

# GLOSSARY

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For further information regarding definitions and how each is applied to policy, please refer to Lethbridge College's institutional policies at <https://lethbridgecollege.ca/departments/institutional-compliance/policies-and-procedures> (<https://lethbridgecollege.ca/departments/institutional-compliance/policies-and-procedures/>). Unless otherwise stated in policy, the definitions listed in the Academic Calendar are applied at an institutional level.

## A - C

### Academic Calendar

The annual publication that articulates academic regulations, schedules, programs of study, graduation requirements, and course description for the learners who are admitted to a Lethbridge College program for that particular academic calendar year.

### Academic Council

A cross-divisional council for the purpose of making recommendations or reports to the Board of Governors or designate on academic matters.

### Academic Council on Admissions and Transfer (ACAT)

An independent body consisting of representatives from the public, students, universities, public colleges, technical institutions, Alberta Vocational Colleges, private colleges and Alberta Education. The Council is responsible for developing policies, guidelines and procedures designed to facilitate course and program transfer arrangements among post-secondary institutions in Alberta. The basic objective of the Council is the development of educational opportunities for students.

### Academic Level

The academic level (represented by an alpha code) is applied to student, program, course, and section records. The various academic levels identify post-secondary, non-credit and apprenticeship types of academic training. Each level has specific functionality associated to it that effects transcripts, grading, full/part-time status, academic standing, etc.

### Academic Program

A Lethbridge College (LC) academic program is a pre-defined group of requirements (degree audit) designed to culminate in the granting of an approved LC credential. An LC academic program is not an organizational unit within the institutional hierarchy.

### Academic Schedule

An academic schedule (<https://calendar.lethbridgecollege.ca/academic-schedules/>) identifies significant dates for admission, registration, terms, course schedules, examinations, convocation, breaks, and all statutory and college holidays, as approved by academic council.

### Academic Standing

The scholastic standing of a student based on the earned GPA. Academic standings are calculated and applied based on applicable alpha grades. Academic standings are calculated on a term basis and display on the student transcript.

### Academic Timetable

A listing that includes specific course section details, including, but not restricted to, the time (e.g. day of the week and time of day), space, location, instructor, student access (e.g. restricted or

unrestricted access for specific program students), and information notations.

### Academic Year

The period that identifies the start and end of the college's academic year; between July 1 and June 30. An academic year typically has five (5) associated academic terms. The academic year can also be referred to as the Academic Calendar Year or Reporting Year.

### Add/Drop Period

The period when students may add or drop individual credit courses at the beginning of their term with full tuition refund and no entry on the academic transcript. See Registration Dates and Deadlines (<https://calendar.lethbridgecollege.ca/academic-schedules/>).

### Admitted

An applicant who has submitted a confirmation of acceptance for an offer of admission to an academic program at Lethbridge College. At this point, the applicant is now considered a student.

### Alumni

Individuals who have completed a program at Lethbridge College which has resulted in an exit credential.

### Applicant

An individual who submits an application to an academic program at Lethbridge College; or a current Lethbridge College student who submits an application to a different academic program.

### Apprenticeship Course

An apprenticeship course is made up of organized subject matter with specific learning outcomes mandated by the Alberta Apprenticeship and Industry Training Board.

### Assessment

Any form of measurement designed to inform, shape, guide, and facilitate learning and teaching.

### Audit Student

A student who has been granted permission by an instructor to attend lectures in a course with the understanding that the student may not submit assignments, sit for examinations, or participate in class discussions. The course appears on the official academic transcript with an AUD grade.

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### Blended Course Delivery

Courses which include both face-to-face and online instruction. Sections would be coded B01, B02, etc.

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### Class Level

A one (1) digit element identifying the year of a program in which a learner is enrolled. This element refers to the year of the program, not to how long the learner has been in the program.

### Class Limit

Indicates the maximum number of registered students that can be enrolled in the course section. This attribute can also be referred to as the course section capacity.

### Classification Number

The numeric portion of the course and/or section identifier that indicates the credit classification, for example, 0001-0999 indicates

upgrading, 1000-1999 indicates sections offered in first year college programs, etc.

### **Comprehensive Exam**

An exam that covers all the outcomes of the course.

### **Confidentiality**

Ensuring that confidential information is accessible internally or externally only to those who are authorized to have access.

### **Continuing Student**

A student who has been enrolled in, and received a grade, in at least one credit course in each consecutive fall or winter term from the time of their most recent admission.

### **Convocation**

The ceremony where credentials are conferred on students who have met eligibility requirements for graduation as stipulated by the Lethbridge College academic calendar.

### **Co-Requisite**

A course that must be taken prior to or in conjunction with another course.

### **Course**

Organized subject matter with specific learning outcomes. Courses may be designated as post-secondary, supplemental, non-credit or apprenticeship. To offer a course, it must have one or more associated sections which are used for student registration.

### **Course ID**

A course ID is the combination of the course prefix and classification number.

### **Course Module**

A unit of subject content delivered within a course. A module will generally have a set of modular outcomes, which support one or more course outcomes.

### **Course Outcome**

A statement identifying the knowledge, skills and attitudes the learner is expected to demonstrate after successfully completing the course. A module outcome is a more specific statement identifying how the student will demonstrate his/her knowledge, skills and attitudes related to specific content/topics that are taught in a course.

### **Course Outline**

An approved document that outlines and defines a Lethbridge College credit course. The course outline must comply with the course outline template, which is part of the Course Outline Standards Policy.

### **Course Section ID**

A unique offering of a course within a specific term that indicates the day(s), time, location, and assigned instructor. One course may have multiple sections to choose from. Students are enrolled in sections of post-secondary, non-credit or apprenticeship courses. A course section can also be referred to as a section. A course section ID is comprised of the section name and section number.

### **Credential**

Verification of a qualification or competency issued to an individual by Lethbridge College. For example, a diploma is a credential.

### **Credit**

The credit values or units of learning assigned to each credit course, including both the class-time/tutorials/laboratories and practical/independent learning time that a typical student would need to devote to complete the course.

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## **D - F**

### **Degree Audit (My Progress)**

A comparison of a student's academic record against the academic program/credential requirements. Also referred to as Program Evaluation.

### **Delivery Hours**

The number of hours that instructors and students are assigned to work/meet together in an instructional space (virtual, classroom, etc.).

### **Distance Course Delivery**

Courses that are online and are not scheduled at a specific time (asynchronous). Sections would be coded D01, D02, etc.

### **Domestic Student**

Any student who is a Canadian citizen, permanent resident, protected person in accordance with the Immigration and Refugee Protection Act, and any student who is a holder of a diplomatic visa issued by the Government of Canada.

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### **Elective**

A required course(s) that is chosen from a number of course options, as specified in the requirements for completion of a particular program.

### **Extended Drop Period**

The period when students may drop individual credit courses without any academic record of their enrolment. A financial penalty is assessed for courses dropped during the extended drop period. See Registration Dates and Deadlines (<https://calendar.lethbridgecollege.ca/academic-schedules/>).

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### **Final Grade**

The final grade submitted by the instructor for the student in a course section. The final grade represents the alpha code assigned to indicate the level of a student's academic performance in a course. The numeric value assigned to the alpha code may vary by program.

### **Full-Time Student Load**

A student is considered "full time" when enrolled in 9 credits or more in a fall (FL), winter (WN) or spring (long) (SM) term. A student is considered full time when enrolled in 4.5 credits or more in a spring (short) (S2) or summer term (S1).

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## **G - I**

### **Grade Point Average (GPA)**

The standard average measure of academic performance used to determine (but not limited to) academic standing, eligibility for awards, eligibility for athlete participation, honour status, and foreign student work permit eligibility.

**Grade Scheme**

A group of grades that represent a complete grading pattern associated to each academic level. Specific grade schemes can restrict which grades contribute to the GPA calculation. Grade schemes include Alpha, Numeric, and Non-Credit.

**Graduate**

A graduate is a student who has successfully completed, within the allowable time frame, all program requirements (academic and non-academic) defined in the calendar associated to their year of admission.

**HyFlex Course Delivery**

Courses are offered face-to-face and synchronously online at the same time. Sections would be coded H01, H02, etc.

**Honorary Degree/Diploma**

An academic credential typically conferred to honour the contributions of a distinguished visitor.

**Incomplete Grade (I)**

An "I" grade is a grade symbol assigned to indicate the student has been given additional time to complete their course work and/or course assessments, as assigned by the instructor. An incomplete grade must have an incomplete grade expiry date assigned. There are two types of incomplete grades: "in scope" and "out of scope". The in-scope expiry date limitation is up to two months following the end of the term in which the incomplete grade was assigned. The out of scope "I" grade is used in cases where the instructor discerns that the course requirements cannot be fulfilled within the two-month period following the end of the term. The instructor will then assign the grade expiry date of more than two months but less than one year.

**Independent Study**

A self-directed learning experience in which students pursue a topic related to their program or proposed career. Students typically work with a faculty member to determine the project they wish to undertake and the instructor provides support and mentorship to the student.

**Institutional GPA**

The GPA of all courses completed at Lethbridge College, regardless of the program a student is currently enrolled in. Also referred to as cumulative GPA.

**Instruction**

Time used for instruction and the presentation of information, theory, or idea about a specific topic within the discipline.

**International Student**

Any student who is studying at Lethbridge College on a visa.

requisite to the instruction section at time of registration. Sections would be coded L01, L02, etc.

**Major**

The primary area of specialization in certain credit programs.

**Mandatory Non-Instructional Fees**

Fees assessed for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program.

**Non-Academic Admission Requirements**

Any admission requirement that is not academic in nature.

**Non-Credit**

Courses which do not carry a credit value and are not calculated into a registrant's Grade Point Average (GPA).

**Not Qualified**

The status of an individual who does not satisfy admission requirements.

**O - R****On Campus Course Delivery**

Courses scheduled at a specific time and are delivered on campus in the room(s) listed. Sections would be coded C01, C02, etc.

**Open Studies Student**

A student who is not formally admitted to an academic program but who is permitted to take one or more courses in a given term. Courses successfully completed as an Open Studies student may count in an academic program if a student applies and is later admitted to an academic program.

**Part-Time Student Load**

Any credit load below the threshold of full-time status studies.

**Pre-Requisite**

A preliminary requirement, usually another course, which must be successfully completed before a course can be taken.

**Prior Learning Assessment (PLA)**

The assessment or evaluation by a content expert of prior learning, which is not recognized through transfer credit.

**Prior Learning Credit (PLC)**

Formally recognizing a person's knowledge and skills, acquired through non-formal and informal learning, by awarding academic credit, designated as "PLC" on academic transcripts. Credits awarded through prior learning credit are not included in the residency requirement at Lethbridge College, in the GPA calculation, or in the current credit load for the purpose of maintaining full-time student status.

**Program**

A formal grouping of courses which leads to an approved credential.

**Program GPA**

The program GPA includes all eligible grades attributed to the credential and is used to determine eligibility for awarding the credential.

**L - N****Laboratory (Lab) Course Delivery**

An organized activity where theories, techniques, or methods are tested, analyzed or demonstrated. Labs are scheduled at separate times from the instruction time and generally focus on students getting hands-on experience of the subject matter, often in a specialized learning space. A course laboratory section is co-

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**Qualified**

The status assigned to an individual who has satisfied the program admission requirements.

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**Registration**

The process of enrolling admitted (post-secondary and/or upgrading); open studies, non-credit or apprenticeship students into specific sections for the purpose of creating a student registration and/or student billing record. This process can also be referred to as student registration.

**Registration Status**

The status indicating if a student is currently registered, dropped, or withdrawn from a section.

**Residency**

The minimum percentage of total credits required for a Lethbridge College credential which must be completed through enrolment in Lethbridge College credit courses.

**Returning Student**

A student who reapplies after a break in enrolment of one or more fall or winter terms.

**Required Withdrawal Grade (RW)**

A "RW" grade is a grade symbol that represents a student was required to withdraw from a course section. An "RW" grade cannot be replaced by a student-initiated "W" grade.

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**S - U****Section Number**

An alpha numeric element used to identify a unique section of a course. A section number is typically formatted as a letter followed by two numbers, for example: C01 or D01. The letter will usually indicate a learning location or style, for example: C = on campus, face-to-face; D = online delivery; L = lab; T = tutorial, etc.

**Student**

Any person who has either accepted their offer of admission to a program and has yet to be registered in sections, or has registered in one or more credit, non-credit, or apprenticeship courses for the current or a future term.

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**Term**

A period of time in which a course is delivered. Most courses are delivered in approximately 15-week periods, Terms are as follows: summer (Jul-Aug); fall (Sep-Dec); winter (Jan-Apr); spring-short (May-Jun); and spring-long (May-Aug). Can also be referred to as Academic Term.

**Term GPA**

A GPA consisting of all grades earned in a term.

**Transcript**

An official document recording a student's academic performance. A transcript contains a chronological listing of credit courses, grades obtained, levels of achievement, and credentials earned.

**Transfer Credit Grade (TR)**

A "TR" grade is a grade symbol representing credits awarded at Lethbridge College for transfer credit.

**Transfer Credit**

Credit courses completed at other post-secondary institutions, which have been deemed eligible for credit at Lethbridge College. Credits awarded through transfer credit are not included in the residency requirement at Lethbridge College, in the GPA calculation, or in the current credit load for the purpose of maintaining full-time student status.

**Transfer Student**

A student who has completed post-secondary courses or programs at another institution that are deemed equivalent to a course or program at Lethbridge College.

**Tutorial Course Delivery**

A facilitated meeting of smaller groups of students where there is an opportunity to gain a deeper understanding of the subject matter. Tutorials are scheduled at separate times from the instruction time. A course tutorial section is a co-requisite to the instruction section at time of registration. Sections would be coded T01, T02, etc.

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**U****Unspecified Credit**

Transfer credit awarded where no equivalent course exists at Lethbridge College. Course number will be represented as 11XX, 22XX, etc.

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**V & W****Virtual Course Delivery**

Courses which are fully online and scheduled at a specific time (synchronous) that students are expected to attend. Sections would be coded V01, V02, etc.

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**Waitlist**

A priority list of qualified applicants for an oversubscribed program for a specific term of admission. Qualified applicants will be added to a waitlist on a first come, first serve basis.

**Withdrawal with Cause Grade (WC)**

A "WC" grade is a grade symbol that represents a student-initiated request for withdrawal that must be approved by the Registrar. Once applied to the student's record a "WC" grade cannot be changed/replaced. "WC" grades are not included in the GPA calculation and no tuition refund will be granted.

**Withdrawal Grade (W)**

A "W" grade is a grade symbol that represents a student-initiated request for withdrawal. Once applied to the student's record a "W" grade cannot be changed/replaced. "W" grades are not included in the GPA calculation and no tuition refund will be granted.

**Withdrawal Period**

Students withdrawing from courses between the day after extended drop and the last day of class will be graded with a "W" grade. See Registration Dates and Deadlines (<https://calendar.lethbridgecollege.ca/academic-schedules/>).

**Work Integrated Learning**

Authentic Work-site Experience (often referred to as Practicum/Fieldwork/Directed Field Studies/Clinical Placement) is experiential learning within industry, generally off campus. The learning opportunity involves on-the-job experience and supervision by a professional from the college and/or industry.

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