permanent Resident (Landed Immigrant) who has been a continuous resident in the Province of Alberta, the Yukon, the Northwest Territories or Nunavut for at least one year immediately before the first day of classes of the term for which admission is sought. The one-year residence period shall not be considered broken where the admission office is satisfied that the applicant was temporarily out of the province on vacation, in short-term employment, or as a fulltime student. Applicants on study permit cannot establish residence during a period as a full-time student in an Alberta secondary or postsecondary institution because a stay under study permit is considered to be a visiting period.

**ALUMNUS** A former student or graduate of the College.

**AUDITING STUDENTS** Students permitted to attend individual courses on the understanding that, except with the permission of the instructor, they may not participate in the class discussion. No assignments or examinations are required and no credit will be granted for the course. Change in classification from an Auditing student to a Regular student is permitted only within the first two meetings of the class.

**CALENDAR** An annual publication of academic regulations, schedules, programs of study and course descriptions.

**CERTIFICATE** The recognition awarded to a student who has completed all the requirements of a designated program that is normally the equivalent of eight months (two semesters) of full-time studies.

**CHALLENGE EXAMINATION** Students who have acquired skills or knowledge through experience and/or related courses which are relevant to the content of a course offered at Keyano College may be granted credit for such a course by requesting and passing a challenge examination.

**CLINICAL** Hands-on experience in a specified Nursing & Allied Health Studies program.

**CONDITIONAL STUDENTS** Students admitted to a credit program with the conditions that transcripts or other documents are provided to confirm admission requirements are met. Conditions must be cleared prior to the start of classes or the offer of conditional acceptance may be revoked.

**CONTINUING STUDENT** A student enrolled in one or more semesters of the previous academic year.

**CONVOCATION** The ceremony to celebrate with those students who successfully completed their programs and satisfied the College's graduation requirements.

**CO-REQUISITE** The requirement, usually a course, students must take at the same time they are taking another course.

**COURSE LOAD** The number of courses a student is expected to take while in attendance in a given semester of a program.

**CREDIT COURSE** A course that carries credit toward a certificate, diploma, or program of studies.

**CREDIT** The quantitative measure or weight assigned to the amount of learning a student receives through a combination of lectures, tutorials, labs etc.

**DEFERRED FINAL EXAMINATIONS** An examination written by a student, in accordance with College policy, subsequent to the regular time of writing.

**DEPARTMENT** The administrative unit of the College responsible for the academic functions of a program of study.

**DIPLOMA** The recognition awarded to a student who has completed all the requirements of a designated program that is normally 16 months of full-time studies spread over two years (four semesters).

**DROP PERIOD** Students may drop or delete courses before classes start or within the first 1/8 of their semester or session. Dropped courses do not appear on the official transcript.

# GLOSSARY

**ENTRANCE REQUIREMENTS** Sometimes called admission requirements, are the academic background required for admission to a program of study at the College. Some examples of admission requirements are: a high school diploma, letters of reference, Mathematics 30.

**FALL SEMESTER** Sometimes referred to as the Fall Term is the period of the academic year which runs from September to December.

**FEES** The dollar value set, normally annually, by the Board of Governors and used in the calculation of instructional fees. Fees quoted normally include tuition and other charges for instruction and do not normally include textbook charges.

**FULL-TIME STUDENT** Students taking 60% or more of the full program load in each term are classified as full-time.

**GRADE POINT** A weighted value assigned to the grade a student receives in a course, obtained by multiplying the grade received by the course credits. This value is used in calculating grade point average.

**GRADE POINT AVERAGE (GPA)** A measure of a student's weighted average obtained by dividing the total number of grade points earned by the total credits attempted.

**GRIEVANCE** A claim or complaint by a student that a College unit has reached a decision which is not in keeping with College policy or has taken an erroneous action which adversely affects the student.

**HIGH SCHOOL EQUIVALENT** Academically equal to high school diploma, subject or course.

**INSTRUCTIONAL DAY** Any day classes are held.

**INSTRUCTOR** Sometimes called a faculty member or teacher qualified to teach at the College.

**INTAKE** Defines when students may start a program that is not offered on a semester format.

**INTERNATIONAL STUDENTS** Students that are citizens or residents of another country who have a valid student authorization to study in Canada.

**LABORATORY** A scheduled class meeting time separate from the normal lecture hours. The laboratory is set aside for practical learning, such as experiments or solving problems. Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture.

**LECTURE** In lecture classes, students attend regularly scheduled classes and the instructor lectures on class material.

## **MATRICULATION – UNIVERSITY STUDIES**

Students are those who are not eligible for University Studies or other post-secondary programs due to missing high school pre-requisites. Students are registered as matriculation students and pay fees in accordance with the courses they are taking.

**MATURE STUDENTS** An individual who meets one of the following criteria with or without a completed high school diploma: (1) have been out of school for at least three consecutive years; or (2) are at least 21 years of age.

**NON-CREDIT COURSES** Courses not recognized for credit towards a Keyano College credit program.

**OPTION** Refers to courses in a specific program that are not prescribed by the curriculum and in which the student is allowed a choice.

**PARCHMENT** The award received for successful completion of a curriculum of studies that is recognized by a certificate, diploma or degree.

**PART-TIME STUDENT** A student who is registered in less than 60% of the full program load is classified as a part-time student.

**PLACEMENT ASSESSMENT** An assessment to determine the student's level of academic competence in a particular subject like English or Mathematics. Not normally used to determine admissibility to a program.

**PRACTICUM** A course of study involving supervised practical work experience.

**PREREQUISITE** A course that must be successfully completed before another course can be taken.

**PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR)** Defined as awarding credit for learning which has taken place outside of post-secondary institutions. PLAR provides a way of recognizing learning which has taken place on the job, in employment based training, or in a variety of experiences outside of the workplace.

**PROBATIONARY STUDENTS** admitted subject to meeting specific requirements of academic achievement or behavioural performance. Students who meet the conditions of their probation will become Regular Students. Students who do not meet the conditions of their probation may be required to withdraw from the College for at least one semester.

# GLOSSARY

**PROGRAM** An approved group of related courses leading to a diploma or certificate.

**REGISTRATION** The process of selecting courses that are to be taken by a student in a term or session, usually in accordance with a specific program curriculum.

**REGULAR STUDENTS** Admitted to a credit program on the basis of meeting the entry requirements, or having satisfied a provision of admission, or having successfully completed a probationary period.

**REQUIRED COURSES** Often called compulsory or core courses, these are specific courses in a program that must be completed to meet graduation requirements in a program.

**RESIDENCY REQUIREMENT** The minimum number of Keyano College courses or credits that must be completed to fulfill a program's requirement or meet graduation requirements.

**RETURNING STUDENT** A student who is returning to the College after an absence of a minimum of one academic year.

**SEMESTER** Often known as an academic session or term. Each academic year at the College is divided into periods of time called semesters.

**SENIOR LEVEL COURSES** Courses intended for students in their second or third year of study.

**SPECIAL STUDENTS** A student admitted to individual credit courses but not to a credit program. Students may take up to four credit courses at one per term at which time their performance will be reviewed. Special Students are not eligible to receive a certificate or diploma.

**SPRING SEMESTER** Sometimes referred to as the Spring Term is the period of the academic year which runs from May to June.

**STATEMENT OF MARKS** A statement or report card of a student's academic record for a term or semester of study.

**SUMMER SEMESTER** Sometimes referred to as the Summer Term is the period of the academic year which normally runs from May to August.

**STUDENT ADVISOR** Sometimes called an academic advisor is an Office of the Registrar staff member who helps students select courses that will satisfy graduation requirements for the student's program.

**TRANSCRIPT** A statement or report card of a student's entire official academic record bearing the original signature of an authorized member of the Registrar's staff and the official seal of the College.

**TRANSFER CREDIT** credit awarded for courses successfully completed at another accredited or recognized college, university or technical institute. Transfer credit is only given when the knowledge an applicant acquired through previous study is almost identical or equivalent to that which would be gained in one of the credit courses at the college.

**TUTORIAL** The small group discussion portion of a larger class which may be led by an instructor or by a tutorial assistant. Discussion classes offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates.

**UNIVERSITY TRANSFER COURSES** These are courses delivered by the College and recognized for credit by Alberta universities as listed in the Alberta Transfer Guide published annually by the Alberta Council on Admissions and Transfer.

**VISA STUDENT** A student studying on visa while in Canada.

**VISITING STUDENTS** Admitted on the basis of a letter of permission from another institution, with the intention of transferring Keyano College credits back to the home institution.

**WINTER SEMESTER** Sometimes referred to as the Winter Term, is the period of the academic year which runs from January to April.

**WITHDRAWAL PERIOD** Students who withdraw between 1/8 and 3/4 the length of a semester or session will receive a grade of "W" (Withdrawal) in their course(s) which will appear on the official transcript, but is not calculated in the GPA (grade point average).

**WITHDRAWAL** The voluntary cancellation of registration in a course or a full semester of courses by a student who completes and submits to the Office of the Registrar a "Withdrawal" or "Change of Registration" form. The deadlines for students to have registrations "dropped" or "withdrawn" are noted in the Academic Schedule.