



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 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.

ACADEMIC PROBATION

(see PROBATION)

ACADEMIC STANDING

Students with a cumulative 2.00 grade point average 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 which 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.

ACCREDITATION

An external review process by which experts authorize or give credentials which indicate that standards and expectations have been met.

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 for satisfactory scores attained through high school participation in this nationally standardized program. Contact Honors College for information.

ADVISER

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

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 eleven trustees, two of whom shall be students at Kent State University, 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).

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 SERVICES CENTER

The University office providing job information, career counseling, professional reference credentials and an on-campus recruiting program. Matching organizational requirements with individuals' abilities. Career Services also administers the University's student employment program.

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.

CATALOG YEAR

A term identifying the *Catalog* which 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 system awards certificates to students who successfully complete a course of study designed to meet a specific need and which 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, for example, the certification of graduates in approved curricula of the College of Education.

CLEP

College Level Examination Program—a testing program administered by Academic Testing Service. The successful completion often results 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.

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 ten contact hours in an academically sound program sponsored by an accredited educational institution.

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* booklet. 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* booklet 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 which 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 average during the most recent term of 3.40 or better 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 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*.

DISTANCE LEARNING

Any form of learning in which the instructor and student are geographically separate, e.g., televised instruction.

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.

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 collegial, 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/or 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.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Financial information document submitted by an applicant for student financial aid; supplies information concerning income, assets, expenses, and liabilities.

FINE ARTS

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

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

FLASHcard (IDENTIFICATION CARD)

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

FRESHMAN

An undergraduate student who has earned less than 30 semester hours.

FRESHMAN FORGIVENESS

(See, Freshman Rule for Recalculation of Grade Point Average)

FRESHMAN RULE FOR RECALCULATION OF GRADE POINT AVERAGE

(Freshman Forgiveness)

Refer to the policy as described in the *General Requirements and Regulations* section of this *Catalog*.

FULL-TIME STUDENT

Any undergraduate student enrolled in the University who is carrying a course load of 12 or more hours per semester.

GENERAL REQUIREMENTS

General requirements address a broad range of matters such as degree requirements, requirements for graduation, residency requirements, and academic standing.

GOLDEN FLASH DEBIT PLAN

A debit account maintained through the FLASHcard office the value of which is determined by the student.

GPA (GRADE POINT AVERAGE)

Grade point average is determined by the number of hours attempted at Kent State University and the grades received. Refer to the section on Grade Point Average in the *General Requirements and Regulations* section of this *Catalog*. Refer also to the section on Graduation With Institutional Honors in the *General Requirements and Regulations* section of the *Catalog*.

GRADUATE STUDENT

A student who is pursuing a graduate program of study, i.e., a master's or doctoral level degree.

GRANT (FINANCIAL AID)

A nonrepayable award to an eligible student based upon determined financial need and program criteria.

HUMANITIES

The branches of learning having primarily a cultural character such as art, philosophy, history, music, English, and foreign languages.

A Liberal Education Requirement category consisting of coursework in the following areas: classical studies, communication studies, English, history, Pan-African studies, and philosophy.

ID CARD

(See FLASHcard)

IN PROGRESS

A grade given to indicate that research, individual investigation, or similar efforts are in progress and that a final grade will be given when the work is completed. Refer to the section on Academic Grades and Administrative marks in the *General Requirements and Regulations* section in this *Catalog*.

INCOMPLETE

An administrative mark which may be given to students who are unable to complete *the last three weeks* of a semester because of factors beyond their control. Refer to the section on Academic Grades and Administrative Marks in the *General Requirements and Regulations* section of this *Catalog*.

INDIVIDUAL INVESTIGATION

A method of independent study that, if approved by the appropriate University authorities, allows the student to pursue topics of interest in a flexible time frame.

INDEPENDENT STUDENT (FINANCIAL AID)

A person may be considered independent for student financial aid purposes if he/she is one of the following: (1) is born before January 1, 1975; (2) is a veteran of the U.S. Armed Forces; (3) is a graduate or a professional student; (4) is married; (5) is an orphan or a ward of the court, or was a ward of the court until age 18; (6) has legal dependents other than a spouse; or, (7)* is a student with other unusual circumstances.

*A student with unusual circumstances must meet with a Financial Aid officer to complete a dependency appeal. The student should be aware that documentation is required to support a claim of dependency.

INDIVIDUALIZED MAJOR

Individually designed program of study developed in consultation with the dean of the college and with faculty recommendations.

INTERCOLLEGIATE

Activities involving two or more colleges or universities.

INTERDISCIPLINARY

Course or program of study involving two or more major areas and departments of study.

INTERNATIONAL STUDENT

A student who is not a citizen of the United States and who has entered the United States on a temporary basis for the purpose of enrolling in an educational institution.

INTERNSHIP

A work experience in a position related to the academic field of preparation.

INTRAMURALS AND RECREATION

Athletic activities between and among groups on one campus.

JUNIOR

An undergraduate student who has earned between 60-89 semester hours.

KENT ACADEMIC PROGRESS SYSTEM (KAPS)

An automated degree audit system to monitor students' progress toward completion of degree requirements.

KentLINK

The University's on-line public catalog. KentLINK offers author, title, subject, and keyword searching of the extensive holdings of the University Libraries.

LATE REGISTRATION

Process of initial class enrollment for a given term once the term has begun. A late registration fee is assessed beginning the second week of classes. Refer to the *Schedule of Classes* booklet for summer sessions deadlines.

LIBERAL EDUCATION REQUIREMENTS (LER)

Coursework required of all Kent undergraduate students regardless of college, school, or specific academic program. Encompassing 39 hours of academic credits in five areas to be completed during the first two years of study, LER's are designed to provide a common nucleus and an appropriate breadth of inquiry, understanding, and perspective to the Kent undergraduate education experience. It is essential, therefore, that students consult the *Catalog* descriptions for their college and degree program.

Categories of LER's consist of:

- * Composition
- * Mathematics, Logic, and Foreign Languages
- * Humanities and Fine Arts
- * Social Sciences
- * Basic Sciences

LOWER DIVISION

A student with freshmen 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 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: classical studies, critical languages, French, German, Greek, Hebrew, Italian, Latin, math, Pan-African studies, philosophy, Portuguese, Russian, and 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 eighteen and twenty-four credit hours.

NATURAL SCIENCES

Any of the sciences that deal with matter, 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 which 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.

OhioLINK

A statewide electronic library catalog and database system, OhioLINK provides on-line access to the collections of fifty-two institutions in Ohio.

OMBUDSMAN

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* booklet for additional information. An overload requires dean's permission and results in assessment of an additional fee.

PART-TIME STUDENT

Any undergraduate student enrolled in the University who is carrying a course load of less than 12 hours per semester.

PASS-FAIL

System by which undergraduate students can take elective courses for a grade of pass or fail in lieu of a letter grade.

PELL GRANT

A nonrepayable financial aid award provided by the federal government directly to an undergraduate student; formerly named Basic Educational Opportunity Grant.

PHYSICAL SCIENCES

The natural sciences that deal primarily with nonliving materials such as mineralogy, astronomy, meteorology, or geology.

PASS (Placement, Advising and Scheduling System)

The Placement, Advising and Scheduling System provides a one-day orientation to Kent State University for new freshmen and their families. The program is designed to acquaint participants with the campus and provide academic advising and course registration services to new students.

POSTUNDERGRADUATE

A student with a baccalaureate degree who is enrolling in additional undergraduate level classes.

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 during the most recent term of 4.00 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, and/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 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).

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* booklet.

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.

SEMESTER

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

SEMESTER 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 fifty years old and retired, or sixty 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.

A Liberal Education Requirement category consisting of 9 hours of coursework in the following areas: anthropology, economics, geography, political science, psychology, and sociology.

SOPHOMORE

An undergraduate student who has earned between 30-59 semester hours.

SPECIAL NONDEGREE ADMISSION

An admission category for students who have had no previous college level work and who do not express an intent to pursue a baccalaureate degree.

SUBMAJOR

A subset of program requirements within a major where two or more explicitly designated choices share a common core. The submajor can contain three levels: concentration, option, emphasis.

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* booklet, in a given semester or summer term. Refer to the *Schedule of Classes* booklet 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.

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.

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 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" or better.

FALL SEMESTER — 1998

Orientation Week Begins	August 24 (Monday)
Classes Begin	August 31 (Monday)
Labor Day	September 7 (Monday) No classes, offices closed.
Columbus Day	October 12 (Monday) Observed Friday, November 27.
Veterans Day	November 11 (Wednesday) No classes, offices closed.
Thanksgiving Holiday	November 25 (Wednesday) Noon through November 29 (Sunday), Offices closed Thursday and Friday
Classes End	December 13 (Sunday)
Final Examinations	December 14 (Monday) through December 20 (Sunday)
Commencement	December 19 (Saturday)
Christmas Day	December 25 (Friday) Offices closed Thursday and Friday, December 24 and 25

SPRING SEMESTER — 1999

New Year's Day	January 1 (Friday) Offices closed
Martin Luther King Day	January 18 (Monday) No classes, offices closed
Classes Begin	January 19 (Tuesday)
Presidents' Day	February 15 (Monday) Observed Thursday, December 24, 1998.
Spring Recess	March 29 (Monday) through April 4 (Sunday) No classes, offices open.
Classes Resume	April 5 (Monday)
Honors Day	April 18 (Sunday)
Honors Week	April 18 (Sunday) through April 24 (Saturday)
Remembrance Day	May 4 (Tuesday) Classes or parts of classes, recess from 12:00 noon through 2:00 P.M.
Classes End	May 9 (Sunday)
Final Examinations	May 10 (Monday) through May 16 (Sunday)
Commencements:	
Regional Campuses	May 14 (Friday evening)
Kent Campus	May 15 (Saturday) and May 16 (Sunday)
Memorial Day	May 31 (Monday) No classes, offices closed.

SUMMER INTERSESSION — 1999

Classes Begin	May 24 (Monday)
Classes End	June 11 (Friday)

SUMMER I AND II — 1999

Classes Begin	June 14 (Monday)
Independence Day	July 5 (Monday) No classes, offices closed.
Classes End	July 17 (Saturday): Summer I (five-week term)
Classes End	August 7 (Saturday): Summer II (eight-week term)

SUMMER III — 1999

Classes Begin	July 19 (Monday)
Classes End	August 21 (Saturday): Summer III (five-week term)
Commencements	August 21 (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.

AREA MAP

Kent State University is located in Kent, Ohio, and is easily reached from all points in northeastern 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.
