ACADEMIC TERMINOLOGY

Unit: The value given to one 50-minute class meeting weekly for a term. This means that a class meeting Monday, Wednesday and Friday from 9:10-10:20 a.m. will be a 1-unit course. Most classes fit this format. Classes that require laboratory or studio time in addition to lecture time will usually merit an extra unit, becoming 4-unit courses, just as those requiring less class time will merit fewer units. The course description section of the catalog lists the number of units each course carries. Faculty expect students to spend at least two hours reading, writing and doing research outside of class for each hour spent in class.

Unit Load: In a regular fall or spring term, students typically take 15 units (five 3-unit courses). In the Minimester, students may take a maximum of 4 units. In summer, students may take a maximum of 13 units. To be considered full-time, undergraduate students must be enrolled in a minimum of 12 units each term. All students in good academic standing may register for a maximum of 19 units in any fall or spring term. Students must ask permission from the Registrar’s Office to take units beyond 19.

Major: A major consists of courses required for a particular discipline. Majors can have both lower-level courses (100-200) and upper-level courses (300-400), within and outside the discipline. All students must complete a major in order to graduate. A grade equivalent of 2.00 or higher is required in all courses taken for the major. Majors are also called academic plans or programs.

Minor: A minor is an institutionally-approved set of courses within a major area of study, or a separate, distinct thematic area of study. A minor must have at least 18 and no more than 30 units. At least 30% of the units in the minor must be upper-level (300-400) and no more than 12 units can be outside of the minor or thematic discipline. A grade equivalent of 2.00 or higher is required in all courses completed toward the minor.

Concentration: A concentration is a group of courses representing a specialized area of study within a major. Concentrations are approved by the Maryland Higher Education Commission (MHEC) and require a minimum of 24 units and should have enough unique units to distinguish it from another concentration or a track. A concentration will appear on the student’s transcript.

Track: A track is a group of courses representing a specialized area of study within a major. A track requires between 18 and 23 units and should have enough unique units to distinguish it from another concentration or a track. A track will appear on the student's transcript.

Focus Area: A group of courses representing a specialized area of study within a major that does not meet the level of overall units for a track or does not have enough unique units to distinguish it from another concentration or track. A focus area does not appear on the student's transcript.

Term: The academic year consists of two regular terms (sometimes called semesters), plus minimester and summer. The spring and fall terms are composed of 15 weeks of instruction, including final examinations.

Minimester: A condensed term in January that allows students to take courses that lend themselves to a highly focused format (15 hours of instruction each week) to discuss ideas that interest students or that may fill a gap in their requirements. Students may take a maximum of 4 units in this term.

Summer: A term composed of four sessions of varying lengths that allow students to complete regular course work in a shorter period of time and fulfill degree requirements sooner.

Online Classes: All class activities occur online with little exception. Typically no in person classroom meetings are scheduled beyond a course orientation, wrap-up or testing sessions. Typical amount of instruction time delivered online is between 90-100%.

Less than 50% Online: Less than half of class meetings are reduced and replaced with online activities. Typical amount of instruction time delivered online is between 10-49%.

50% or More Online: Half or more of class meetings are reduced and replaced with online activities. Typical amount of instruction time delivered online is between 50-89%.

Prerequisites/Corequisites: Prerequisites are requirements imposed by an academic department for certain courses within its curriculum. Such requirements may include, but are not limited to: other courses, a specific test score, a specific major, or class standing, (e.g., junior, senior).

A student must have earned a C or higher on any course for it to be considered as a course prerequisite, including courses transferred from another institution.

Corequisites are courses that must be taken together, for example a lecture course that has a related lab course. Occasionally a requirement may be stated as either a corequisite or prerequisite and the student may decide whether to take the courses concurrently or complete the requirement prior to enrolling in the other course.

Most enrollment requirements (prerequisites and corequisites) are enforced automatically when the student registers; however, it is ultimately up to the academic department to enforce enrollment requirements. Some departments make the determination after registration and students not meeting the requirements will be notified to drop the class. Therefore, students should carefully read course descriptions before registering to make sure they have met any enrollment requirements. Failure to meet published requirements or to withdraw from the course by the published deadline is not a basis for petitioning the Academic Standards Committee for an exception to academic policy.

Course Numbers
Academic departments use specific abbreviations for each general subject area (for example, MATH for Mathematics). These three- or four-letter abbreviations (subject codes) are followed by a three-digit code, which signifies course level:

100-299 Lower-Level Undergraduate Courses
300-499 Upper-Level Undergraduate Courses
500-599 Graduate level courses that are available to post-baccalaurate students and provide broad based disciplinary knowledge in preparation for more advanced graduate work. (500-599 courses sometimes are cross-listed with upper-level undergraduate courses)
<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
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<tbody>
<tr>
<td>600-699</td>
<td>Graduate level courses that are available to post baccalaureate students and provide in-depth exploration of specialized disciplinary knowledge. (600-699 level courses sometimes are cross-listed with 400 level undergraduate courses)</td>
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<tr>
<td>700-799</td>
<td>Graduate courses available only to fully admitted graduate students.</td>
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<tr>
<td>800-899</td>
<td>Graduate research and thesis courses</td>
</tr>
<tr>
<td>900-999</td>
<td>Doctoral research and dissertation courses</td>
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