

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 catalog and the online 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. Freshman: 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 are only offered as Pass/Fail courses. A list of approved co-curricular courses is in the Undergraduate Catalog and available on the Registrar's Office website.

Concurrent Prerequisite: A prerequisite course that may be taken prior to **OR** in the same semester (concurrently) as the course for which it is a prerequisite.

Contact (class) Hours: The number of hours (1 contact hour = 50 minutes) scheduled per week that students of the 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 courses typically assign 1 credit for 50-170 minutes (1-3 contact hours), 2 credits for sections ranging from 170-230 minutes (3-4 contact hours), and 3 credits for those ranging from 170-290 minutes (3-5 contact 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 14 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.

Corequisite: Courses that must be taken together in the same semester. Corequisites do not have to be reciprocating. i.e. students may be required to take a certain lecture if they choose to take a certain lab, however students who choose to take the lecture may not necessarily be required to take the lab.

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

Course Number: A series of 4 numbers that identify a course offered by the University. The course number is always preceded by the course prefix. The first digit indicates the level at which students normally take the course, the remaining 3 digits may be determined by the academic departments. Once a course number has been used it can never be used for a different course. 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 or professional courses
5990-5999 Research and thesis, masters degree level
6000-6989 Doctoral level graduate courses
6990-6999 Research and dissertation, doctoral degree level

Course Prefix: A series of 2-4 letters that identify the academic discipline of the course. The course prefix always precedes the course number. Typically the prefix indicates the academic department, or academic discipline within a school, offering the course. Unique descriptors include IS = International Study and UN = University-wide (interdisciplinary). New prefixes must be requested through the Registrar's Office and approved by the Provost and Vice President for Academic Affairs.

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, and most course, schedule, and registration reporting. It should be comprehensible to non-specialists; abbreviations should be easy to decipher. Limited to 30 characters, including spaces.

Credits: Units 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 number of credits that a student may earn by taking and passing a repeatable course more than once. An unlimited number of credits is specified when course may be repeated for an unlimited number of times.

Cross Listed Course: A course that is offered by more than one academic department. Cross listed courses are identical in title, course content and format and have identical course numbers; the only difference being the course prefix. These may or may not be team-taught by two or more academic departments. Courses may also be cross-listed between graduate level and undergraduate level within an academic department; the only difference being the first digit of the course numbers (i.s. SS4123 and SS5123) with the last three digits being identical.

Distribution List: A course approved and designated to the Humanities, Arts, and Social Sciences (HASS) list, HASS Creative Endeavors list, or the HASS Supplemental list. Students are required to take 15 credits of 'Distribution' courses following specific rules. Rules and course lists are available in the undergraduate catalog and on the Registrar's Office website.

Equivalent Course: A course that has been designated by the academic department offering the course as identical to another course, either active or ended.

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.

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. A course proposal form must be completed, submitted, and approved in order to teach a new course.

On Demand: Indicates that a course will be offered when demand is strong enough to support the offering. Courses offered on demand do not have any assigned semesters to be offered.

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.

Permission: Indicates a signature must be obtained by the appropriate approving body, typically the department or instructor.

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. Course may be held on or off campus and is typically shorter in duration than non-professional development courses. The office of the Provost 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 registration/enrollment in a course. May require permission to enroll or may indicate the type of student who is or is not eligible to enroll.

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

Requisites: See Concurrent Prerequisite, Corequisite, 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. This is usually 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 registration restrictions
- Addition/Removal of prerequisites/corequisite
- 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 the Registrar's Office for guidance in this situation.

Semesters Offered: Indicates which part(s) of the academic year the course is taught – Fall, Spring, Summer.

Special Topics Course: A class 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 offer a course on a trial basis before proposing it as a permanent course.

Variable Credit Course: Provides a range of credits for which a student may enroll in a given semester. Variable credit courses are typically research or special topics courses.