



DEFINITIONS

GENERAL

Term: The University offers three terms during the year as follows – Fall Term (13 weeks from September to December), Winter Term (13 weeks from January to April), Summer Term (12 weeks from May to August, includes Spring and Summer).

STUDENTS

Full-Time (Undergraduate): Students in a degree program who are registered in three or more courses or 9 units each Fall or Winter term. The minimum for Summer term is at least two courses or 6 units per Spring or Summer Intersession.

Part-Time (Undergraduate): Students in a degree program who are registered in no more than two courses or 6 units each Fall or Winter term. For Summer term it is a maximum of one course or 3 units per Spring or Summer Intersession.

Full-Time (Graduate): Students will be considered full-time if they enrol in 18 units (3.0 Full-course equivalents) or more per annual registration.

Part-Time (Graduate): Students who enrol in no more than 15 units (2.5 full-course equivalents) per annual registration.

New from High School: A first-year student who has no previous post-secondary education.

Transfer Student: Transfer students are those who have attended any post-secondary institution.

Open Studies: A student who is permitted to register in credit courses, but who is not admitted to a program leading to a degree or a diploma. This has also previously been known as an Unclassified Student.

International (Visa) and Canadian (Non-Visa) Students: International (Visa) students are those who are not Canadian Citizens or Permanent Residents

Exchange (EXCH) Undergraduate: Student who is permitted to register in credit courses at the University of Calgary as part of a formal exchange agreement.

Exchange (EXCH) Graduate: Student is part of a graduate degree program at another university that has a reciprocal exchange agreement with the Faculty of Graduate Studies, University of Calgary.

Visiting (VIS) Undergraduate: A student who has not been formally admitted to the University but who, as a bona fide student of another accredited degree granting institution, is permitted to take courses for credit at the University of Calgary to be applied to a degree program at the student's home institution.

Visiting (VIS) Graduate: A student who is registered in a graduate degree program at another university that does not have an exchange agreement with the University of Calgary, and who wishes to engage in course work and/or research at the graduate level at the University of Calgary for credit at their home university may be admitted as a visiting graduate student.

Qualifying (QUAL): A student who meets the qualifications for admission but lacks the necessary background for a graduate program in a chosen area of specialization may be admitted as a qualifying graduate student.



DEGREES DIPLOMAS, & CERTIFICATES

1. UNDERGRADUATE DEGREES

Undergraduate Degrees

Bachelor of Arts (BA)
Bachelor of Communication & Culture (BCC)
Bachelor of Commerce (BComm)
Bachelor of Communication and Media Studies (BCMS)
Bachelor of Communications Studies (BCS)
Bachelor of Community Rehabilitation (BCR)
Bachelor of Education (BEd)
Bachelor of Film Studies (BFS)
Bachelor of Fine Arts (BFA)
Bachelor of Health Sciences (BHSc)
Bachelor of Hotel and Resort Management (BHRM)
Bachelor of Kinesiology (BKin)
Bachelor of Music (BMus)
Bachelor of Nursing (BN)
Bachelor of Science (BSc)
Bachelor of Social Work (BSW)
Doctor of Medicine (MD)
Doctor of Veterinary Medicine (DVM)
Juris Doctor (JD)
Undeclared (BLNK-U)

Bachelor's Degree: A minimum 120-unit credential that can be direct-entry or an upper year entry program. Bachelor degrees typically require a minimum of four years of study. Upper year entry programs may require fewer units, however, will include a minimum number of pre-study units for admission consideration such that the total units completed is not below 120. Pre-study may be completed at the University of Calgary or another post-secondary institution.

Honours Bachelor's Degree: Further specialization of a bachelor's degree requiring high academic standing and typically requiring a thesis project. A minimum 120-unit credential are required. The Faculty determines requirements and honours standing is noted on the transcript and parchment.

Combined Bachelor's Degree: A minimum of 150 units are required and typically requires a minimum of five years of study. Awarded when students are registered in two different degrees (including honours degrees) simultaneously. Students graduate from both degrees concurrently. A student who wishes to graduate from one degree is no longer eligible for combine degree status and must complete each program requirements separately. Students receive two parchments for combined degrees. Combined degree combinations are institutionally approved. Combined degrees are possible between faculties and within a faculty.

Conjoint Undergraduate Degrees: A degree with instruction from two institutions. The degree may be awarded by the University of Calgary or a partner institution. Since both institutions have teaching responsibility for the degree, there is a formal agreement outlining the program structure, jurisdictional and academic regulations. Partnerships agreements, where another institution solely confers the credential, are not covered by conjoint degree definitions.



Professional Undergraduate Degrees: Undergraduate degrees that lead to a professional Doctor degree (e.g., Doctor of Medicine, Juris Doctor, and Doctor of Veterinary Medicine).

Sub-Degree Nomenclature

- **Majors:** Normally 42-48 units completed within the number of units required for a bachelor's degree. Majors appear on the parchment and transcript. Some degree programs do not have a major listed (e.g., Bachelor Nursing).
- **Double Major:** Normally an additional 42-48 units in an area that is different from the first major, in the same degree. Double majors are completed within the number of units required for a bachelor's degree. One parchment is issued with both majors listed and both majors are listed on the transcript.
- **Minor:** A minor requires a minimum of 30 units normally completed within the number of units required for a bachelor's degree. Minors are not typically associated with the student's major field of study. Minors are recorded on the transcript but not on the parchment.
- **Specialization:** Exclusively used by the Schulich School of Engineering to identify a specialized area of study that is available to multiple majors but associated with the field of study (e.g., Bachelor of Science in Chemical Engineering with a specialization in Biomedical Engineering) at the undergraduate level. A specialization requires between 18 and 24 units. Specializations' appear on the transcript but not on the parchment.
- **Concentration:** A Concentration represents a focus within a degree or a major and requires a minimum 18 units. Concentrations will appear on the transcript but not on the parchment.
- **Route:** Exclusively used for the Bachelor of Education to identify the education level within the K-12 system (e.g., early years, elementary, secondary or K-12). Routes are noted on the transcript but not on the parchment.
- **Co-operative Education/Internship Program:** Formalized placement programs where students alternate work terms with academic terms. Students may complete a co-op program in one major. COOP/INTE will appear on the parchment and transcript. The following faculties offer programs in Co-op or Internship education: Arts Haskayne School of Business, Medicine, Schulich School of Engineering and Science.

Clinical Fellowship Training (FELW MD): for the University of Calgary refers to an MD who has successfully completed a residency training program in Canada or acceptable prior training elsewhere, and who is pursuing advanced training beyond the requirements of residency certification.

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2. UNERGRADUATE CREDIT CERTIFICATES AND DIPLOMAS

University Certificate: Composed of 15-30 units and is a free-standing credential. A transcript and parchment are issued. University certificates may ladder into other credit programs.

Post-Bachelor's Certificate: Composed of 24-36 units and is a free-standing credential. A transcript and parchment are issued. University certificates may ladder into other credit programs.



Embedded Certificate: A credential that is comprised of 12-24 units and is taken concurrently with an eligible degree program. Embedded certificates must be completed prior to graduation from a degree program and are noted on the parchment and transcript. The current embedded certificate programs are in Creative Writing; Mental Wellbeing and Resilience; and Sustainability Studies.

University Diploma: Composed of 60-80 units and is a free-standing credential. A transcript and parchment are issued. University diplomas may ladder into other credit programs.

3. GRADUATE DEGREES

Graduate Degrees

Doctor of Philosophy (PhD)
Doctor of Education (EdD)
Master of Architecture (MArch)
Master of Arts (MA)
Master of Biomedical Technology (MBT)
Master of Business Administration (MBA)
Master of Communications Studies (MCS)
Master of Community Medicine (MCM)
Master of Counselling (MC)
Master of Disability & Community Studies (MDCS)
Master of Education (MEd)
Master of Environmental Design (MEDes)
Master of Engineering (MEng)
Master of Fine Arts (MFA)
Master of Geographic Information Systems (MGIS)
Master of Landscape Architecture (MLA)
Master of Kinesiology (MKin)
Master of Laws (LLM)
Master of Music (MMus)
Master of Nursing (MN)
Master of Pathologists' Assistant (MPath)
Master of Planning (MPLAN)
Master of Public Policy (MPP)
Master of Science (MSc)
Master of Social Work (MSW)
Master of Strategic Studies (MSS)
Executive Master of Business Administration (EMBA)

Doctoral Degrees: Advanced degree beyond the level of a Master's degree that requires course work, completion of candidacy, and successful defense of a doctoral thesis. Includes the PhD, which demonstrates mastery of a field of study and demonstrated ability to conduct independent research, and profession/practice oriented doctoral degrees (such as the Doctor of Education) which demonstrates advanced knowledge of professional practice and demonstrated ability to conduct independent applied research.

Masters Degrees: A degree requiring advanced study beyond a bachelor's degree. Research-oriented master's degrees focus on advanced research in a discipline and involve a significant supervised research component; may be thesis-based or course-based.



Profession-oriented master's degrees are course based and equip students with research-informed knowledge that prepares them to be advanced practitioners in their field of study.

Combined Graduate Programs: Students are registered simultaneously in two degree programs at the University of Calgary or a degree and a post-baccalaureate certificate/diploma (e.g., JD/MBA, JD/MPP, MSW/MBA, etc.). Two parchments will be issued.

Sub-Degree Nomenclature

- **Area of Study:** Area of study highlights the area within a teaching faculty when the area is not evident in the degree title. For example a PhD in Management will show the area of study as being Management. More than one area of study may be listed. Appears on the parchment and transcript.
- **Specialization:** Specific focus within a graduate degree identified by specific course requirements. Appears on parchment and transcript. Only one specialization is included on the parchment.
- **Interdisciplinary Graduate Program:** A thesis-based programs that blends learning and supervision from two approved areas of study within the same degree title. A unique program plan is developed. A single parchment recognizes both areas of study (i.e., a PhD in Geography and Biological Sciences).

Master of Science in Sustainable Energy Development: This course-based masters degree is an interdisciplinary graduate program providing a balanced education related to energy and environmental management. It is a combined offering through the Haskayne School of Business, Schulich School of Engineering and the Faculties of Law and Environmental Design.

4. GRADUATE CERTIFICATES AND DIPLOMAS

The graduate certificate and diploma programs provide those who wish to continue their advanced education with an opportunity to acquire additional academic credentials in specific areas. These credentials may be used for credit toward a future degree when permitted by a degree laddering structure. The graduate certificate and diploma programs will also be valuable to those who have completed a graduate degree but desire or require further credentials or knowledge and skills beyond their degree.

The following certificates and diplomas are administered by the Faculty of Graduate Studies:

School of Architecture, Planning and Landscape

- Graduate Certificate in Built and Landscape Heritage
- Graduate Certificate in Designing Smart and Secure Communities
- Graduate Certificate in Sustainable Urban Design

Data Science and Analytics

- Graduate Certificate in Fundamental Data Science and Analytics
- Graduate Diploma in Data Science and Analytics

Educational Research

- Graduate Certificate Educational Research
- Graduate Diploma Educational Research
- Graduate Certificate: Bridge to Teaching

Geography



Graduate Certificate in Geospatial Information Technology

Information Security

- Graduate Certificate in Network Security
- Graduate Certificate in Software Security

Law

- Graduate Certificate in Natural Resources, Energy and Environmental Law

Nursing

- Graduate Certificate in Advanced Nursing Practice I
- Graduate Certificate in Advanced Nursing Practice II
- Post-Master's Nurse Practitioner Diploma

Radiation Oncology Physics

- Postdoctoral Diploma in Radiation Oncology Physics
- Postdoctoral Certificate in Radiation Oncology Physics

Social Work

- Graduate Certificate I Advanced Social Work Practice
- Graduate Certificate in Clinical Social Work Practice
- Graduate Certificate in Leadership in the Human Services
- Graduate Certificate in International and Community Development

5. OTHER

Postgraduate Medical Education (Residency-PGME): The Cumming School of Medicine offers various postgraduate (residency) programs that are only available to those with professional MD training.

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COURSE DATA

Course: Instruction offered for which credit toward graduation or certification is given. Courses are weighted according to the units of instruction assigned to the course. According to the University of Calgary Calendar, undergraduate courses are numbered 200 to 500 and graduate level courses are numbered 600 to 700.

Unit: A value, or weighting, assigned to a course counting towards a degree or diploma. The term "credit" is also used. In 2007, the University of Calgary implemented a new computer system where the "unit" became the primary measurement of course weighting. Previously, courses were known as Full, Half, Quarter and Eighth Courses. Most degree programs require 120 units

Course Data Weights Based on Units of Instruction:

- 0.75 units of instruction taught in one term has a weight of 0.25
- 1.5 units of instruction taught in one term has a weight of 0.5



- 3 units of instruction taught in one term has a weight of 1.0 (half course equivalent – HCE)
- 3 units of instruction taught over two terms (for example, fall and winter) has a weight of 0.5 per term
- 6 units of instruction taught in one term has a weight of 2.0
- 6 units of instruction taught over two terms has a weight of 1.0 per term

Course Enrolee: One student enrolled in one course. Students auditing courses are excluded from counts of course enrolees. Course enrolees carry the same weight as the course.

Section: One course can have several types of sections depending on the hours of instruction offered (lecture, seminar, laboratory, and tutorial). Sections are weighted according to the number of units of instruction assigned to the course or the section within the course.

Section Enrolee: One student enrolled in one section. One course enrolee can generate several section enrolees depending on the types of instruction offered (lecture, seminar, laboratory, and tutorial). Section enrolees carry the same weight as the section.

Average Section Size: The number of section enrolees divided by the number of sections.

Discipline: A subject of study within a Department or Faculty.

Blended Learning: A combination of face-to-face and online delivery of material.

University of Calgary/Red Deer College Collaborative Program Courses/Sections: Students can enter this program after transferring from the RDC B.A. 2-year university transfer program. Students complete their 3rd and 4th year course work on the Red Deer College campus as a University of Calgary student. Students can get a BA in Psychology, BSc in Psychology, or and BA Sociology.

Group Study Program Courses/Sections: are usually 3-6 weeks in duration, up to a full semester and typically take place during the spring or summer sessions, though block week and reading week options are often available as well. These programs are usually led by a University of Calgary instructor in collaboration with instructors/universities from the host country.

Grades

GPA: Abbreviation for grade point average.

Course Grade Point Average: Course GPA is the average of grade points obtained by registrants in a course. Grade points are attached to course marks as follows: A+, A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; F = 0.0.

%DFW – Grades Reporting: Percentage of D grades (D+, D), F grades, and W (withdrawals) based on total grades including W (withdrawals).

Staff Data



Full-Time Equivalent (FTE) Staff is based on an employee's work hours as defined in the contract of employment.

Senior Leadership includes staff holding regular continuing appointments. Includes staff on administrative leave.

Academic includes staff holding Continuing, Contingent Term or Limited Term Appointments. Excludes members of the senior Leadership Time, sessional staff and employees on Career Stop-Out leave or Long-Term Disability as at December 31 of the reporting year.

Other (Admin/Prof) under Academic rank includes Librarians, Curators, and Archivists.

Management and Professional includes staff holding regular or Limited Term Appointments. Temporary, fixed term and casual staff are not included.

Support includes staff holding regular, sessional or limited term appointments. Temporary, fixed term and casual staff are not included.

Fixed Term includes Management & Professional and Support staff funded through research projects. .