

GLOSSARY OF TERMS

A

Academic Dishonesty

Dishonest practices, some of which include fabrication of data, altering transcripts or other official documents, cheating on exams or assignments, presenting another's work (in whole or in part) as one's own (plagiarism) or buying or selling assignments, impersonating someone in an exam or test, or the making false statements relating to academic work by a student.

Academic Employees

Used interchangeably with "faculty" to refer to full-time, partial-load, part-time, and sessional professors, instructors, counsellors, and librarians.

Academic Forgiveness Defined

Academic forgiveness is a process by which a student's academic performance prior to an absence may be expunged from the student's transcript, enabling a former student to have a fresh start in his/her academic studies.

Administrators

Used interchangeably with "administrative staff" and "managers" to refer to any person in the College who serves as a Dean, Director, Manager, or Chair.

Advanced Standing

Courses taken at other colleges or institutions may be given credit towards a George Brown course. These courses are recorded as AS on the students' transcripts.

AEG – Pass by Aegrotat

Awarded to students who, for compelling reasons, were unable to complete a portion of their course or write the final examination. Their performance was otherwise more than satisfactory, but they would have failed the course because of the missed evaluation.

Appeal

A generic term for a request to have a decision reviewed by an impartial body.

Applied Degree

Applied degrees are undergraduate bachelor (baccalaureate) degrees with an applied focus in a particular field. The program combines theory and analytical skills with a practical, career-focused education, preparing individuals to work in a profession or earn a professional designation or standing while also earning a degree. Students graduate with a Bachelor of Applied Arts (BAA) degree rather than a Bachelor of Arts (BA) degree.

ATT – Attend Grading symbol used to denote attendance in the first semester of a two-semester course. This refers to courses that are still in progress because they last more than one semester.

AUD – Course Audited Without Formal Evaluation

A credit course is identified by a specific number and carries a particular credit value. Students who decide formally to waive that credit, by choosing not to be evaluated or graded, are considered to be auditing the course.

B, C

CM – Course Completed

Generally, this grading symbol is used for part-time courses that do not have an academic credit (CR) implication and to show that students completed some activity prescribed by the College. The opposite of CM is NP (Not Passed).

Code of Conduct

George Brown has designed codes of conduct for students, academic employees, support staff and administrative staff outlining the personal and professional expectations of behaviours required by students and staff.

Collaborative Programs

Degree level programs may be collaborative programs with other universities when the degree is granted by the university. Students must meet all the requirements as determined by the degree granting institution and may receive diplomas from the colleges as part of the degree level studies. Students must meet the all requirements for the diploma.

College Premises

Any physical space where College-supervised activity takes place (e.g., on campus, at an athletic event, on a field trip, etc.).

College Staff Member

All individuals employed by George Brown College (includes academic employees, support staff, and administrators in the College.)

Conditional Acceptance

Applicants who fail to meet the non-academic or academic requirements may be accepted on a conditional basis at the time of application. Applicants must provide proof of requirements by September 1st of the academic year.

Convocation

The graduation ceremony where students receive their diplomas and certificates.

Copyright

The sole right to produce or reproduce a work or any substantial part in any material form (as defined by the Copyright Act, 1970).

Copyrightable Intellectual Property

This includes, without limitation, all creative works, electronic or paper documents, software (including source code and object code), multimedia or audiovisual materials, and photographs, and any other materials that may be copyrightable under Canadian law (whether or not produced in the Canada). Copyrightable material shall include educational or research software, but shall not include software other than educational or research software.

Course Electives

A course that does not form part of the base core academic requirements for a program.

CR – Credit Granted Grading symbol used on transcript.

Credit/Course Equivalency

George Brown course credits that are earned directly, granted as equivalent, or obtained through Advanced Standing are used towards the granting of a certificate or diploma. These courses may be used toward the granting of subsequent certificates or diplomas when specific criteria are met.

Duplicate use of credit may be denied by the receiving College official(s) where competence in the relevant course(s) cannot be clearly demonstrated or documented.

Credit Value

Credit value for course. With the exception of practicum/fieldwork components of courses, a course is equal to one credit if it has one instructional hour per week, per semester. A course that is seven weeks or 21 hours in duration is equal to a half-credit.

Cumulative Grade Point Average (CGPA)

The CGPA is the sum of the course grade points for all courses divided by the sum of the course credits. The total grade point average is calculated for all courses taken at the time of calculation.

Curriculum Pattern

The academic requirements of the diploma, certificate, or applied degree program.

D**Deferred Examinations**

A deferred examination privilege may be granted for circumstances arising on compassionate grounds, such as a death in a family, illness, or other circumstances beyond the student's control. The Chair/designate may grant deferred examinations.

Disciplinary Action

Students or staff who contravene College regulations or commit offences against persons or property may incur consequences that relate to the seriousness of the offences.

DNA – Did Not Attend Grading symbol used on transcripts.

E**EX – Exempted**

Grading symbol used when student is exempt from a course.

Expulsion

Students who violate the code of conduct may be removed or discharged from the College. In these cases, registration is revoked and fees are forfeited.

F**Faculty**

Used interchangeably with “academic employees: to refer to full-time, partial-load, part-time, and sessional professors, instructors, counsellors, and librarians.

Fast Track Program

Students may finish their programs faster if they have been granted an Advanced Standing in a course or when their program has courses that are offered through the summer semester.

Full-Time Enrolment

Students are considered full time if they are taking 67% of the prescribed courses for their program, or 70% of the program contact hours (defined as instructional or classroom time) in any given semester.

Students with disabilities may qualify for a reduced course load (40%-69%).

G**GNR – Grade Not Reported**

The grading symbol indicating that no mark has been submitted at the time the marks were being produced.

General Education

In the community college milieu, general education are those elements of the curriculum that lead towards the overall betterment of the student as a contributing member of the community. General education should: enhance the student's ability to reason, to appreciate, and to communicate effectively; encompass life skills and promote a sense of worth in the student, and form part of the fabric of all curricula offered to the student by the College.

General Education Exemptions Some students may be eligible for exemption from general education electives and/or courses. These students must apply for an exemption and must meet the minimum requirements. To be exempt from a general education elective, students must have taken a college or university credit (minimum mark of C-) in a general education course not previously used for exemption.

Grade Point Average (GPA)

The sum of the course grade points for all courses divided by the sum of the course credits. This average is calculated for the courses taken in a single term.

Grading Symbols

Special symbols (e.g., AS – Advanced Standing) used on transcripts to describe a student's performance in a course or the way the final grade was achieved.

H

Honours Standing

Cumulative grade averages of 3.50/3.70 or more are used to identify students with honours standing and to rank students for scholarships, awards, and Deans' Lists.

INC – Incomplete Course

The grading symbol temporarily given to students who were unable to finish part of the course required for complete evaluation.

In Good Standing – Passing Grades

Students must pass all courses, and have a term grade point average (TGPA) equal to or above 1.70 (for diploma programs) and 2.30 (for degree programs).

Infractions

An infraction occurs when students violate the College's rules or student codes of conduct. MINOR infractions include disruptive and disrespectful of others on College property (e.g., shouting or "roughhousing," smoking in restricted areas, or loitering on College property). MAJOR infractions include disruption of the academic environment; theft on College premises; making threats to the safety and security of others; harassing other members of the community; promoting racism or hatred of others; breach of trust in work, field, or clinical placements; and vandalism of College property.

Intellectual Property

Inventions, discoveries, and creative works that are developed by individuals at the College that may have commercial as well as scientific and scholarly value. Examples of intellectual property includes, but is not limited to: -inventions; -creative works; -patentable subject matter; -copyrightable materials; -know-how, electronic or paper documents; -software (including source code and object code); -multimedia or audiovisual materials; and -photographs.

International English Language Testing System (IELTS)

A recognized testing system that is designed to measure an individual's English language skills. It is commonly used by students when studying or training in the medium of English.

J, K, L

Learning Resource Centre (LRC)

George Brown provides educational materials in the LRC that are available for use by faculty members and students.

M

Manager

The administrative staff member (e.g., may be Chair or Dean) who initially imposes a sanction.

Mature Students

Individuals who do not have the OSSD or equivalent but wish to resume their education, may be accepted as a mature student if they meet the conditions required.

Michigan English Language Assessment Battery (MELAB)

An advanced level or group of English language proficiency tests, designed to measure an individual's proficiency in writing, listening, reading, and speaking. It is commonly used for non-native speakers of English who will need to use English for academic purposes at the college and university level.

N

NP -Not Passed

The grading symbol used for courses not requiring a grade (i.e., A – F). Students with an NP grade in a required course will not be permitted to graduate. This symbol has no effect on the GPA calculation.

O

Ontario College Application Services (OCAS) The Ontario College Application Services provides administrative systems and application processing services for Ontario's Colleges of Applied Arts and Technology, and three Agricultural Colleges affiliated with the University of Guelph and the Michener Institute for Applied Health Sciences. The OCAS processes applications and acceptances for college programs. Applicants may choose up to 5 programs when applying through this service (www.oacs.on.ca)

OSSD

Ontario Secondary School Diploma

OAC

Ontario Academic Course

Ontario Student Assistance Program (OSAP)

A government supplement to assist Canadian students and their families to meet the costs of postsecondary education. It is not intended to supply all the assistance required for educational and living costs. For details, refer to the Ministry of Training, Colleges and Universities.

Oversubscribed Programs

When the number of students outnumber the number of spaces for a course/program.

P

P – Passed

The grading symbol used for courses not requiring a grade (i.e., A – F). This symbol has no effect on the GPA calculation.

Patentable Intellectual Property

This includes, without limitation, all inventions, discoveries, know-how (despite the fact that these may not benefit from patent protection) and discoveries or other material that is patentable under Canadian law (whether or not produced in the Canada), as well as all software that is excluded from "copyrightable material" (whether or not patentable under Canadian law).

Permanent Academic Record

That which is maintained by the Registrar under the CRAO Guidelines, exemplified by the official transcript.

Petition

A request to have an administrative decision reviewed by an impartial body.

Post Admission Skills Assessment

Students lacking the standard English, Math and/or Science admission requirements may take assessment tests to ensure they are placed in the appropriate course level.

Post-secondary Education Quality Assessment Board (PEQAB)

An arms-length advisory agency that makes recommendations to the Minister of Training, Colleges and Universities of Ontario on applications for ministerial consent under the terms of the *Post-secondary Education Choice and Excellence Act, 2000*. This government-appointed academic panel that studies all aspects of the program before recommending acceptance to the Minister of Colleges and Universities. For more information about PEQAB and the applied degree program approval process go to www.peqab.edu.gov.on.ca.

Pre-requisites

Some courses in a program must be completed before the next required courses can be taken. In these cases, the preliminary courses in the sequence are considered pre-requisite courses to the next level of courses.

Prior Learning Assessment and Recognition (PLAR)

Individuals with significant work and/or life experience can have their skills and knowledge assessed for course credits toward a college credential. PLAR gives students credit for knowledge and skills they have gained through life experience such as work or volunteer experience.

Probation

A temporary status requiring fulfillment of specific requirements (e.g. a student may be admitted to the College (probationary admission) but must pass all their courses to obtain regular registration status.

Program Electives

A course elective is not part of the base core academic requirements for a program. Rather, it is a course of study selected by the student that is of immediate interest to the student, and/or will enhance the student's general body of discipline-specific knowledge but is beyond the base core academic requirements as specified for a program.

Program Transfer

With the appropriate approvals, George Brown students may transfer from one program to another.

Q, R**Refusal of Further Registration**

Students have no opportunity to submit a future application or registration. This usually applies to the entire College but can be restricted to a single program or division.

Removal from the Premises

Students are physically removed from College property. This may be confined to a specified area, a whole campus, or the whole College. Students may not re-enter without permission.

Research Ethics

George Brown College ensures that all research (defined as a systematic investigation of an issue, topic, group of individuals, etc., that uncovers new information or interprets existing data) is carried out in an ethical fashion and is consistent with the principles of George Brown College policies, procedures, and values.

The *Research Ethics Policy* is designed to minimize the College's liabilities associated with research at the institution or research undertaken by members of the College community who may use the College name to gain access to other settings. These liabilities include, but are not limited to, guarding against ill effects to participants.

Residency

The required percentage of courses/credits (i.e., 25%) that must be earned at George Brown College in order to obtain a diploma, certificate, or degree. This percentage excludes courses that are exempt or are graded as Advanced Standing.

S**SD – Standing Deferred**

This grading symbol is awarded when the student, for reasons beyond his/her control, was unable to complete the course and is unlikely to do so within 60 days (in which case INC would be used). The Promotions Committee grants this status.

Semester

A semester or term is one academic session, usually 4 months in duration (e.g., September to December).

SUP -Supplemental Privilege

This grading symbol is used to indicate that supplemental privilege has been granted by a grade of "S," which excludes the course from GPA calculations. The Promotions Committee determines whether a student may take a supplemental exam or assignment.

Supervisor

A generic term that refers to the next level of potential management intervention (e.g., faculty members have Chairs, Chairs have Deans, etc.).

Suspension

A time-limited removal from the College, a program, or class(es) and coincident restriction of all privileges associated with registration.

T**Term**

See definition for Semester.

Test of English as a Foreign Language (TOEFL)

A recognized testing system that is designed to measure an individual's proficiency in English. It is commonly used by students when studying or training in the medium of English.

Transfer Credits

Transfer credits are those resulting from study done elsewhere, which are used to determine individual course exemptions, or entire terms of Advanced Standing toward a George Brown College program.

Transcripts

Official student records/grade reports containing the student's course and overall grades.

U, V, W

Withdrawal

A student may withdraw from a course or the program. If students withdraw prior to the Withdrawal date with the required notification, their academic record will not be affected. If students withdraw after the withdrawal date or without the required notification, then they will be assigned a grade of F.

The grading symbol is "W".

Withdrawal of Permission to Attend Class(es)

Students may be prevented from attending class(es) without revocation of enrolment in the class or registration in the program. This is usually for a designated period of time and is less severe than suspension.

X, Y, Z