GLOSSARY OF ACADEMIC TERMS

This mini-dictionary of academic terms has been compiled as a way of demystifying the jargon of the academic world. As you read through the catalog, check this handy dictionary to look up terms with which you may not be familiar.

ACADEMIC ADVISING
Process whereby students are provided with information regarding degree requirements, recommended coursework, programs of study, academic support services and policies, and procedures defining academic progress.

ACADEMIC FORGIVENESS POLICY
The Academic Forgiveness Policy pertains only to former Kent State students returning to the university as undergraduate students after a significant absence. It provides them an opportunity to have their academic standing reflect the increased maturity and improved level of academic performance gained since the interruption of studies at Kent State.

ACADEMIC PROBATION
(see PROBATION)

ACADEMIC STANDING
Students with a cumulative 2.00 GPA or above are in good academic standing. Students with a cumulative grade point average below 2.00 are placed on academic probation.

ACADEMIC YEAR
University year consisting of two 16-week semesters, fall and spring.

ACCESS
A program that permits persons to take courses at the university on a space-available basis at a substantial reduction in cost from that which is paid by a regularly enrolled student. No academic credit is received by ACCESS students for such coursework.

ACREDITATION
An external review process by which experts authorize or give credentials indicating that standards and expectations have been met by academic programs or institutions.

ADMISSIONS OFFICE
The university office where information and undergraduate admissions applications are available.

ADULT STUDENT
A student who is 21 years old or older and who has been out of high school for three years or more at the time of his/her first college enrollment. Further defined as any student whose primary life roles and responsibilities exist independent of the university and which, at times, may take precedence over the role of student.

ADVANCED PLACEMENT
Credit granted by Kent State for satisfactory scores attained through high school participation in this nationally standardized program. Contact Honors College for information.

ADVISOR
Faculty member or staff person who provides students with information concerning courses, programs of study and other aspects of academic life.

ATTEMPTED HOURS
Students’ total credit-hour registration either for a specific term or cumulative for all terms. Cumulative attempted hours include all credit-hour registrations for all terms at any accredited college or university (including post secondery registrations and courses to which forgiveness adjustments or repeat policies have been applied), as well as credit hours earned by other means (advanced placement, CLEP, credit-by-exam, etc.). Attempted hours include courses for which students have received either a letter grade or other administrative mark (AU, IN, IP, NF, NR, SP, W, etc.)

AUDIT
Enrollment in a class for which no grade or credit will be received.

BASIC SCIENCE
A Liberal Education Requirement category consisting of 6 hours of coursework in the following areas: anthropology, biological sciences, chemistry, geology, physics and physical sciences.

BOARD OF TRUSTEES
The board is made up of 11 trustees, two of whom shall be students at Kent State University. Trustees are appointed by the governor to provide for the proper maintenance and successful, continuous operation of the university (as specified by the Ohio Revised Code).

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BOARD PLAN
Food service plan operated by university; mandatory participation by freshmen and sophomores living in residence halls.

BURSAR’S OFFICE
The university office where payments of tuition and fees are made.

CAREER PLANNING
The development and coordination of a student’s experiences including his/her programs of study, extracurricular activities and employment pursuits to assist in the selection and planning of a vocation.

CAREER SERVICES CENTER
The university office providing services in career employment, career education, student employment and academic testing.

CATALOG YEAR
A term identifying the Catalog that contains the requirements defining a student’s degree program. Initially, it is the Catalog in force during the student’s first semester at Kent State University. Refer to the Catalog in Force policy in the General Requirements and Regulations section of this Catalog.

CERTIFICATE PROGRAMS
The Regional Campus network awards certificates to students who successfully complete a course of study designed to meet a specific need and that has been designated a Certificate Program and properly approved as such. These programs consist of no less than 15 credit hours and no more than 30.

CERTIFICATION
Formal “licensing” of a professional program according to the standards of an external professional body.

CLEP
College Level Examination Program—a testing program administered by Academic Testing Services. The completion of these exams may result in college-level credit.

COLLEGE
Academic organizational division of the university offering curricular programs leading to baccalaureate or advanced degrees.

COLLOQUIUM
An academic seminar on a broad topic usually led by a different lecturer at each meeting.

COMPASS TEST
COMPASS is a computer-adaptive test used to assess mathematics, reading and writing skills of entering freshmen. COMPASS results are used by trained academic advisors to place students into appropriate courses and to advise students on course selection.

COMPOSITION
A Liberal Education Requirement category consisting of 6 hours of College English I and II.

CONCENTRATION
A major area of study within the bachelor degree program usually encompassing several allied disciplines.
CONTINUING EDUCATION STUDENT
Any student attending credit workshops, seminars and conferences, whether for credit, continuing education units or noncredit.

CONTINUING EDUCATION UNITS (CEU)
Awarded for successful completion of a noncredit course or program. One continuing education unit equals 10 contact hours in an academically sound program sponsored by an accredited educational institution.

COREQUISITE
Course(s) requiring simultaneous enrollment in another course. Example: PHY 13001 is a corequisite for PHY 13021.

COURSE LOAD
Total number of semester credit hours for which a student registered during any semester.

COURSE WITHDRAWAL
Process by which student removes a course(s) from his/her schedule subject to the deadlines published in the Schedule of Classes. A mark of W will be recorded on the student’s transcript if the withdrawal is after the second week of the semester during the fall and spring semesters. Refer to the Schedule of Classes for the summer sessions deadlines.

CREDIT-BY-EXAMINATION
Credit earned in selected approved courses by taking a departmental examination to test knowledge already possessed without previous course enrollment. Contact Academic Testing Services.

CREDIT HOURS
Units, acquired for completed coursework, that are applied toward a degree.

DEAN
The head of a division, faculty, college or school of a university.

DEAN’S LIST FOR FULL-TIME STUDENTS
Recognition given students who attained a semester GPA of 3.40 or better during the most recent term and who completed at least 12 graded hours.

DEAN’S LIST FOR PART-TIME STUDENTS
Compiled after spring semester grades are issued, the Dean’s List for Part-Time Students will recognize a student with at least a 3.40 grade point average in 12 or more graded hours taken during the previous summer, fall and spring semesters. Students must have registered for fewer than 12 hours in each of the semesters under consideration.

DEGREE
Associate’s Degree - Two-year degree of a technical or general nature offered only through the Regional Campuses.

Baccalaureate Degree - Academic degree conferred by a university or college. Generally requires a minimum of four years of full-time study.

Master’s Degree - Academic degree conferred by a university for completion of an integrated program of study at the graduate level beyond the bachelor’s degree; usually involves one or more years of work and completion of a research project or thesis.

Doctoral Degree - Highest degree conferred by a university following advanced graduate study and research.

Combined Baccalaureate and Master’s Degree Programs - Programs of study available to students with outstanding undergraduate records or exemplary professional credentials.

DEPARTMENT
Academic unit within a college or school.

DISCIPLINE
Specific area of study; formally organized body of knowledge.

DISMISSAL
Process by which a student whose academic performance indicates little chance of obtaining the minimum grades required for graduation is no longer allowed to enroll at the university. Refer to the Dismissal Policy in the General Requirements and Regulations section of this Catalog.

DISTRIBUTED LEARNING
Distributed learning is interactive distance learning; any type of education in which students work on their own at home or at the office and communicate with faculty and other students via e-mail, electronic forums, video conferencing or another form of computer-based communication.

DIVERSE
Coursework required of all undergraduate students. Normally students must complete two courses from the list of approved diversity courses, including at least one from the diversity list within the Liberal Education Requirements program.

DOUBLE MAJOR
The pursuit of two or more programs of academic study for a single degree within the same college.

DUAL DEGREE
The pursuit of programs of study in two different colleges within the university leading to degrees in both colleges. Students may also pursue two separate degrees, as available, within the same college.

ELECTIVE
Courses or programs pursued in addition to the collegiate, departmental, major and liberal education degree requirements.

EMERITUS SENIOR SCHOLAR PROGRAM
Special classes open only to Senior Guest Students, taught by emeritus faculty. A fee is assessed for each class.

EVENING AND WEEKEND STUDENT
One who takes 50 percent or more of his or her credit coursework in evening and weekend classes.

EXIT
(see UNIVERSITY EXIT)

FINANCIAL AID
Financial assistance for an eligible student; available in the form of grants, loans, scholarships and federal work-study employment.

FINE ARTS
The fine arts are concerned primarily with the creation of aesthetic objects or performances—such as music, art and theater—that are created for the specific purpose of being observed and experienced for the power of their effect on the perceiver.

Also, a Liberal Education Requirement category consisting of coursework in the following areas: architecture, art, music and theatre.

FLASH card (IDENTIFICATION CARD)
Identification card issued to all registered students. Also is used for admittance to athletic, cultural, and social events; borrowing of library materials; and purchasing goods and services on the Golden Flash debit plan or the Food Services board plan.

FLASHcash
FLASHcash is a prepaid purchase plan for students, faculty, staff or anyone who frequently visits the Kent State University campus. It works like a credit card in reverse. You make an initial deposit to your account and charges are deducted as you make purchases. For more information visit the Web site at: www.flashcard.kent.edu.

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GLOSSARY

LICENSE
Formal "permission" of a professional program according to the standards of an external professional body—for example, the certification of graduates in approved curricula of the College of Education, Health and Human Services.

LOWER DIVISION
A student with freshman or sophomore standing or may refer to a course whose number begins with a 1 or a 2.

MAJOR
Subject of focus for academic study in which a student pursues a prescribed curriculum and is a formal degree candidate.

MATHEMATICS, LOGIC AND FOREIGN LANGUAGE
A Liberal Education Requirement category consisting of 6 hours of coursework in the following areas: American Sign Language, Chinese, classical studies, French, German, Greek, Hebrew, heritage languages, Italian, Japanese, Latin, math, Pan-African Studies, philosophy, Portuguese, Russian or Spanish.

MATRICULATION
The process of being admitted into a group, especially a college or university.

MINOR
Secondary field of study represented by a set of department-determined courses, generally between 18 and 24 credit hours.

NATURAL SCIENCES
Any of the sciences that deal with matter and energy and their interrelations and transformations, or with objectively measurable phenomena, such as physics, chemistry or biology.

NONCREDIT
Courses or programs for which no academic credit is given.

NONDEGREE
(see SPECIAL NONDEGREE ADMISSION)

NONRESIDENT
Student who has not established status as a resident of Ohio as defined by Ohio Board of Regents. Refer to the policy on Ohio Student Residency in the Fees and Expenses section of this Catalog.

NORTHEASTERN OHIO UNIVERSITIES
COLLEGE OF MEDICINE (NEOUCOM)
A consortium of the University of Akron, Kent State University and Youngstown State University that provides a combined, six-year Bachelor of Science (B.S.) degree and a Doctor of Medicine (M.D.) program. NEOUCOM is fully accredited by the Association of American Medical Colleges.

OIG (FINANCIAL AID)
Ohio Instructional Grant; a nonrepayable award made by the Ohio Board of Regents to an eligible undergraduate student who is an Ohio resident. The OIG is applied to the cost of tuition and fees.

ChiliLINK
A statewide electronic library catalog and database system. ChiliLINK provides online access to the collections of 52 institutions in Ohio.

OMBUSD
Swedish term meaning "representative." Person appointed by the university to assist students in resolving concerns, complaints and grievances through established channels.

ORIENTATION
Program designed to familiarize the new student with university facilities, policies and procedures.

OVERLOAD
Enrollment for class hours in excess of 18 during fall or spring semester, in excess of 6 hours during Summer I or III, or 10 hours during Summer II. Refer to Schedule of Classes for additional information. An overload requires dean's permission.

PRACTICUM
A school or college course, especially one in a specialized field, designed to give the students supervised practical experience.

PREPROFESSIONAL
Preparation for professional training through undergraduate programs of study.

PREREQUISITE
Course(s) or condition(s) required before enrollment in a more advanced class. Example: Biology 10181 is a prerequisite for Biology 10182.

PRESIDENT'S LIST
Recognition given students who attained a semester average of 4.00 during the most recent term and who completed at least 15 graded credit hours (all of which must have regular letter grades).

PROBATION (ACADEMIC)
A warning to students who fail to maintain a semester or an overall grade point average of 2.00 or better. Failure to improve the academic record within a specified time may result in academic dismissal.

PROGRAM
Plan of academic study.

PROVOST
Chief academic officer of the university.

QUALITY POINTS
The number of points assigned per credit hour for each letter grade: A=4 points, B=3 points, C=2 points, D=1 point, F=0 points.

QUARTER
School term (about 11 weeks long) that is one-third of the academic year (see SEMESTER).
QUARTER HOUR
Each hour of coursework in the quarter system plan is called a quarter hour, which can be converted to semester hours (i.e., for transfer students): 1 quarter hour converts to .67 semester hours.

REGISTRAR'S OFFICE
The university office that plans and oversees registration activities, academic record maintenance, transcript preparation and degree audit system.

REGISTRATION
Process of initial class enrollment for a given term.

REINSTATEMENT
Process by which a student may gain reentry to the university after dismissal. Please refer to the policy on Reinstatement in the General Requirements and Regulations section of this Catalog.

REQUIREMENT
Course or condition that must be fulfilled as part of a particular program.

ROTC
Reserve Officers Training Corps—program leading to commission as officer in military service (Army or Air Force).

RULE FOR RECALCULATION OF FIRST-YEAR GRADE POINT AVERAGE
(Freshman Forgiveness) Refer to the policy as described in the General Requirements and Regulations section of this Catalog.

SCHEDULE ADJUSTMENT
A change to a class schedule for a student who has already enrolled in at least one course for the term. Deadlines for schedule adjustments are published in the Schedule of Classes.

SCHEDULE OF CLASSES
List of courses to be offered for a given semester providing the days, time, meeting place and usually the instructor of the course. Also contains semester calendar information, including deadlines for registration transactions and additional course fees, financial aid and other pertinent information.

SCHOLARSHIP
A nonrepayable award to an eligible student based upon academic achievement and determined financial need or, in some cases, based upon academic achievement alone.

SCHOOL
Term applied to academic units within a particular college or to a single academic unit offering curricular programs leading to a baccalaureate or advanced degree.

SEMIESTER
School term (about 16 weeks long) that is one-half of the academic year.

SEMIESTER HOUR
Each unit of academic credit assigned to a course as the credit value for that course under the semester system is known as the semester hour. Generally, semester hours of credit for a course are directly equivalent to the number of classroom contact hours per week.

SENIOR
An undergraduate student who has earned 90 or more semester hours and has not received a baccalaureate degree.

SENIOR GUEST STUDENT
An adult 50 years old and retired, or 60 years old regardless of retirement status, who wishes to sign up for regular course offerings on a space available, noncredit, tuition-free basis.

SEQUENCE
Courses that must be taken in a definite order.

SOCIAL SCIENCES
A science dealing with a particular phase or aspect of human society such as sociology, psychology, political science or economics.

SYLLABUS
An outline or a summary of the main points of text, lecture or course of study.

SYMPOSIUM
A meeting or conference for discussion of topic, especially one in which the participants form an audience and make presentations.

TRANSCRIPT
The accurate and complete record of a student’s academic coursework attempted at an institution, presented in either electronic or paper format.

TRANSFER MODULE
Developed by the Ohio Board of Regents, a specific subset or the entire set of a college or university’s general education requirements. A Transfer Module completed at one Ohio college or university will automatically meet the requirements of the Transfer Module at the receiving Ohio institution, once the student is accepted. Students may be required, however, to meet additional general education requirements that are not included in the Transfer Module.

TRANSFER STUDENT
Any student applying to Kent State University who has attended any institution of higher learning since leaving high school.

TRANSIENT COURSEWORK
Coursework approved for Kent State University students who attend another accredited institution.

TRANSIENT STUDENT
Any student enrolled in another college or university who will attend Kent State University for one term.

TRUSTEES
(see BOARD OF TRUSTEES)

TUITION
A fee for instruction, especially at a formal institution of learning.

TUTOR
Person providing special study skills and assistance in a particular subject or academic program.

UNDERGRADUATE
A term applied to freshmen, sophomores, juniors, and seniors who are pursuing a baccalaureate degree.
UNIVERSITY EXIT
Withdrawal from all university coursework by a specified deadline, as published in the Schedule of Classes, in a given semester or summer term. Refer to the Schedule of Classes for summer sessions deadlines.

UPPER DIVISION
A student with junior or senior standing; or may refer to a course whose number begins with a 3 or 4.

VOICE RESPONSE INFORMATION SYSTEM
The Voice Response Information System (330-672-2378) is KSU's automated voice response telephone system, designed to allow students the ability to register and withdraw from classes, access information about their student account and pay tuition and fees, access grades at the end of the semester and access financial aid information.

WEB for FACULTY® AND ADVISORS
Web for Faculty® and Advisors (WFFA) is a secure, interactive and Web-based system that Kent State faculty members may use to view class rosters, complete registration transactions, access student information for advising and submit midterm and final grades. Access to the advising portion of WFFA is determined by the college and department. Questions concerning advising access should be referred to the dean's office. Questions regarding the use of WFFA may be directed to the University Helpdesk at 330-672-HELP (4357). Kent State faculty members may log into WFFA by clicking on the Web for Faculty® tab within FlashLine (at http://flashline.kent.edu) or by logging in at http://wff.kent.edu.

WEB for STUDENTS®
Web for Students® (www.wfs.kent.edu)–is Kent State’s online interactive secured Web site, designed to allow students the ability to access, monitor and change certain student record information. Prospective students can apply for admission, view the Catalog or access up-to-date class schedule offerings. Once enrolled, students can view their student record (including grades), access up-to-date class schedule offerings, register and withdraw from classes, view their financial aid information, access information about their student account and pay tuition and fees, request an official transcript, etc.

WITHDRAW
(see COURSE WITHDRAWAL)

WORKSHOP
A credit or noncredit activity that focuses on a participant's professional tasks. Instructional emphasis is given to mastery and application of knowledge, skills and attitudes that address a narrowly defined range of problems or issues related to practice. All credit workshops are graded satisfactory/unsatisfactory (S/U).

WORK-STUDY (FINANCIAL AID)
An employment program based upon determined financial need. An eligible student may be employed on campus for not more than an average of 20 hours per week to earn money to help pay for educational costs.

WRITING-INTENSIVE COURSE REQUIREMENT
A graduation requirement for all undergraduate students requiring completion of at least one upper-division course designated as “writing-intensive,” with a grade of C (2.0) or better.
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2005-2006 Kent State University Undergraduate Catalog
UNIVERSITY CALENDAR 2005 - 2006

FALL SEMESTER—2005
New Student Orientation ........................................ August 24 (Wednesday) through August 28 (Sunday)
Classes Begin .......................................................... August 29 (Monday)
Labor Day ................................................................. September 5 (Monday) No classes, offices closed
Columbus Day ............................................................. October 10 (Monday) Observed Friday, November 25
Veterans Day ............................................................... November 11 (Friday) No classes, offices closed
Thanksgiving Recess ..................................................... November 23 (Wednesday) Noon through November 27 (Sunday);
                                                          Offsets closed Thursday and Friday
Classes End ............................................................... December 11 (Sunday)
Final Examinations ..................................................... December 12 (Monday) through December 18 (Sunday)
Commencement:
  Kent Campus ............................................................. December 17 (Saturday)
Christmas Day ............................................................. December 25 (Sunday) Offices closed Friday and Monday, December 23 and 26
New Year's Day ............................................................ January 1 (Sunday) Observed January 2 (Monday) offices closed

SPRING SEMESTER—2006
Martin Luther King Jr. Day ............................................. January 16 (Monday) No classes, offices closed
Classes Begin ............................................................. January 17 (Tuesday)
Presidents' Day ......................................................... February 20 (Monday) Observed Friday, December 23, 2005
Spring Recess .............................................................. March 27 (Monday) through April 2 (Sunday) No classes, offices open
Classes Resume .......................................................... April 3 (Monday)
Remembrance Day ...................................................... May 4 (Thursday) Classes, or parts of classes, recess from noon through 2 p.m.
Classes End ............................................................... May 7 (Sunday)
Final Examinations ..................................................... May 8 (Monday) through May 14 (Sunday)
Commencements:
  Regional Campuses .................................................. May 12 (Friday evening)
  Kent Campus ............................................................. May 13 (Saturday) and May 14 (Sunday)

SUMMER INTERSESSION—2006
Classes Begin ......................................................... May 22 (Monday)
Memorial Day ............................................................. May 29 (Monday) No classes, offices closed
Classes End ............................................................... June 9 (Friday)

SUMMER I AND II—2006
Classes Begin ......................................................... June 12 (Monday)
Independence Day ...................................................... July 4 (Tuesday) No classes, offices closed
Classes End ............................................................... July 15 (Saturday); Summer I (five-week term)
Classes End ............................................................... August 5 (Saturday); Summer II (eight-week term)

SUMMER III—2006
Classes Begin ............................................................. July 17 (Monday)
Classes End ............................................................... August 19 (Saturday); Summer III (five-week term)
Commencements ........................................................ August 19 (Saturday)

Note: Registration will take place prior to the beginning of each semester, and late registration will be conducted during the first week of each semester. Specific dates for registration and late registration will be published in each semester's Schedule of Classes.

The calendar is based on a 5.5-day instructional week ending on Saturday.

While every effort is made to provide accurate and current information, Kent State University reserves the right to change without notice statements in the Undergraduate Catalog concerning rules, policies, fees, curricula, courses or other matters.
Kent State University is located in Kent, Ohio, and is easily reached from all points in Northeast Ohio. The university fronts Route 59 and can be reached from Interstate 76 to the south and from the Ohio Turnpike to the north. For other major routes to the university, please check the area map shown above. Two major airports—Cleveland Hopkins and Akron-Canton—serve the university community.