

Glossary of Terms

Catalog Description: Brief description stating the major emphasis of a course that appears in the catalog, one paragraph long, 40 words or less.

Catalog Title: The full title of a course that will appear in the printed catalog and the on-line course descriptions. Limited to 100 characters, including spaces. *This title is not necessary if it is identical to the Course Title.*

Class (student): Undergraduate student's classification or level in regard to number of credits earned. Freshmen -- 0-29.9 credits, Sophomore -- 30-59.9 credits, Junior -- 60-89.9 credits, Senior -- 90 or more credits.

Co-curricular Course: A course designation for courses fulfilling General Education Co-curricular activity requirements. Three co-curricular credits are required for graduation. A Co-curricular course involves the same time commitment as an academic semester credit, but is not included in the calculation of the GPA, nor is it included in the number of credits required for graduation. These courses may only be taken as Pass/Fail or audit. A list of approved co-curricular courses is in the Undergraduate Catalog and available on the website of the Office of Student Records and Registration. See also, Distribution List.

Concurrent Prerequisite: A prerequisite course that **MAY** be taken during the same semester (concurrently) as the course for which it is a prerequisite.

Contact (class) Hours: The number of credit hours scheduled per week that students of a course are in contact with their instructor. Lecture and recitation courses are based on the instructional contact hours per semester. One class meeting of 50 minutes per week is assigned one credit.

Laboratory and field courses are typically assigned one credit for 50-170 minutes (one to three contact 'hours'), two credits for sections ranging from 170-230 minutes (three to four 'hours'), and three credits for those ranging from 170-290 minutes (three to five 'hours'). The variation in time-to-credit is intended to reflect both the intensity of the laboratory experience and the time required out of class to develop reports. Field classes typically carry the same or fewer credits per class hour compared to laboratory classes since time is often spent in transit and in other relatively low intensity learning activities.

Courses in time frames other than a 15 week semester must have contact hours which are equivalent to a semester experience.

Co-op: Professional activity supervised by an experienced professional in a job that places a high degree of responsibility on the student. Specific position description must be approved by the University Career Center and evaluation is shared by the academic department and University Career Center/Co-op Coordinator.

Co-requisite: A course that **MUST** be taken in the same term as another defined course in order to fulfill certain departmental or university requirements.

Course: A unit of instruction or research through which the university educational program is offered to students. This may include a series of lectures, discussions and/or labs designed to instruct students in a particular subject. The required approval must be obtained to add or modify any course.

Course Identifier: A unique 9 character identifier assigned to each course. The same format of course identifiers are used for all courses (i.e. four columns for prefix, four columns for a number, and one column for a special character).

Course Level: Indicates the type of instruction taking place. UG – Undergraduate, GR – Graduate.

Course Number: Columns 5-8 of the course identifier. The first digit indicates the level at which students normally take the course, the remaining 3 digits may be determined by the Academic departments. Number designations are:

0001-0099 Non-Degree Credit courses – These numbers are used for pre-college, remedial, developmental, or preparatory courses used to assist students where areas of basic skills require improvement without earning credit toward a degree.

1000-1999 First-year Undergraduate courses
2000-2999 Second-year Undergraduate courses
3000-3999 Third-year Undergraduate courses
4000-4989 Fourth-year Undergraduate courses
4990-4999 Special Topics, Undergraduate degree level courses
5000-5989 Masters Level Graduate/Professional course
5990-5999 Research and Thesis, Masters degree level courses
6000-6989 Doctoral Level Graduate courses
6990-6999 Research and Dissertation, Doctoral degree level courses

UN Prefix Courses

1000-2999 Undergraduate General Education Core courses
3000-3099 Cooperative Education courses – Undergraduate
4000-4099 Seminar courses
5000-5099 Cooperative Education courses - Graduate

Course Prefix: Columns 1-4 of the course identifier indicating the academic discipline of the course. Typically this indicates the department offering the course or academic disciplines within School programs where there are no separate departments, i.e. multiple prefixes in the School of Business (BA, EC) or Technology (MET, CET, etc). Unique descriptors include IS = International Study and UN = University -wide. New prefixes must be requested through, assigned by and subsequently publicized by the Office of Student Records and Registration.

Course Suffix: Column 9 of the course identifier indicating a special type of course. Current suffixes are:

- D Distance Learning course
- H Honors course or course for advanced students

Course Title: A brief concise statement on content, used as the primary title for the course. This title appears on the student's transcript, class lists, Schedule of Classes, most course/schedule/registration reporting, etc. It should be comprehensible to non-specialists - arrange abbreviations to convey the maximum of unambiguous information. Limited to 30 characters, including spaces.

Credits: Unit used to measure course work and the number of semester credit hours that can be earned by students who successfully completes the course. A course may have a fixed number of credit hours or a variable number of credit hours. Credits must be whole credits of 1.0 or greater with the exception of some co-curricular offerings.

Credits (Additional): The maximum number of credits that a student may earn in a course with a re-enrollment provision (repeatable course). An unlimited number is specified when re-enrollment is not limited.

Cross Listed Course: A course that is offered by more than one academic department. Cross listed courses are identical in course content and format and share identical course numbers; the only difference being the course prefix. These may also be referenced as 'dual-listed' courses and may or may not be team-taught by two or more academic departments. Cross listed courses may also be within the same department, offered at the undergrad and graduate levels; course numbers are identical except for first number.

Distribution List: A course approved and designated to one of the five General Education Distribution Course Lists. They are Language, Thought, and Values, Aesthetics and Creativity, Histories and Cultures, Science, Technology, and society, and Economic, Political, and Social Institutions. Students are required to take 15 credits of 'Distribution' courses following specific rules. Rules and course lists are available in the Undergraduate Catalog and the Office of Student Records and Registration website..

Equivalent Course: A course that is no longer offered and contains basically the same course content as another active course.

Field Course: A course that is offered in an off-campus, field location which may or may not include classroom studies.

Independent Study: Individualized plan of study that is not addressable through regularly established curriculum. Faculty member and student establish the goals, scope and expectations of the study.

Internship: Professional activity supervised by an experienced professional in a job that places a high degree of responsibility on the student. Specific position description must be approved by academic department and evaluation is shared by instructor and supervisor.

Laboratory (Lab): A class format where the primary emphasis on learning is doing or observing, with the majority of the course activity placed on the student, under the direction and supervision of an instructor. The purpose of the activity is to provide first-hand experience, develop and practice skills, translate theory into practice, and develop, test, and apply principles.

Lecture (Lec): A class format in which the instructor takes the lead role and the primary emphasis is on transmitting a body of knowledge or information and explaining ideas or principles. Student interaction is accommodated as circumstances permit.

Major: A student's primary field of study, such as Civil Engineering or Business. The major program requirements are described in the University Catalog.

New Course: Any course that has not been taught before. The course content must be significantly different from previous courses in order to be proposed as a new course.

One-time Course: A course which meets one or more of the following situations: (1) The content is other than the usual type of offering in the department proposing the course but within the mission of the department, (2) It is conducted only once due to its special nature, the availability of certain faculty, or its ability to meet special request for certain content on a short-term basis, 3) It is experimental or exploratory in nature and is offered on a trial basis before being submitted for permanent approval. These courses are assigned numbers in the Special Topics series.

Pass/Fail: Pass/Fail is a grading option for assessing student performance in a course. A final grade of passing indicates that the student completed the work satisfactorily but the course credit/grade is not figured in the student's GPA. This option should be used for courses that only count as free elective credit in degree requirements.

Permission: Indicates a signature must be obtained by the reviewing bodies noted.

Practicum: Practical training in a specialized area of study, under the supervision of an instructor and/or experienced professional.

Prerequisite: A course that is required to be taken prior to taking another defined, typically more advanced course. Ideally, the prerequisite course provides a basis of understanding for the more difficult course that follows.

Professional Development Course: A course designed for practicing professionals in the field and is not required in any MTU degree program. It is a short-term course on or off campus with a maximum length of two weeks and as such certain university fees do not apply. The office of the Vice Provost for Instruction provides guidance on the appropriateness of establishing a specific course in this category.

Rationale: A brief statement explaining the need and purpose of the action being taken.

Recitation (Rec): A class format that involves one instructor to a smaller group of students. A certain amount of interaction and discussion is expected between the instructor and students.

Registration restrictions: Limits placed on the enrollment in a course. May require permission to enroll or indicate the type of student not eligible to enroll.

Repeatable course: A course allowed within Registration rules to be repeated for additional credit.

Requisites: Additional coursework required by the course. See Concurrent Prerequisite, Co-requisite, Prerequisite.

Research (Doctoral Degree Dissertation): Highly individualized, investigative study, that typically continues for more than one semester. The chosen field of study will represent a significant contribution of the cumulative knowledge of the field. The program of study and research will be planned and supervised by an Advisory Committee.

Research (Master's Degree Thesis): Highly individualized, investigative study, that typically continues for more than one semester. The student and their research faculty advisor agree upon the scope and breadth of the research.

Research (Undergraduate): A class format in which students are engaged, under the leadership of an instructor, in highly individualized or collective research that may continue for more than one semester. Typically this is independent research under the guidance of a faculty member.

Revised Course: A course which has been revised since its inception. Revisions include, but are not limited to the following:

- Addition/Removal of restrictions
- Addition/Removal of prerequisites/co-requisite
- Addition/Removal of permissions
- Addition/Removal of repeatable status

NOTE: Courses requiring a change in Title (other than *minor* adjustment), Credits, or Course content may require the creation of a new course. Contact OSRR for guidance in this situation.

Semesters Offered: Indicates that part of the Academic year in which the course will be taught – Fall, Spring, Summer.

Special Topics Course: A class format that allows for a special title and focus, which may be different from section to section. Special topics courses are typically used to take advantage of visiting professor expertise, independent study or to try a one time trial of a course being considered as a permanent course.

Variable Credit Course: Provides a range of credits for which a student may enroll in a given semester/session. Examples of variable credit courses include some research and individualized study courses.