



Glossary

-123-

49ers – The official name for student athletic teams at UNC Charlotte.

49er Card – The ID Card that proves a student is a member of the campus community and entitled to certain services. It is required to check out materials, obtain services, and utilize facilities across campus. It also allows students to access their residence, obtain meals, and make purchases wherever the 49er Account is accepted.

49er Express – One-stop shopping for student services via the web. It combines various systems, user interfaces, and technical solutions already available to the UNC Charlotte community in a single consistent web-based interface. Students should use 49er Express to access web-enabled student services, course information, e-mail, and calendaring.

-A-

Academic advisement – A meeting between a student and an advisor to discuss career plans, program of study, or course selections prior to registration.

Academic calendar – An official list of dates found at the beginning of the *Catalog* and on the University Registrar's web site (www.registrar.uncc.edu). The academic calendar specifies the dates for semesters and terms, enrollment periods, examination periods, holidays, periods classes are not in session, and commencement.

Academic discipline – A subject area of study (e.g., English, marketing, psychology).

Academic drop – Dismissal from the school for academic ineligibility (unsatisfactory academic work).

Academic Petition – A form by which students request to be granted an academic exception because their extenuating circumstances prevent them from following established rules, policies, and procedures.

Academic probation – A status resulting from unsatisfactory academic work; a warning that the student must improve academic performance or be dismissed after a specific period of time.

Academic record – Official transcript.

Academic standing – The scholastic standing of a student based on his/her grade point average (GPA).

Academic year – The period of formal academic instruction, extending from August through May. It is divided into fall and spring semesters. Students may also take courses during summer sessions.

Accreditation – The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) is the recognized regional accrediting body in the eleven U.S. Southern states (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia) and in Latin America for those institutions of higher education that award associate, baccalaureate, master's or doctoral

degrees. Accreditation is certification that a college meets a set of criteria established by SACS.

Access – Ensuring equal opportunity for education, most often addressed with underrepresented students and students with disabilities.

Accommodations – Disability Services counselors meet with qualified students to determine and provide reasonable and appropriate accommodations that support the student's educational goals. (www.ds.uncc.edu)

ACT – A test published by **American College Testing** which measures a student's aptitude in mathematical and verbal comprehension and problem solving. Many colleges and universities, including UNC Charlotte, require students to take this test and submit their test scores when they apply for admission. While UNC Charlotte accepts the ACT, the SAT is preferred. Most students take the ACT or the SAT during their junior or senior year of high school.

Adds/drops – Refers to changes of registration in which a student enrolls or stops enrollment in a course.

Adjunct faculty – Part-time faculty member.

Admissions counselor – A person working in the college Admissions Office who assists prospective students with the preparation of application materials.

Advanced placement – A waiver of some of the courses normally required for an undergraduate degree, granted to a student based on a student's prior study or experience (usually indicated by the student's performance on a special examination).

Advisor – A department or college-based faculty or staff member who meets with students each semester to discuss curricular choices and progress toward achieving educational goals.

Alma mater – The school from which one has graduated, as in "My alma mater is The University of North Carolina at Charlotte."

Alumna/Alumnus (Alumni) – A female/male (group) who attended or graduated from a particular school.

Annotated bibliography – An annotated bibliography is a list of citations to books, articles, and documents followed by a brief descriptive paragraph. The purpose of the annotation or description is to inform the reader of the relevance, accuracy, and quality of the sources cited.

Articulation agreement – A written agreement listing courses at one educational institution that are equivalent to courses at another educational institution. These agreements facilitate the smooth transition of students through the secondary, community college, and university educational systems.

Assessment – The act of evaluation or appraisal.

Assignment – Required reading and course work to be completed outside of the classroom as determined by instructors. Many instructors list assignments on a syllabus, which is distributed at the beginning of the semester. Other instructors give assignments during class.

Associate's degree – A degree traditionally awarded by community or junior colleges after two years of study, or completion of 60 to 64 semester hours.

Audit – Enrolling in a course on an audit basis means the course would not count for credit or GPA. In some cases, the audit fee is less than the tuition rate. Registration for audit may require the permission of the instructor.

Auditory learner – Learns through listening; these students learn best through verbal lectures, discussions, talking things through, and listening to what others have to say. Auditory learners interpret the underlying meanings of speech through listening to tone of voice, pitch, speed and other nuances. Written information may have little meaning until it is heard. These learners often benefit from reading text aloud.

-B-

B.A. or B.S. – B.A. stands for "Bachelor of Arts", and B.S. stands for "Bachelor of Science." These degrees usually take four years to complete.

Bachelor's degree or baccalaureate – The degree of bachelor of arts (B.A.) or bachelor of science (B.S.), typically requiring 120 hours of specified course work. A bachelor's degree is comprised of general education courses, a major, elective courses, and, in some cases, a minor.

Blue book – A booklet with a blue cover that contains lined paper for writing essay test answers.

-C-

Campus – The area where the main buildings of UNC Charlotte are located.

Cashier – The office (or person) where fees/tuition are paid in the Reese Building.

Catalog – A resource of all academic policies and procedures, college and degree requirements, faculty, and course descriptions.

Catalog years– The years during which the regulations of a specific edition of the *Undergraduate Catalog* apply. UNC Charlotte updates its catalogs every two years.

Certificate programs – Programs that offer short-term education and/or training in a wide variety of areas.

Chancellor – The chief administrative officer of UNC Charlotte. At some universities, this position is referred to as *president*. To date, UNC Charlotte has had four chancellors. (www.administration.uncc.edu/chancellor)

Chancellor's List – The top honors list which recognizes undergraduate students with outstanding records of academic performance (a GPA of 3.8 or greater) and who meet all other criteria. For details, see the Academic Regulations section of this *Catalog*.

Class standing – This refers to the student's official year in school - Freshman, Sophomore, Junior, or Senior – and is based on the number of college credits completed.

Classification – Level of progress toward a degree based on the number of semester hours passed.

College – An academic unit of the University. Each of the seven colleges at UNC Charlotte represents an organization of related departments.

Colloquium – A gathering of scholars to discuss a given topic over a period of a few hours to a few days.

Commencement (*also known as Graduation*) – A formal ceremony in which the University awards degrees to graduating students at the end of each semester.

Commencement Marshals – At each commencement ceremony, the University honors the juniors with the highest grade point averages by inviting them to serve as the marshals who lead the processions of graduates, faculty members, and the platform party.

Community college – A two-year traditional school, offering programs leading to the Associate's degree and, typically, many noncredit courses in arts, crafts, and vocational fields for community members not seeking a degree. Also called *junior college*.

Concentration – A focus within a major. For example, Public Relations is a concentration of the Communications Studies major.

Contact hours – The number of hours the class meets per week.

Continuing education course – A course outside the regular academic instructional program, for which standard academic fees and tuition are (usually) not charged. While most often these courses do not earn academic credits, they can provide necessary education or experience for professional development, or lead to professional certifications.

Convocation – A gathering of senior administration, faculty, administrative staff, and students to hear statements about the major long-term goals and values of the campus, as well as the major immediate plans and issues confronting UNC Charlotte for the upcoming year, as perceived by the Chancellor, the Provost, and the Faculty President. It is hoped that these presentations will help build a greater shared understanding of the mission of the University and the challenges confronting it. The Convocation is held at the beginning of the academic year. (www.provost.uncc.edu/Convocation)

Core courses – Courses that all students in a major program are required to take.

Corequisite – Specific conditions, requirements, or courses that must be completed while taking another course.

Course – A specific subject studied within a limited period of time. Courses may utilize lectures, discussion, laboratory, seminar, workshop, studio, independent study, internship, or other similar teaching formats to facilitate learning.

Course load – Number of credit hours for which a student is enrolled during a semester.

Course number – The four-letter and four-digit identification code that identifies each course taught at the University, such as ENGL 2126.

Course overload – Defined by most colleges as over 18 credits for undergraduates. Graduate school overload is usually over 12 credits. Approval is required to take an overload.

Course sections – Course numbers may be divided when classes also meet in discussion sections, or when a course number has sections pertaining to different topics under the same heading. For instance, a course called Architecture Topical Studio may have section 001 – Cycloramic Models and section 002 – Building Envelopes.

Course title – The name of a specific course that indicates subject and content. *Introduction to Creative Writing* is the course title of ENGL 2126.

Credit – A credit is the value assigned to a course. Usually one credit equals one 60-minute class period per week. Many courses carry 3 credits and meet for three hours a week.

Credit course – A course with specified learning goals which the student is required to meet in order to pass the course. The course may be applied toward the fulfillment of degree requirements at the University.

Credit hours – The numerical unit of credit earned for satisfactory completion of a particular course. Each credit hour is roughly equivalent to one hour of class time per week. Most lecture courses are three credit hours. Laboratories do not generally reflect credit hours equivalent to the number of hours they meet.

Critical thinking – The practice of thinking things through, in which a student must carefully describe something (an event, a book, a person, etc) and evaluate it according to some relevant criterion, considering significant alternatives.

Cum Laude – Honorary recognition of the success of a graduating student. Translates to “With Honor.” For UNC Charlotte, it requires a cumulative GPA of at least 3.4, but less than 3.8.

Curriculum – A program of courses that meets the requirements for a degree in a particular field of study.

-D-

Dean – The highest authority within an academic division of study. An Academic Dean heads each College. In addition to the academic deans, there is also a Dean of Students within the Division of Student Affairs.

Dean's list – An honors list which recognizes undergraduate students who earn a grade point average of at least 3.4 and not more than 3.79 and meet all other criteria. For details, see the Academic Regulations section of this *Catalog*.

Deferment – The postponing of a fee or tuition, which will be paid at a later date.

Degree – Diploma or title awarded to a student who completed a prescribed course of study.

Degree program – An organized sequence of classes that leads to the awarding of a college degree at the undergraduate or graduate level.

Degree requirement – A set of requirements, which a student must fulfill before he/she graduates.

Department – A unit within a college representing a discipline. For example, the Department of English is in the College of Arts and Sciences.

Department chair – The faculty member in charge of an academic department of the university.

Disability – The physical and/or learning challenge - permanent or temporary – of a student that may impact their academic plan. Accommodations are provided for students with documented disabilities.

Discipline – An area of study representing a branch of knowledge, such as psychology.

Distance education/learning – Formal learning which occurs when students and instructor are separated by geographic distance or by time. Access to the instructor is gained through communications technology such as the Internet, interactive videoconferencing, TV, and email.

Dissertation – The major research project normally required as part of the work for a doctoral degree. Dissertations are expected to make a new and creative contribution to the field of study, or to demonstrate one's excellence in the field.

Doctoral degree – The most advanced degree, awarded following of additional study, often after completion of a master's degree.

Double major – Studying simultaneously for two degrees in two majors, fulfilling the course requirements for both majors.

Drop/add – A designated time period at the beginning of each semester when a student may add or drop a course.

-E-

Early registration – Students complete a final course selection and make a payment or deposit for tuition and fees in advance of the general student population.

Elective – Courses selected at a student's discretion. The course is not required in the major field of study, but may be used for credit toward a degree. Directed electives are partially restricted (selected from a specified group of courses identified to fulfill a particular requirement). Free

electives are selected from any courses for which the student has proper prerequisites.

Emeritus faculty – A member of the faculty who has retired but retains the honorary title that corresponds with his/her last held position at the University.

Equivalency examination – An examination designed to demonstrate knowledge in a subject where the learning was acquired outside a traditional classroom. For example, a student who learned management skills while working at a restaurant could take an equivalency exam to earn credit in small business management.

Essay – A method of examination, or homework, by which a student presents his/her knowledge of the subject by writing a composition.

Experiential learning – Actively engaging students in a work and/or educational experience where they may make their own discoveries and experiment with knowledge themselves, instead of hearing or reading about the experiences of others.

Extracurricular activities – Activities pertinent to student life, but not part of the regular classroom study (e.g., athletics, publications, and social organizations). Also referred to as *co-curricular activities*.

-F-

Facilitator – The person in an interactive videoconferencing classroom who assists the instructor or students with technical and troubleshooting issues, distribution of handouts, collection of tests and evaluations, etc.

Faculty – The members of the teaching staff of UNC Charlotte. Faculty may hold the rank of professor, associate professor, assistant professor, instructor, lecturer, research associate, research assistant, or the equivalent of any of these academic ranks.

FAFSA (Free Application for Federal Student Aid) – A form that all students applying for financial assistance are required to complete in order to determine eligibility for financial aid. This form is available from Student Financial Aid.

FAQ – Frequently Asked Questions. On the Internet and in print, information sources may provide a list of FAQs to assist newcomers in learning more on their own.

Fees – An amount of money charged by institutions (in addition to tuition) to cover costs of certain services (health services, athletic center,

registration, parking, and for the use of lab equipment or computers, etc.).

FERPA – The **F**amily **E**ducational **R**ights and **P**rivacy **A**ct (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Final exam – The last, and often the most comprehensive, examination of the entire semester's class material. The schedule for final exams is listed on www.registrar.uncc.edu under Calendars.

Financial aid/assistance – Money available from various sources to help students pay for college. Students must establish eligibility. Funds can be competitive.

Financial aid package – Total amount of financial aid given to a student. Federal and non-Federal aid such as grants, loans, and work-study are combined to help meet the student's need.

Financial need – In the context of student financial aid, financial need is equal to the cost of education (estimated costs for college attendance and basic living expenses) minus the expected family contribution (the amount a student's family is expected to pay, which varies according to the family's financial resources).

Fraternity – A social organization, most often for male students, with specific objectives, rules and regulations.

Full-time student – A student with a full course load, usually 15 credit hours per semester (a minimum of 12 credit hours to be eligible for federal financial aid).

-G-

General Education Requirements- These courses provide undergraduate students, regardless of their majors, with the foundations of a liberal education. The program is designed to help students develop the foundational skills necessary for obtaining the full benefits of a college education: basic college-level writing and communication skills, basic use of information technology, and basic college-level mathematical and logical skills.

GPA (Grade Point Average) – A system of recording academic achievement based on an average of a student's grades. The student's semester GPA is an average of grade points earned during that semester, ranging from 0.0 to 4.0. Cumulative GPA

is an average of all grade points earned in a certain degree program or university.

Grades – Evaluative scores provided for each course, and often for individual examinations or papers written for that course. There are letter grades (usually A, B, C, D, F) and number grades (usually percentages from 0% to 100%), or on a scale of 0.0 to 4.0. Some courses use a pass/no credit system with no grades.

Graduate studies – Coursework beyond the bachelor's degree that leads to a master's degree, professional or doctoral degree.

Graduation (*also known as Commencement*) – A formal ceremony in which the University awards degrees to graduating students at the end of each semester.

Graduation with Distinction – Graduating with honors. To be eligible to graduate with distinction, a student must have a certain grade point average computed on at least 48 semester hours of credit completed in residence at UNC Charlotte. (*See Summa Cum Laude, Magna Cum Laude, and Cum Laude*)

Grant – A sum of money given to a student for the purposes of paying at least part of the cost of college. A grant does not have to be repaid.

-H-

Hold Flags – *See Registration hold flags.*

Honors – A special rank or distinction conferred by the university upon a student for excellence in scholarship (based on their GPA). For details, see the Academic Regulations section of this *Catalog*. When referring to a course of study, an honors course is for academically talented, enthusiastic, and motivated students.

-I-

Incomplete grade – An "I" (incomplete grade) may be reported for a student who carried coursework satisfactorily until near the end of the semester, but who is then unable to complete the course, possibly including the final exam. If the student does not remove the "I" within 12 months, the "I" will be changed to "F," "U," or "N," as appropriate. See the Academic Regulations section of this *Catalog* for complete details.

Independent study – A method of receiving credit for study or research independent of the assignments of any specific course, but supervised and graded by a faculty member.

Interdisciplinary – Course or program of study involving two or more major areas/departments. For example, International Studies is an interdisciplinary program offering both a major and a minor within the College of Arts and Sciences.

Internet course – Web-based course completed online. Also called an *online course*. May or may not be self-paced.

Internships – Internships provide students with opportunities for experience in a wide range of work-place settings.

Intramural/fitness/sport clubs – Programs designed to encourage students to participate in a variety of competitive, instructional, and recreational organized sports activities.

-J-

Job fair – Also known as a *career fair* or *career expo*, it provides a place for employers and recruiters to meet with student job seekers, typically for entry-level positions. Fairs usually include company or organization tables or booths where résumés may be collected. Occasionally, it is also where students may perform their first interviews with a prospective employer.

-L-

Laboratory (lab) – A classroom where students apply lecture material in small-group situations that include experiments, assignments, and projects. A lab course typically has an "L" after the course number.

Learning communities – Small groups of students and faculty who work closely together creating a "community of learners."

Learning strategies – Activities that help people use their own learning style to best approach new learning.

Learning style – The way a person takes in, understands, expresses and remembers information; the way a person learns best. *See auditory, kinesthetic, and visual learning.*

Lecture – A teaching method in which the professor presents information to the students who take notes, ask questions, and have dialogue with the professor.

Loan – A type of financial aid that is available to students. An education loan must be repaid. In many cases, payments do not begin until the student finishes school.

Lower division course – A course that is intended for freshman and sophomore level students (typically 1000 and 2000 course numbers) that contains introductory content.

-M-

Magna Cum Laude – High honorary recognition of the success of a graduating student. Translates to “With Great Honor.” For UNC Charlotte, it requires a cumulative GPA of at least 3.8, but less than 4.0.

Major – The subject or area of study in which a student concentrates. See the Program Degrees section of this *Catalog* for a listing of available majors.

M.A./M.S. – Master of Arts/Master of Science awarded upon completion of a one or two year program of graduate study.

Master's degree – An advanced degree awarded by a university after completion of studies beyond a bachelor's degree.

Matriculated student – A matriculated student has been accepted for admission to the educational institution, has registered in a curriculum and is pursuing courses toward a degree or certificate. (See also *Non-matriculated student*)

Matriculation – The first enrollment following admission as a student.

Mid-term exam – An (often major) examination given in the middle of the semester that tests the student's knowledge of information taught in the course from the beginning of the course up until the time of examination.

Minor – The secondary field of study requiring fewer credits than the major. See the Program Degrees section of this *Catalog* for a listing of available minors.

Multiple-choice examination – An examination in which questions are followed by two or more answers, from which a student selects the correct answer.

-N-

Niner Nation – The collective UNC Charlotte student body.

Noble Niner – The honor code created by the Student Government Association which solidifies the high standard of morals, principles, and integrity that all students should strive to uphold to

bolster the growing reputation of excellence at UNC Charlotte.

Non-credit course – A class that typically meets only once or just a few times and that contributes toward personal or occupational development rather than being applicable toward a college degree.

Non-matriculated student – A non-matriculated student is one who has not yet been accepted for admission to the college, has lost matriculated status by not enrolling in coursework for one semester, or has been suspended from a program because of failure to maintain good academic standing. (see also *Matriculated student*)

-O-

Objective test – An examination in which questions requiring a very short answer are posed. It can be multiple choice, true/false, fill-in-the-blank, etc. The questions are related to facts (thus objective) rather than to opinions (or subjective).

Online courses – Courses which are taught and taken over the Internet.

Open-book examination – A student is permitted to use his/her textbook and classroom notes during the exam.

Oral examination – A student answers questions by speaking rather than by writing.

Orientation – A organized gathering, held at the beginning of every semester, that provides useful information to new students to acclimate them with the college campus and student life.

-P-

Part-time student – A student who carries less than a full load of courses. See also *Full-time student*.

Pass/no credit course – A course that rates a student's performance on a pass/no credit basis, rather than on grades.

Ph.D. – The highest academic degree awarded by a university to students who have completed studies beyond the bachelor's and/or master's degrees, and who have demonstrated their academic ability in oral and written examinations and through original research presented in the form of a dissertation (thesis). Also called a *doctoral degree*.

Placement test – An examination used to test a student's academic ability in a certain subject so he/she can be placed in a course at an appropriate

level. In some cases, students may get course credits after scoring high on a placement test.

Plagiarism – Passing off someone else's work as your own or using the intellectual property of someone else without giving proper credit. Students must follow certain guidelines to properly acknowledge the use of other people's ideas or words in their work (unless such information is recognized as common knowledge). This is considered a serious offense at every institution, and is subject to disciplinary action that may include failure in a course and/or dismissal from the University.

Pop-quiz – A quiz that the instructor has not previously informed the students about.

Postsecondary education – Refers to all education for students after high school, including programs at community colleges, technical colleges, and four-year colleges and universities.

Prerequisites – Specific conditions, requirements, or courses that must be completed before enrolling in another course. Course prerequisites (if any) can be found within each course description. For example, Spanish I is a prerequisite for Spanish II.

Proctor – A person who supervises the taking of an examination to be certain there is no cheating, and that other rules are followed.

Professional development courses – Courses offered to improve knowledge and skills in a specific professional areas, such as professional certification programs. Usually not offered for academic credit.

Provost – Reporting to the Chancellor, the Provost is the chief academic officer who oversees all academic affairs and activities, including research and faculty. The Deans of each College report to the Provost.

-Q-

Quiz – A short test, written or oral, usually less formal and carries less grade weight than an exam.

-R-

Readmission – Approval of the enrollment or admission of a former student.

Reassignment of Duties – A period of time (usually one semester) when a faculty member is not teaching, but concentrating on his/her own education or research.

Registrar – The official at the University who is responsible for maintaining student records. The Office of the Registrar plans and oversees registration, academic record maintenance, transcript preparation, graduation, a degree audit report system, and curricular records.

Registration – Students complete a final course selection and make a payment or deposit for tuition and fees.

Registration hold flags - Students may be blocked from registering for courses by “hold flags” that may be placed for various reasons, including College or departmental advising requirements, invalid admissions status, outstanding financial obligations, unreturned equipment or library materials, suspension and disciplinary action, or non-compliance with the North Carolina Immunization Law.

Required courses – Courses that a student must take in order to complete his/her degree. In many cases, these courses must be passed with a grade C or better.

Research paper – A formal written report that includes research findings and a student's own ideas.

ROTC – Reserve Officers Training Corps program; a scholarship program wherein the military covers the cost of tuition, fees and textbooks and also provides a monthly allowance. Scholarship recipients participate in summer training while in college and fulfill a military service commitment after college.

-S-

SAT – Scholastic Aptitude Test that measures a student's aptitude in mathematical and verbal comprehension and problem solving. Many colleges and universities, including UNC Charlotte, require students to take this test and submit their test scores when they apply for admission. UNC Charlotte also accepts the ACT, but the SAT is preferred. Most students take the SAT or the ACT during their junior or senior year of high school.

Schedule of classes – This list is issued online at www.registrar.uncc.edu prior to each semester and lists available course numbers, hours, locations, and other pertinent information.

Scholarship – A sum of money given to a student for the purposes of paying at least part of the cost of college. Scholarships can be awarded to students based on academic achievements, financial need, or on many other factors. Scholarships and grants do not have to be repaid.

Section – One of several classes of the same course. At UNC Charlotte, a three-digit code is used to identify each section of each course offered. For instance, a course called Architecture Topical Studio may have section 001 – Cycloramic Models and section 002 – Building Envelopes.

Self-directed learning – A process in which students take the initiative to diagnose their learning needs, formulate learning goals, identify resources for learning, select and implement learning strategies, and evaluate learning outcomes. The instructor is available as a guide.

Semester or Term – A period of study of approximately 16 weeks, usually half of the academic year (i.e., fall and spring semesters). The fall semester begins in August and the spring semester begins in January at UNC Charlotte. There are summer sessions as well.

Seminar – Most commonly offered as upper-level and graduate courses, these are small classes of approximately 15 students each, designed to facilitate intensive study of specific subject areas.

Sorority – A social organization for female students, with specific objectives, rules and regulations.

Study abroad – Visiting other countries for educational purposes, including earning academic credit, learning different cultures, and developing a deeper understanding of the global marketplace.

Subjective test – An examination in which the answers are in the form of narrative sentences or long or short essays, often expressing opinions rather than reporting facts.

Summa Cum Laude – The highest honorary recognition of the success of a graduating student. Translates to “With Highest Honor.” For UNC Charlotte, it requires a cumulative GPA of 4.0.

Supplemental Instruction – Additional assistance for students in historically difficult courses, including biology, chemistry, physics, communication studies, engineering, mathematics, and business.

Surveys – To improve the experience for future students, current students are often asked to complete surveys to provide feedback on the quality of services and impact of educational programs.

Syllabus – A course outline typically provided on the first day of class by the instructor that describes course requirements, topics to be covered, required reading, grading criteria, faculty expectations, deadlines, exam dates, class attendance requirements, and other relevant course information.

-T-

Take-home examination – An examination that may be completed at home. Since students may use additional resources; these exams are usually more difficult than in-class exams.

Term paper – A written original work discussing a topic in detail, usually several typed pages in length. Often due at the end of a semester.

Test – An examination, or any other procedure that measures the academic abilities of students.

Track – A separate route leading to the same degree but with different requirements. Also called a *concentration*. For example, a student may earn a B.A. in Communication Studies, but have achieved it through a Health Communication, Mass Media, or Public Relations track.

Transcript – A list of all the courses a student has taken with the grades that the student earned in each course. The University requires a high school transcript when a student applies for admission. Additionally, after earning a college degree, some employers may require a copy of a candidate’s university transcript. These can be obtained by the student from the Office of the Registrar (Records and Registration).

Transferability – The extent to which a course taken from one college or university may be accepted by another. Full or partial transfer of the credit may be available, dependent on factors such as whether the receiving college or university offers an equivalent or similar course at comparable levels of academic expectation for learning. Academic advisors have information about whether and how specific courses will transfer to their institutions and degree programs.

Transfer student – A student who has earned credit in one college or university, and then transfers to another.

Transient study – When credit for courses taken by current UNC Charlotte students at other accredited institutions are transferred to UNC Charlotte, subject to approval. For details, see the Academic Regulations section of this *Catalog*.

True/False examination – An examination in which questions are answered by marking “True” or “False.”

Tuition – The amount of money that colleges charge for classroom and other instruction. Tuition can vary widely between educational institutions, and does not cover fees, cost of books, and other materials.

Tuition waiver – A form of financial assistance in which the university may charge little or no tuition.

Tutoring – A method of providing help to students by instruction outside of class. Advanced students work with individuals or small groups to increase their understanding of the material.

-U-

Undeclared – A student who has not yet declared a major field of study; sometimes referred to as *undecided*.

Undergraduate studies – A two or four-year program in a college or a university, following high school graduation, which leads to an associate or bachelor's degree.

Upper division course – A course that is intended for junior and senior level students (typically 3000 and 4000 course numbers) that contains advanced, and typically more specific, topic content.

-V-

Visiting faculty – Faculty members who come to the university from another institution for an appointment of a year or less, sometimes to fill a temporary vacancy.

Visual learner – Learns through seeing; these students need to see the instructor's body language and facial expression to fully understand the content of a lesson. They tend to prefer sitting at the front of the classroom to avoid visual obstructions (e.g. people's heads). They may think in pictures and learn best from visual displays including – diagrams, illustrated text books, overhead transparencies, videos, flipcharts and hand-outs. During a lecture or classroom discussion, visual learners often prefer to take detailed notes to absorb the information.

-W-

Withdrawal – The procedure in which a student officially removes himself/herself from taking a course, or from the University. Tuition may or may not be refunded, depending on the date of withdrawal.

Work-study program – A program that allows students to work part-time during the school year as part of their financial aid package. The jobs are usually on campus and the money earned is used to pay tuition or other college expenses.