

VII. TERMS AND DEFINITIONS

- ABD - All But Dissertation; describing status of doctoral student having all work completed but the dissertation.
- Abstract - A brief statement preceding a grant proposal, outlining the purpose of the proposed research.
- Academia - Place of formal instruction or, more generally, the academic environment.
- Academic - Relating to education or an institution of scholarly learning, as a college or university which offers formal or theoretical instruction beyond technical training.
- Academic Clemency - See the [Undergraduate Catalog](#).
- Academic Affairs - One of the major divisions of the university and is headed by the Provost/Vice President for Academic Affairs. Faculty reporting to the Provost include the Associate Provost and Dean of University College, Associate Provost and Dean of the Graduate School, and the following Deans: College of Applied Sciences and Technology; College of Architecture and Planning; College of Business; College of Communication, Information, and Media; College of Fine Arts; College of Sciences and Humanities; and Teachers College. (See Academic Affairs Organization Chart.)
- Academic Year - Fall semester (75 class days) and Spring semester (75 class days).
- Academic Year Appointment - Appointment for Fall and Spring semesters.
- Account Number - A 6-digit number assigned to each department for accounting and budgetary purposes.
- Ad Hoc Committee - A committee organized for a specific purpose or a temporary nature.
- Administrative Unit Head - Highest-ranking person in the unit with budget responsibility.
- Adjunct Professor - A person who by his/her professional cooperation significantly assists the university in its academic programs, regardless of the fraction of load assigned, and in most cases, without remuneration.
- Affirmative Action - Any action that is intended to correct effects of past discrimination, to eliminate present discrimination, or to prevent discrimination in the future.
- Affirmative Action Plan - A written document outlining those steps to be taken to bring about affirmative action as defined above. Although an affirmative action plan may be voluntarily developed in any area where discrimination could exist, affirmative action plans per se are only required (1) of employers who receive

contracts from the Federal government (for veterans, the handicapped, and minorities and women), or (2) by a Federal agency or a court order after an employer is found to have discriminated.

Affirmative Action Program - A generic name referring to the entire institutional affirmative action effort, of which the written Affirmative Action Plan is one part.

Alumni - Individuals who have attended or graduated from a particular college or university.

Annual Security Report - A report that is available to the BSU community and prospective employees. It contains the following items: (1) campus policy regarding reporting of criminal activity; (2) campus policy regarding facility safety and access; (3) campus policy regarding law enforcement; (4) information regarding safety and crime prevention programs; (5) campus policy regarding sale, possession, and use of alcohol and illegal drugs, including sanctions, and the availability of drug and alcohol education programs; (6) campus policy for the reporting of off-campus criminal activity; (7) information regarding drug and alcohol education programs; (8) information regarding sexual assault prevention programs and procedures to follow when sex offenses occur; and (9) crime statistics for the three most recent calendar years.

Area of Interest/Study - Refers to the research or teaching area in which a professor or staff member concentrates or specializes.

Audit - A student pays a small fee to attend a class but receives no credit for the course. The course is listed on a student's transcript as having been audited.

Bachelor's Degree - Certification of graduation from college, usually received after completing a four-year course of study or its equivalent. Also referred to as B.S. (Bachelor of Science) or B.A. (Bachelor of Arts) degree.

Board of Trustees - The governing body appointed by the governor of Indiana with power to manage, control and operate Ball State University; prescribe conditions for admission, grant degrees and issue diplomas or certificates; set fines and penalties; define duties and provide compensation for faculty and staff of the university including authority to establish fringe benefit programs including retirement benefits which may be supplemental to, or in lieu of, state retirement programs for teachers or other public employees as authorized by law; promulgate rules and regulations pursuant to the university; and to possess all other power in order to efficiently operate the affairs of Ball State University.

BSU Foundation - A not-for-profit corporation which is the principal agency of the university for obtaining and managing gifts of money, securities, and properties.

Budget - A financial plan which provides a framework within which the university funds its various activities.

Business Affairs - One of the major divisions of the university and is headed by the Vice President for Business Affairs and Treasurer. Administrators reporting to the Vice President include: Director of Auditing; Associate Vice President, Finance and Assistant Treasurer; Associate Vice President, Controller and Business Services; Associate Vice President, Facilities Planning and Management; Associate Vice President, Human Resources and Auxiliary Services; Associate Vice President, Governmental Relations.

Calendar Year - The full year beginning January 1 and ending December 31.

Cancellation of Classes - Process by which a student's schedule is erased/deleted due to the student's own wishes. A student must initiate this process prior to the beginning of classes.

Conference Office - Located in the Student Center.

Continuing Contract Full Time - Non-tenured professional personnel assigned for the full fiscal year.

Credit Hour - The credit assigned to a particular course, varying from one to fourteen credit hours. Credit hours per course normally represent the number of hours spent in class per week.

CRF (Course Request Form) - The form a student uses to register during the advanced registration period.

Cum laude - With praise; phrase used to signify graduation with honors.

Curriculum - A program of study covering the entire undergraduate or graduate career and designed to satisfy the requirements for an associate, baccalaureate, or advanced degree.

[Daily News](#) - Ball State's student newspaper published Monday through Friday (except for semester breaks) during the academic year and Monday, Wednesday, Thursday during the summer. Articles and notices are directed toward the interests of university students and employees.

DAPR - Degree Audit Progress Review.

Dean - The highest administrative member of a particular college, school, or area normally assisted by associate deans.

- Dean's List - A list of students receiving special recognition because of superior scholarship. For qualifications, see University Course Catalog or registrar.
- Degrees - Either associate, bachelor, master, education specialist, or doctorate. Degrees are awarded upon completion of a given program of study.
- Department Chairperson - A faculty member with administrative responsibility for an academic department.
- Director - The highest administrative member of a particular organizational unit, generally nonacademic, assisted by associate and assistant directors.
- Dissertation - An original written work submitted by a candidate for the doctorate in partial fulfillment of degree requirements.
- Distinguished Professor - An individual whose accomplishments are extraordinary in a specialized area of competence; one who is generally recognized by members of the same discipline to be outstanding for teaching, writing, research, or meritorious achievement in appropriate fields of service.
- Doctor - An individual who has been awarded an advanced degree--Ph.D. (Doctor of Philosophy), M.D. (Doctor of Medicine), or Ed.D. (Doctor of Education).
- Doctoral Degree - The highest earned degree conferred by Ball State University and restricted to scholars who have demonstrated superior ability in a recognized academic discipline.
- Doctoral Fellowship - An award to a doctoral student for assistance rendered to an academic department in the form of teaching, research, or service.
- Drop a class - Process used by a student to remove a class from his/her schedule. No grade will be issued for a "dropped" course. A refund could occur if a student changes fee brackets through this procedure.
- Ed.D. - Doctor of Education degree. (See Doctoral Degree.)
- Ed.S. - Educational Specialist degree (not called Doctor).
- Emeritus - Honorary title given to retired faculty and professional personnel.
- Employee Benefits - Included in this category are the following: comprehensive health protection; life insurance and accidental death and dismemberment insurance; sick leave and, in the event of extended absence due to disability, salary continuance insurance; retirement programs; fee reductions for employees, spouses, and eligible dependents enrolled in courses; vacations and leaves of absence; use of recreational facilities; workers' compensation in the event of

injury on the job; Social Security; unemployment compensation; and holidays.

Equal Employment Opportunity - (EEO) Ball State University provides equal opportunity in employment and in its education programs, activities and facilities without regard to race, religion, color, sex, sexual orientation, disability, national origin, ancestry or age. It also takes affirmative action to employ and advance minorities, women, Vietnam-era veterans, disabled veterans and other disabled persons

Faculty Member - Professor, associate professor, assistant professor, or instructor engaged in instruction, research, or public service.

Federal Funds or Funding - Money provided by the Federal government, normally for a specific purpose within the University.

Field of Study - See Area of Interest/Study.

Fiscal Year - A full year beginning July 1 and ending June 30 for budgetary/accounting purposes.

Gifts - Normally money or property donated for the benefit of the University. Some gifts have restrictions; others can be used in any manner the University wishes.

GMAT - Graduate Management Admissions Test.

Grade Appeal - Procedure available to a student if he/she feels an error has been made in determining the final grade in a course.

Grade Point Average (GPA) - The total number of credit points divided by the total credit hours attempted.

Graduate Assistant - A graduate student performing teaching, research, or other services under faculty supervision and paid a stipend for these services.

Grant - An award of funds normally from outside sources with which to perform prescribed services such as research.

Guest Parking Permits - Courtesy parking permits for campus guests; may be obtained from the Office of Parking Services.

Honorarium - A stipend often paid to a speaker for making a presentation.

Human Resources Department - See University Human Resource Services.

Indiana Academy for Science, Mathematics, and Humanities - A state funded program for gifted and talented high school juniors and seniors.

Information Technology - One of the major divisions of the university headed by the Vice President for Information Technology and Executive Assistant to the President. Administrators reporting to the Vice President include: Associate Vice President; Assistant to the Vice President; Director, Teleplex; Director, University Computing Services; and Dean, University Libraries.

Instructor - The lowest rank of the teaching classifications. Remaining classifications are professor, associate professor, and assistant professor.

Job Classification - One of several grades or classes of jobs that require similar levels of skill, effort, responsibility, and job conditions.

Job Description - A listing of the duties required of a person with a specific job title.

Job Specification - A listing of the minimum and preferred qualifications for a particular job title.

Lecturer - A temporary full- or part-time faculty member who is not eligible for tenure or for membership in the Senate.

Load Hours - Faculty academic assignment defined in terms of hours per semester.

Major - The primary subject area a student pursues.

Manuscript - The typewritten or handwritten version of a book, article, document, or other work, prepared and submitted as a class assignment or for publication.

Master's Degree - The first degree beyond the undergraduate bachelor's degree, awarded upon completion of an advanced study program. Also referred to as an M.S. or M.A. or M.A.E degree.

Metered Mail - Mail requiring U.S. postage processed through Central Mailing.

Minor - The secondary subject area a student pursues.

Nonresident - A student whose principal residence is out of state.

Nepotism - The hiring of members of current employees' families is permitted at the university. The full text of this policy is available in University Human Resource Services and in employee handbooks.

Non-traditional Student - Generally a student enrolled at Ball State University who is over the age of 22.

Notary Public - A person who has been authorized by a state government to verify that a person signing a document is, in fact, that person. When identity of the person has been established, the notary witnesses the signature, stamps it with an official seal, and adds the date, location, and his/her signature. This official action attests only to the authenticity of the signature, having no relation whatsoever to the nature or accuracy of the signed document. (A list of notaries at Ball State is in the [Reference Section](#) of this [Handbook](#).)

Off-campus Class - Any Ball State University class not conducted on the main campus in Muncie.

On-line Registration - Process by which a student's schedule is input and accepted for available classes while a student waits. Student is billed at a later time.

Orals - Oral examinations taken by doctoral candidates covering their written examinations and dissertation.

PERF (Public Employees Retirement Fund) - A retirement program for staff and service personnel.

Permission - The positive assent of a faculty member and/or department head that a student may enroll in a course.

Petitioning - A student's request to a faculty member and/or department head to enter a class that has been closed.

Ph.D. Degree - Doctor of Philosophy degree. (See Doctoral Degree.)

Plagiarism - To steal the words of another and pass off as one's own ideas.

Plus and Minus Grades - See the [Undergraduate Catalog](#).

Prerequisite - An entrance requirement.

President - The Office of the President is one of the major divisions of the University headed by the President. Administrators reporting to the President include: Director of Intercollegiate Athletics; Director of Executive Staff and Administrative Affairs; and Executive Director of University Compliance.

Principal Investigator - Faculty member responsible for the direction of a research or sponsored project.

Professor - The highest faculty rank. (See Faculty Member.)

Professor Emeritus - See Emeritus.

- Project Start - A program for summer entry college freshmen.
- Provost - See Academic Affairs.
- Research - A specific investigation generally carried out by faculty members and students; a systematic study designed to find answers to a problem or question.
- Research Contract - Official agreement with an outside organization promising a sum of money for support of specific research or services to be carried out by the university.
- Research Grant - Much the same as a research contract but with less specific goals or results.
- Research Proposal - Request for funds for support of a specific research project, typically made up of an abstract, a description of the research to be undertaken, vitae of project personnel, and the budget.
- Sabbatical - A leave granted to eligible faculty and professional personnel for purposes of further study and/or research.
- Semester Hours - Total number of credit hours taken by a student in a given semester.
- Shift Differential - The University provides extra pay to employees whose work shift regularly begins between the hours of 2:00 p.m. and 5:00 a.m. An explanation of this policy is contained in employee handbooks.
- Staff Council - An elected group of staff members whose role shall be to render advice, make recommendations, and provide assistance to university officers in the formation or change of university policies affecting full-time staff, not represented by a recognized bargaining unit, who have successfully completed a probationary period.
- State Funds or Funding - Money appropriated by the State Legislature for salaries, improvements, development, and other operating expenses incurred by the university.
- Student Affairs - One of the major divisions of the university headed by the Vice President for Student Affairs and Enrollment Management. Administrators reporting to the Vice President include: Assistant Vice President for Student Services and Dean of Students; Assistant Vice President for Student Life; Assistant Vice President for Planning, Research, and Evaluation; Dean of Admissions and Enrollment Services; and Director of Systems Technology. (See Student Affairs Organization Chart.)
- Student I.D. - A student identification card required for check cashing privileges, use of university recreational facilities, and health care at the Health Center.

- SUVON - State University Voice Network. A telephone network providing the capability to call from campus to campus for University business.
- Teaching Assistant (T.A.) - See Graduate Assistant.
- Technical Typing - Typing of equations, medical terminology, foreign language, etc., requiring the use of symbols or foreign language keys.
- Tenure - A status granted faculty members after a trial period protecting them from summary dismissal.
- Thesis - Formally written paper advancing an original point of view as a result of research and required by some departments to receive advanced degrees.
- TIAA/CREF (Teachers Insurance and Annuity Association-College Recruitment Equities Fund)- A retirement program for faculty and professional personnel.
- Transcript - A record that includes the courses taken by a student and the grades received in each course. It is available in the Records Section of Registration and Academic Progress.
- TRF (Teachers Retirement Fund) - A retirement program for faculty and professional personnel.
- Trustees - See Board of Trustees.
- Unit of Credit - The unit by which the university measures its course work. One credit hour usually is assigned to a class that meets fifty minutes a week over a period of a semester.
- University Advancement - One of the major divisions of the university headed by the Vice President for University Advancement. Administrators reporting to the Vice President include: Assistant to Vice President and Director of Special Projects; Executive Director of Alumni Programs; Executive Director of University Development; Executive Director of University Relations; Director of Advancement Services; Director of International Advancement; and Director of Alumni Center.
- University College - An academic unit that serves students who have not chosen their majors or been admitted to major programs and students who need help improving their academic skills.
- UPB - University Program Board. A student organization that plans campus activities.
- Update - Formerly published in printed version as Campus Update. This [electronic publication](#) is distributed every week during the academic year and every two

weeks during the summer. University employees receive the electronic publication as an ALLBSU e-mail on Friday afternoon from University Communications.

Visiting Professor - A person holding rank in another institution who is temporarily employed at Ball State and is not eligible for tenure or for membership in the Senate.

Vita - Summary of an individual's employment record and professional accomplishments; a brief autobiographical sketch, usually stressing academic achievements.

"Walk Through" - A term which refers to hand carrying a form (such as an Employment Requisition) from office to office to acquire the appropriate signatures to expedite action.

Walk-thru Registration - Process by which a student's schedule is input and accepted for available classes while a student waits. Student must pay for the schedule on the same day.

Withdrawal from a class - Process by which a student officially discontinues attendance in a class. The student still is registered for the class and will receive a grade, hopefully a "W," for the class at the end of the semester/session. This process begins in the appropriate departmental office (acquisition of form) and is completed in the Registrar's Office. There is no refund when a student withdraws from a class and still has other active classes.

Withdrawal from all classes - Process by which a student officially discontinues attendance in all classes (even if his/her registration is for a single class) after classes have begun for the semester/session. A grade report will be issued for the registration. This procedure occurs in the Student Ombudsperson's Office.

Withdrawal periods - First/Automatic: Period of time when the grade of "W" is guaranteed for each affected class.

- Second: Period of time when a faculty member may grant a "W" and must sign an individual class withdrawal form. If a Withdrawal From All Classes is processed, faculty members still determine grades for affected classes.
- Third: Period of time when a student needs special permission to withdraw from a class or classes. The faculty member will determine the student's grade and must sign an individual class withdrawal form, AND the Dean of the appropriate College must give the special permission and sign an individual class withdrawal form.

If a withdrawal from all classes is processed, faculty members still determine grades for affected classes, AND the Student Ombudsperson must give special permission to have the withdrawal processed.

Zip +4 numbers - Four numbers added to the zip code (47306-0000) which are used for department charge back purposes by Central Mailing.