

GLOSSARY OF TERMS FOR COLLEGE DIRECTIVES

Academic Manager:	The appointed Manager (Dean or Chair) who has academic responsibility for the program of study or courses within it.
Academic Standing:	Status of student progress in a program of study.
Academic Probation:	Status of a student whose progress in a program is below established acceptable criteria and who is subject to Departmental conditions in order to continue in the program.
Academic Achievement Level:	The curriculum (program of study) of any given program is divided into groups of courses, each comprising an academic achievement level. Normally, students successfully complete the courses in one level before proceeding to the next.
Academic Credit:	Award of achievement granted upon successful completion of a unit of study, normally a course.
Advanced Standing:	Educational recognition provided to a student upon admission which enables direct entry to the second or higher level of a program.
Certification:	Designation granted following successful completion of approved program of study requirements.
Corequisite:	A course which must normally be taken concurrently with other specified course(s) which names it as a corequisite.
Course Section Duration:	The length of time (normally, in weeks) that a course runs within a term.
Course:	A unit of study, identified by a course name and number, with specific course learning requirements and evaluation criteria.
Courses -- Core:	These courses required for all students in order to graduate from a given program.
Course – Elective:	Courses which may be selected in specified numbers from amongst one or more groups of courses.
Course – Major:	A combination of core and elective courses required to meet a particular concentration within a Program of Study.
Course Equivalency:	Courses within the College, which are deemed to have common course learning requirements and content by the Academic Managers, posted on an internal equivalency table, and provided alternate recognition on a program of study.
Course Learning Requirements:	Clear statements of the required learning that is to be achieved and demonstrated in order to successfully complete the course. They describe significant learning that contributes to the achievement of program learning outcomes.
Course Progression Criteria:	The requirements for registration in courses which have not been assigned to academic levels, and includes the successful completion of course prerequisites and concurrent registration in course corequisites.
Course Section:	The sub-group of students registered in a particular course, scheduled at a specific time.
Currency:	The period of time during which the course content and course learning requirements are valid, accepted or in force, as relevant to the appropriate vocation or discipline.
Direct Entry:	Admission to a higher level of program based on recognition of previous educational achievements.

Exemption:	Waiver of an obligation to complete a course on the basis of a transfer of credit from other recognized institutions.
Full-time Status:	A full-time post-secondary student, as defined by the Ministry of Training, Colleges & University, is a student who is registered in a program, and is carrying a course load at least 70% of the student contact hours or 66 % of the number of courses normally required for the approved program during the reporting period under consideration.
Good Standing Credit:	A student who has no outstanding debts or obligation to the College.
Placement Test:	A test which is routinely administered to all students in a given class for the purpose of determining where they will be placed on a continuum of courses in a given subject or discipline.
Prerequisite:	A course which must be successfully completed prior to registration in a course(s) which names it as a prerequisite.
Program of Study:	An approved group of related courses leading to a diploma, certificate or other document awarded by the Board of Governors. Successful completion of the required courses entitles students to certification as a graduate of the program.
Program Learning Outcomes:	Program learning outcomes are statements that describe the culminating demonstration of learning and achievement that students must reliably demonstrate before graduation. They describe performance expected of the graduates of the program.
Program Managers:	The Manager responsible for the delivery of a program.
Program Promotion Criteria:	The requirement to advance through academic achievement levels (AAL), when courses on a Program of Study have been assigned to AALs and may include, as specified by the Program Manager, minimum grades in specific courses, minimum term grade point average (GPA), and/or minimum percentage of courses successfully completed.
Recognized Institution:	A public or private educational institution or other organization which delivers formal training that has been documented and evaluated for equivalency by the Academic Manager.
Registration Minimum:	The least number of registrations required to run a program, option or course.
Relevancy:	A measure of relationship or appropriateness in which two or more entities may be somewhat dissimilar but useful toward the achievement of (a) common goal(s).
Residency:	The percentage of courses within a program of study which must be completed in the College under the instruction of the College faculty. The current residency requirement is 25% of hours of instruction as established by the Ministry of Training, Colleges & Universities.
Service Course Manager:	The Manager responsible for the delivery of courses in support of a program outside his/her jurisdiction.
Substitution:	Credit for a course which does not provide the same or similar learning outcomes but which, in exceptional circumstances, may be negotiated between the program manager and student and formally communicated to the Registrar prior to registration in the course before the end of the drop/add period. Course substitutes must have the same normative hours as the course for which it is substituted.
Term:	The academic year is divided into three periods of time, each of approximately four months duration: the Fall term (September to December), the Winter term (January to April) and the Spring term (May to August). For some offerings in Continuing Education, the Spring term is split into Spring and Summer terms.

