Glossary of Academic Terms

The following glossary represents a list of the various terms and definitions that students, faculty, and staff encounter at United Tribes Technical College (UTTC).

Academic Calendar
The Academic Calendar represents relevant dates and deadlines for students officially registered for course at UTTC, as well as for all academic and administrative departments, and instructors. The Academic Calendar is developed collaboratively by all the various departments on campus, approved by the Administrative Council, and posted on the UTTC webpage.

Academic Catalog
All institutions have a detailed catalog compiled by the Office of the Registrar that lists all program and graduation requirements at the institution. This is a legal document — a kind of contract with the student. Catalogs can be found on the institution's website. Here is some of the information found in a typical online catalog:

- Academic calendar
- Degrees and majors offered, with requirements
- Course descriptions
- History and general information about the school and its physical campus(es)
- Tuition and registration information

Academic Standing
At the conclusion of each semester's grade processing, a term and cumulative GPA is calculated for each degree-seeking student. A student's academic standing may be impacted by the term GPA, or the cumulative GPA, or both. Academic Standing classifications include Good Standing, Probation and Suspension.

Academic Year
The period of instruction composed of the fall, spring, and summer semesters. The academic year begins at the start of the fall semester and ends after the last day of the summer semester.

Admitted Student
An admitted student is one that has been accepted by the College into a degree-seeking program and has confirmed their acceptance by registering for classes. (The Office of Admissions coordinates this for admitted undergraduate students). Incoming accepted students are considered admitted students from the time they confirm their acceptance until their matriculation or the first day that they register for classes.

Alum/Alumni
An alum is an individual who has attended or graduated from a college or university. Alumni is the plural term for alum.

Articulation Agreement
Official document that identifies a formalized pathway for student transfer between two or more academic institutions.

Auditing Courses
Auditing allows a student to officially observe a course and participate in the course learning activities. The audited course will appear on the student's transcript with a grade of "AUD." There are no credit hours associated with audited courses, and the student does not earn a grade so auditing a course does not affect a student's GPA.

Baccalaureate Degree
The baccalaureate degree is awarded after completing an undergraduate program of study; typically completed after four-five years. UTTC offers the following baccalaureate degrees: Bachelor of Science in Business Administration, Bachelor of Science in Criminal Justice, Bachelor of Science in Elementary Education, and Bachelor of Science in Environmental Science and Research. At a minimum, a baccalaureate degree requires completion of 120 credit hours.

Certificate
A credit-bearing program culminating in the awarding of a certificate or diploma, but not a degree. UTTC offers a certificate program in Heavy Equipment Operations, Commercial Vehicle Operations and in Welding Technology. A diploma is offered in Automotive Technology.

CEU (Continuing Education Unit)
The CEU (Continuing Education Unit) is a nationally recognized uniform unit of measurement of individual participation in non-credit continuing education. One CEU is defined as "ten contact hours of participation in an organized continuing education experience, under responsible sponsorship, capable direction and qualified instruction." CEUs provide the framework for individuals to document their efforts to update or broaden their knowledge or skills through a variety of non-credit educational options.

Course Schedule
The list of courses available and offered for a specific semester. The schedule is posted on the UTTC website every semester.

Course Objectives
The course student learning objectives are represented by a statement formalizing the competencies, practical and professional skills, higher-level thinking and analytical skills that students are expected to obtain by the conclusion of the course.

Contact Hour
A contact hour is defined as 50 minutes of scheduled instruction for each hour of a course. The contact hour is used to calculate the Semester Credit Hour.

Credit Hour
Also known as semester credit hour: The amount of credit awarded for successful completion of one contact hour of classroom instruction, and two preparation hours per week outside of class, for a semester of not less than 15 weeks. For more information, refer to the Credit Hour Policy at:
http://sp2.uttc.edu/ie/home/_layouts/15/start.aspx#/Institutional%20Policies/Forms/AllItems.aspx

Degree Plan
A degree plan identifies the courses the student needs to earn a certificate or degree in a particular program. Degree plans can be found in the academic catalog and on the program webpage. The degree plan maps out the courses needed to complete a program of study and is a useful reference in identifying potential courses for transfer. Degree plans are divided by general education requirements, major requirements, and electives.

Degree Requirements
The courses required for certificates, diplomas, and associate and bachelors degrees. In addition to these requirements, students must complete all other college requirements before they can receive their certificate or degrees.

Diploma
The diploma is a formal document issued by the College to symbolize that a UTTC degree has been conferred (awarded) by the institution upon the graduate.

Directory Information
Directory information is identified by the Registrar's Office as information that can be released without a student's permission. If students prefer to not have their information released, they are required to request the withholding of their directory information by contacting the Registrar.

Enrolled Student
An enrolled student is any student at UTTC that is registered for at least one course for credit.

FERPA
The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of, and limit access to, student educational records. Students must sign a FERPA release that provides permission for UTTC to share academic information with others, including parents and other family members. Please visit the following link to learn more: www.ed.gov/policy/gen/guid/fpco.

Full-time Student
A student is considered as full-time status when they are registered for 12 or more credit hours in the fall or spring semester and for 6 or more credits for the summer semester.

In-Progress (IP)
A grade indicating that a course is still in progress and will be completed at a later date.

Jenzabar LMS
The learner management system that manages all student-related information. Students have access through My.UTTC.edu.

Major
The area of study you focus on while pursuing your degree is often referred to as your major. Majors consist of a group of core classes as well as any additional requirements determined by your degree program.

Major Concentration
Also known as academic concentration. The academic concentration is a component of a degree program and is represented by a coordinated group of courses that reflect a sub-specialization or emphasis within a major field for currently enrolled students in the major. Courses and credit hours earned toward the major concentration also apply towards the completion of the major. While a major concentration is not required for a degree to be awarded, a major concentration must be declared by the student if it is required to complete the major's requirements.

Matriculation
Matriculation, or the process of matriculating, is the process or action of being enrolled in college. A matriculated student has been accepted for admission to a college, has registered for classes, and is pursuing courses toward a degree or certificate.

Method of Delivery
Sometimes referred to as Mode of Delivery. The mode of delivery represents the instructional method that is being used to communicate course content with students. UTTC uses two primary methods of delivery for course content: face-to-face and online. Face-to-face is also commonly referred to as "campus-based".

Micro-Credentials
Proof of the learning outcomes that a learner has achieved following a short learning experience. A micro-credential is a small class, workshop, or program that students can enroll in to gain relevant skills needed for today's workforce. A digital badge is the visual representation of having earned a micro-credential that can be shared to showcase the earner's achievement.

Non-Degree Seeking Student
When a student registers for a course, or courses, without intending to complete a certificate or degree. Non-degree seeking students are not eligible for financial aid.

Office Hours
Also referred to as "drop-in hours". Office hours is time scheduled outside of class time for students to meet with their instructors, in their offices, to discuss the material presented in class, get assistance with homework, ask questions related to academic advising, or other related topics. Faculty office hours are posted on syllabi and on schedules displayed by the instructor's office door.

Online Learning
Online learning, or online education, is a formal educational process in which the majority of instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous (occurring at the same time) or asynchronous (not existing or happening at the same time).

Part-Time Student
A part-time student is enrolled in less than 12 credit hours in the fall or spring semesters, and less than 6 credit hours for the summer semester.

Program of Study
A program of study consists of courses required to complete a specific degree, inclusive of required coursework within the major and concentration. The specific courses for a student are identified on the degree plan.

Semester
A semester is made up of 15 weeks of instruction plus a final exam week during the fall and spring of each Academic Year. The summer semester is made up of 8 weeks of instruction.

Transcript
Also known as academic transcript. The academic transcript represents the official record of a student's academic history of coursework completed at UTTC and the grades and associated Grade Point Average received. Also listed on the transcript are courses that transferred from other institutions, declared academic credentials, awarded academic credentials for students who have completed their degree, and honors awarded by the institution upon the conferral of the degree. Only UTTC students who have been enrolled in UTTC courses will have a UTTC academic transcript.

Transfer of Credit
College credit earned at one institution of higher education that is later transferred to and accepted by another institution.

Undergraduate Student (UG)
A student that has matriculated (enrolled) into a bachelor's degree program.