

## Section 8: Definition of Terms (Primer on BYU Curriculum Jargon)

### ABC

Stands for Advisement by Computer. This is the computerized Progress Report that helps undergraduate students know where they stand in their progress to graduation. It has a section for University Core requirements, major requirements, minor requirements, and a general listing of courses taken by semester/term (a type of unofficial transcript).

**Academic Internships** (see Internships)

### Advanced Undergraduate

This term is generally used to designate those students who can enroll in 500-level courses. It usually designates students who are seniors or far enough in their field of study to be able to handle beginning graduate-level course work.

### Catalog

An annual university bulletin which formally communicates the nature of the academic programs of Brigham Young University, which includes faculty, degree programs, courses, and facilities. The university publishes a graduate and an undergraduate catalog.

### Class

An individual scheduled section of a course.

### Class Hours

The number of hours to be spent per week in a classroom or laboratory setting.

The catalog lists the designations in course description section. After the full title of the course are three numbers separated by colons. The first indicates the number of credit hours the course carries. The second indicates the *lecture hours* (the number of hours per week in a classroom lecture, discussion, presentation setting). The third indicates the *lab/quiz hours* (the number of hours per week in a laboratory or other activity type setting). Sometimes the distinction between the last two numbers' designations cannot be cleanly made. Then departments must indicate to the best of their ability the approximate breakdown of hours between lecture and activity, keeping in mind that the intent is to help students know how much time will be required in a formal learning setting (not homework or personal research time).

### Class Schedule

An official university Web document posted each semester and once for the combined Spring/Summer terms, listing the departmental courses available for student registration during that semester/term. The Class Schedule also contains an academic calendar, fee schedule, information on the current General Education program, and a listing of projected course offerings. The Class Schedule is found from the BYU Home Page ([www.BYU.edu](http://www.BYU.edu)) or at <http://saas.byu.edu/classSchedule/>

### Course

A learning sequence which has been formally approved by the university and is designated by a specific subject name (5 digit acronym), number, credit hour designation, and an accompanying course description. Occasionally there are also accompanying prerequisites, special notes, and future course availability information.

### Credit

Value of learning attainment awarded by the university to students (upon the recommendation of the departments) and designated in semester units in general relation to the effort required by the average student to achieve a given learning attainment.

**Cross-Listed Course**

Two (or more) courses may be *cross-listed* by request from all departments involved. Cross-listed courses must have the same course title, credit hours and other hours designations, prerequisites, and description. On the computer, these courses have the same *curriculum index number* but different *title codes*. Thus, the computer treats them as the same course. Courses that are taught together without having the same curriculum index number *are not cross-listed* courses — they are just courses that are being taught together.

**Curriculum of the University**

The total collection of authorized degrees, degree programs, other credit programs, courses, and evaluation procedures which are intended to enhance and to certify educational competence at Brigham Young University.

**Degree Program**

A learning sequence consisting of prescribed courses and learning objectives, which, when mastered and certified by appropriate evaluation, qualifies a person to receive a degree. This degree can be a major (with or without an emphasis or specialization), minor, or certificate. The university grants the degree, as certified by the department chair and academic dean of the degree program and formally recognizes the completion with a diploma or certificate. The degrees are listed on the students' official university transcript once they have been cleared and officially awarded (with the possible exception of certificates).

**Diploma**

An official document issued by the university certifying the completion of a degree program. At the bachelor's level, the diploma indicates the type of baccalaureate degree only (e.g., BA, BS, etc.). At the masters and doctoral level, the diploma indicates the type of degree earned and also the area of specialization.

**Discussion Section**

Division of a regular class into small sections for more personal attention to students; verbal emphasis.

**Dissertation**

Graduate students' exposé on a thoroughly researched topic of study.

**Emphasis**

A formal, specialized field of study. If attached to an undergraduate major, the emphasis will appear on the student's transcript. On the graduate level, an emphasis is used to guide course selection decisions with a *specialization*.

**Fees, Course**

Certain courses carry additional fees over and above the regular tuition assessed students. These special fees are noted in course descriptions with the word "Fee" and are outlined with the actual amount in the Class Schedule and in the "Tuition and Fees" section of the undergraduate catalog and class schedule. There are only certain instances where these additional fees are allowed. See the "Policy Statement on Fees" within this handbook.

**Flags**

Flags attached to a *course* or a *class* may limit student enrollment. Flags attached to the *course* affect all sections of the course that may be scheduled. Flags attached to a *class* will only affect that particular section of the course and only for that one time.

Flags may also be informational such as "majors only", a designation of GE fulfillment, etc.

**Freshman Academy**

Program for new students providing learning communities and common blocks of class sections.

**Freshman Envelope**

A group of classes enrolled by one registration transaction for academy students only.

**Flex Title**

There are courses created that carry a general or generic title in the published catalog. These courses may also have *flex titles* attached to them. If a department regularly uses a subject that is taught under the generic titled course, they may elect to formalize it by giving it an official place on the curriculum database. A flex title will have the same *curriculum index number* as the generic title, but will be assigned its own *title code*. Departments may then schedule that specific flex title as a class, it will show in the Class Schedule, students will register under that title, and it will show up on their transcript rather than the generic title. The subject name and course number will remain the same as the generic course. Credit hours may be different as long as the generic course is assigned a variable number of credit hours. Usually the generic course also carries an "R" suffix indicating the class is repeatable or can be taken more than once for credit.

**General Education**

University outlined required courses providing a broad base of educational experience.

**Grade Rule**

The *Grade Rule* designates how a course is to be graded in all instances. The grade rule is displayed on the instructor's class roll. The Grade Roll at the end of the semester/term will only allow those grades to be marked as established by the *Grade Rule* for that course. Please see the "Grade Rules" section of this handbook.

**Laboratory Section**

Supervised practical learning experience using special university facilities or equipment featuring student initiative; non-verbal emphasis. A lab may be an integral part of a course and come under the same course number and within the same hours designation. Also, it may be a "stand alone" course in and of itself and carry its own course number and credit hours.

**Holds**

Flags on a student record preventing certain actions (i.e., registration).

**Honors Thesis**

Written essay on a pre-selected topic evaluated by the Honors Program to gain an "Honors" designation upon graduation.

**Lab Hours**

The designation of the number of hours per week in a laboratory, quiz, or other learning activity as published in the catalog and listed on the curriculum database.

**Lecture Hours**

The designation of the number of hours per week in a lecture, discussion, or presentation setting as published in the catalog and listed on the curriculum database.

**Limited Enrollment Program (LEP)**

A program which has been officially authorized to limit the number of students participating in that program. Students must go through additional admissions procedures over and above those to be admitted to BYU. Please see the "Limited Enrollment Program Policy" in this handbook.

**Major**

The main course of study leading to a degree. Major programs may have designated *emphases, specializations, options, or tracks* listed within them to help students focus on a more intense or more specialized area of study. Majors are listed on student transcripts. Majors are not designated on undergraduate diplomas but may on graduate diplomas.

**MAP**

Stands for “Major Academic Plan” and is used for undergraduate students to help them know what is required to graduate and how best to plan their schedule to finish their program of study in a timely manner.

**Minor**

A degree program requiring less time and less hours than a major. A student may not graduate without a major, but may graduate without a minor unless his or her major program requires a minor.

**Prerequisite**

Usually attached to a course, a prerequisite will outline the level or courses a student must have attained or completed to successfully understand the new course content. Usually, only the last course in a string of courses should be used as the prerequisite.

**Progress Reports**

A computerized document students may access to gauge their progress toward graduation. It outlines what requirements must be met and shows those which have been completed.

**Project**

A pre-planned program or sequence of activities to be completed over time.

**Reading Day**

A day designated by the university between the last day of classes and the first day of final exams. It is to be used by students to study, review, and in other ways prepare for final exams. There should be no scheduled classes, no projects due, no reports due, and no tests given on a reading day.

**Repeatable Course**

Designated with an “R” suffix, repeatable courses are so designated because the subject matter taught is different each time. Students will be given credit for each time they take the course. A student may not retake the course for purposes of bettering a grade given in a previous section of the course. (The course cannot be repeated for grade purposes.)

**ReqSheet**

The computer printout of a degree program as outlined on the computer system. This is a template that governs the student ABC or Progress Report.

**SALT**

“Semester Away, Let’s Talk” or SALT is a program for students on internship providing them credit Independent Study course work while away from campus.

**Service Learning Course**

A course that carries a *service learning* component as part of the learning activities or pedagogy. See the Service Learning Policy in this handbook.

**Special Topics Course**

Most departments have at least one course designated as a special topics course. This generic course may be used to pilot new courses, allow a visiting professor to teach his or her specialty when there is no other course already established to do so, allow for special seminars as needed by the department, etc. Any courses after being piloted under this course which the department elects to make a permanent part of the curriculum should be given its own course number.

**Specialization**

Within a major, a *specialization* may be used to help focus on a portion of the field of study a student may wish to pursue. On the graduate level, *specializations* are formalized as part of the major and will appear on the student’s transcript.

**Study Abroad**

A formalized course of study in an international setting for a specified period of time under the direction of BYU faculty. Formal registration is required for each course to be studied while participating in the Study Abroad experience.

**Thesis**

Written research findings and conclusions on a specific topic submitted to complete a graduate degree.

**Transcript**

An official certification by the university of all credit earned and degrees attained. Students may use this document to communicate learning attainments to a third party.

**Travel Study**

University-sponsored learning experiences conducted on excursion to various locations for a designated period of time.

**Tutorial**

Material or special individual assistance in understanding a subject or curriculum unit.

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