

GLOSSARY

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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.

Blended Course Delivery

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

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.
