

# GLOSSARY OF TERMS

**ACCT** Accounting major or School of Accountancy.

**ACRONYMS** A two-, three- or four-letter abbreviation for courses within a program of study.

**ADVANCED REGISTRATION** Period of time (usually November through December and April through May) when all students have the opportunity to register in advance for classes for the next semester.

**ADVISEMENT** The process or meeting between the student and the academic advisor to discuss a program of study, course selection and other matters of an academic nature. Appointments with the advisors are typically 30-minute sessions.

**AU = AUDIT** Attending a course where no credit is earned and no grade is received. Students auditing a course are expected to attend class regularly, and to determine from the instructor the amount of work expected of them. For further details, see the SIU Catalog.

**BSAN** Business Analytics major or business analytics program

**CATALOG** Publication containing SIU university policies, regulations and course descriptions.

**CATALOG YEAR** Date of catalog governing a student's curricular requirements.

**COURSE RESTRICTION OVERRIDE PERMIT** Allows registration into a class, even though the capacity has been reached and/or other restrictions apply; requires specific instructor and departmental signatures.

**CLOSED CLASS CARD** See COURSE RESTRICTION OVERRIDE PERMIT.

**CoBA** College of Business and Analytics.

**CREDIT** The unit by which academic work is measured, relating to the number of hours spent in class each week.

**DEAN** Administrator of an academic unit who is responsible for curriculum, personnel and academic services.

**DEAN'S LIST** A list of full-time students in the College of Business and Analytics who have achieved academic excellence as demonstrated by a GPA of 3.5 or above in a given semester.

**DEAN'S SIGNATURE** Under special circumstances, the dean's signature is required. This signature may be obtained at Rehn 121. The chief academic advisor acts as the dean's agent in records and registration matters.

**DEFICIENCY (DF)** High School Subject Pattern deficiency.

**DIFFERENTIAL TUITION** The College of Business and Analytics has implemented a differential tuition surcharge of 15 percent of applicable tuition for declared College of Business and Analytics majors and minors; the differential tuition surcharge will be assessed at the domestic tuition rate; the prior 2001 College of Business and Analytics technology fee has been included under differential tuition.

**ELECTIVE** Taken to fulfill the total number of credits; can be chosen from any courses offered at the university for credit.

**EXTERNSHIPS** An opportunity for junior/senior students to gain practical experience in their major fields; these are normally not for credit, are sometimes paid for by the sponsoring organization and are usually for one week during spring break.

**FIN** Finance major or finance program.

**GRADUATION APPLICATIONS** Must be submitted to the Registrar's Office in the Student Services Building by the deadline within the term in which the student plans to graduate; applications may be made early. Commencement is held each May and December. Students who qualify to graduate in the summer may walk in either ceremony. All students must apply for graduation in order to have their degree conferred regardless of their intent to participate in a graduation ceremony.

**HONORS PROGRAM** See University Honors Program.

**INCOMPLETE (INC)** See page 7 of this handbook.

**INDEPENDENT STUDY** The opportunity for students to study a particular topic individually with a faculty or staff member; initiated by the student and developed in consultation with a faculty or staff member.

**INTERNSHIP** An opportunity for junior/senior students to gain practical experience in their major fields; these can be for credit and are sometimes paid by the sponsoring agency.

**INTERSESSION CLASS** A class that is offered between the end of one semester and the start of another.

**MAJOR** The student's academic program of study. For freshmen, a major must be declared before earning 45 credit hours at SIU. For transfer students, a major must be declared before earning 26 credit hours at SIU. Business undecided is not considered a declared major for this purpose.

**MGMT** Management major or management program.

**MINOR** Not required in the College of Business and Analytics; consult the SIU Catalog for details.

**MINORITY PROGRAM** Refers to special programs run by the Office of Diversity and Inclusion in the College of Business and Analytics.

**MKTG** Marketing major or marketing program.

**NEGATIVE POINTS** See POINTS SYSTEM.

**OFFICE OF WITHDRAWS AND PETITIONS** Helps students with special problems, including processing student withdrawals from the university.

**OVERLOAD** The maximum number of credits in which a student is allowed to enroll during a regular semester is 18; during summer term, the maximum is 12. A student who wants to take more credits than that must see an advisor for approval. (A student on probation is limited to 14 or fewer hours per semester; seven or fewer per summer term). The Undergraduate Advisement Office does not have the authority to approve more than 21 credit hours in the fall and spring semesters, or more than 15 in the summer.

**POINTS SYSTEM** The BUS GPA and/or major GPA are expressed as positive (+) or negative (-) points. This is a common system used to indicate the number of positive or negative grade points above or below a C grade average. Below are examples for three-credit-hour courses. Multiply the + or - points by the credit hours of the course.

$$A = +2 \times 3 = +6$$

$$A- = +1.667 \times 3 = +5.001$$

$$B+ = +1.333 \times 3 = +3.999$$

$$B = +1 \times 3 = +3$$

$$B- = +.667 \times 3 = +2.001$$

$$C+ = +.333 \times 3 = +.999$$

$$C = 0 \times 3 = 0$$

$$C- = -.333 \times 3 = -.999$$

$$D+ = -.667 \times 3 = -2.001$$

$$D = -1 \times 3 = -3$$

$$F = -2 \times 3 = -6$$

**POSITIVE POINTS** See POINTS SYSTEM.

**PREREQUISITE** A course that must be satisfactorily completed before taking a subsequent course. For example, English Comp I must be satisfactorily completed before taking English Comp II.

**PROFICIENCY** An examination that proves knowledge in an area and for which college credit is granted upon passing. See your advisor or Testing Services for further details.

**REGISTRATION FORM** Official form (CRF) used by the student to request courses and make course changes.

**REPEAT POLICY** Effective Summer 1996 through Spring 2003, and then Summer 2013 and later, only the last grade of the subsequently repeated course will count in the grade point average, even if the last grade is an F. The courses must be from the same institution. Prior to Summer 1996, and from Summer 2003 through Spring 2013, all earned grades carrying quality point values were considered when computing students' grade point averages, including each earned grade in a repeated course. All courses must be from the same institution.

Effective for courses taken Summer 2013 or later, an undergraduate student may, for the purpose of raising a grade, enroll in a course for credit more than once. For students receiving a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F and WF, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. 300/400-level business courses are only allowed to be attempted twice. A W grade does not count as an attempt; however, a WF grade does count as an attempt.

**RESIDENCY HOURS** A total of 42 semester hours in residence at SIU is required. Residency credit is awarded for those courses for which the student has registered and earned a satisfactory grade at SIU.

**SALUKINET** Online access to personal academic records (i.e., transcripts, GPA, degree audit, etc.), schedule of classes, web registration and other information is available at [salukinet.siu.edu](http://salukinet.siu.edu).

**SATISFACTORY PROGRESS POLICY** Each student receiving financial aid must complete a degree within a specific period of time. The student is responsible for checking with the financial aid office, veterans office, the NCAA or other sources to ensure continued eligibility.

**SCHEDULE OF CLASSES** Listing showing all courses, times, etc.; online at [registrar.siu.edu/schedclass](http://registrar.siu.edu/schedclass).

**SECTION NUMBER** Three-digit number that represents a particular class – meeting times, days, building and room.

**SENIOR CHECK** Evaluation of all coursework completed by the student up to a certain date; lists courses that are still needed to complete graduation requirements.

**SENIOR INSTITUTION HOURS** Of the 120 semester hours, a minimum of 42 hours at the 300 level or above must be earned at a senior-level institution.

**SESSION CODES** Identify the part of a term for which a class meets and correspond to the section number for the class.

**SHORT COURSES** Courses or sections that meet for less than an entire semester; add/drop and attendance dates vary.

**SPECIALIZATION** A specialized course of study either required or available within some majors, such as “Financial Institutions” within the finance major.

**STUDENT HEARING PROCEDURE** Conflict resolution system.

**SYLLABUS** A course outline, usually distributed at the first class meeting, that shows grading procedures, reading lists and other expectations of students in the course.

**UNIVERSITY CORE CURRICULUM** The part of a student’s degree designed to provide a breadth of understanding beyond one’s major; a portion of each student’s degree must consist of University Core Curriculum courses; see the SIU Catalog for a more detailed description of the requirements, or refer to the similarly named section of this handbook.

**UNIVERSITY HONORS PROGRAM** A university-wide program for academically talented undergraduate students that provides specially designed and challenging courses, in addition to other services. University honors courses may take the place of University Core Curriculum courses. See an advisor or the University Honors Office or **honors.siu.edu** for more information.

**WEB REGISTRATION** Course registration using **salukinet.siu.edu**.

**WITHDRAWAL** Must occur when a student wishes to stop attending classes. Students should consult with their advisors before dropping a course. The student who discontinues attendance from all courses must officially withdraw from the university through the Office of Withdrawals and Petitions. Consult the registration calendar for deadlines. Contact Withdrawals and Petitions at [withdraw@siu.edu](mailto:withdraw@siu.edu).