

# *DU Definitions: University Vocabulary "Cheat Sheet"*

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## **FACULTY AND STAFF**

**Adjunct** – An adjunct professor is someone who does not have a permanent position at their academic institution. This includes individuals who are hired just to teach courses in a specialized field; or it may refer to persons hired to teach courses on a contractual basis. It is generally a part-time position.

**Assistant professor** – The entry-level position for faculty, for which one usually needs a Ph.D. or other doctorate; a master's degree may be satisfactory.

**Associate professor** – The mid-level position for faculty. Generally, upon obtaining tenure, a faculty member is also promoted to associate professor.

**Professor** – The senior position for faculty. In a many schools, this position is always tenured. Each promotional step also tends to come with increased departmental and/or institutional responsibilities.

**Tenure** – Academic tenure is intended to guarantee the right to academic freedom to a professor; it protects teachers and researchers when they differ from prevailing opinion, openly disagree with school authorities, or spend time on unfashionable topics. Tenure is associated with more senior job titles such as Professor and Associate Professor.

**Ombuds** – (Jenna Brown is the current Ombuds.) The Ombuds Office at the University of Denver provides confidential and informal assistance to faculty, staff, students and others having a problem with or within the University of Denver. Examples of concerns received by the Ombuds office are interpersonal conflicts, disagreement over grades, working conditions, sexual harassment, discrimination, clarification of policies or procedures, conflict resolution training. They maintain confidentiality, informality, neutrality and impartiality.

**Bursar** – (Kathy Shoemaker is the current Bursar.) The Bursar's Office is responsible for the billing and collection of tuition-related charges and administering loans.

**Chancellor** – (Dr. Robert D. Coombe is the current Chancellor.) The Chancellor essentially is the chief executive officer of the University of Denver and exercises responsibilities for all aspects of the operation of the University. The Chancellor reports to the University of Denver's Board of Trustees and oversees academic and administrative offices and encourages university growth. He hosts office hours every quarter, where all students are encouraged to bring up issues and concerns that they have with the University.

**Provost** – (Dr. Gregg Kvistad is the current provost.) The Provost is a high-level administrator who ranks second only to the Chancellor. He is responsible for overseeing all of the academic programs and faculty on the campus, and is also responsible for the university budget. He oversees the day-to-day operations of the University. A Provost is, most typically, someone who moves up into this administrative position after having been a faculty member and then a Dean of an academic unit (in Provost Kvistad's case, former Dean of Arts, Humanities and Social Sciences).

**Registrar** – (Dennis Becker is the current Registrar.) The Office of the Registrar (303.871.2284) helps students and faculty with registration and advising by providing the tools needed to review academic progress, create class schedules and successfully register for classes. They can also help with academic transcripts, academic evaluation and progress in your specific degree, enrollment in a specific degree, and withdrawal from the University of Denver. The Registrar's office also has information regarding important dates and events throughout the year (such as the dates for final exams, when classes start and finish, university holidays, graduation ceremonies, and other important deadlines). The Registrar's office also provides many important documents, including change of name or address, change of degree, academic transcript, etc.

**Dean** – A dean is usually the head of a major department or collection of departments within the university (i.e. "Dean of the Daniels College of Business, and Dean of the Division of Natural Sciences and Mathematics).

**Academic Advising and Registration in Winter and Spring-** We encourage students to meet with their faculty and staff academic advisors throughout the quarter to stay on track with requirements, get connected to campus resources, and to discuss academic progress. Students must meet with their faculty or staff advisor two weeks prior to registration in order to be cleared to register for courses. Students' registration pin, date, and time change each quarter. Throughout the first year, a student's First Year Seminar Instructor will clear them to register each quarter. After the first year, declared majors get their registration cleared through their major faculty advisor and undeclared majors get cleared through Professional Advisors in The Center for Academic and Career Development or through the Daniels College of Business. Registration week is usually around the 8th week of the quarter.

**CRN** – Course Reference Number. This is a unique number that is required for course registration and associates with only one section of one course. When courses have more than one section offered, the CRN will allow you register for a specific time/day that a section of the class is offered. It is NOT the same as the course number! (i.e. Psych 1001. The number 1001 is NOT the CRN!)

**Add/Drop** – When registering for classes, the “add/drop classes” link is found under “Registration,” in myWeb (see the definitions for myWeb and webCentral). In this area, students can add or drop classes online anytime after their registration time and before the start of the second week of classes each quarter. After that, students must pick up an “add/drop slip” from the Registrar's office if they want to add or drop any courses. In order to add or drop a class, students must fill out the appropriate information about the course (CRN, Course Number, etc.) and have their instructor sign it. They must turn it in to the Registrar's office. The latest that students can drop a course without taking an “incomplete grade” is prior to the sixth week of classes. The end of the eighth week is the last day to add/drop without a Petition for Exception to Academic Policy (see the definition for Academic Exceptions on this sheet). Instructors will work with students if an Incomplete grade is to be assigned, but the student cannot choose to have that designation without agreement from the instructor.

**webCentral** – webCentral (<http://webcentral.du.edu>) is a secure Web site through which students can gain access to a plethora of university services, including the myWeb portal, Blackboard, university announcements, and other services.

**APR** – The Academic Progress Report is a report that students can access through webCentral at any time. The APR provides information that pertains to all course credit earned by a student, including any transfer credits. It has information about a student's Grade Point Average (GPA), and is used by advisors during registration to ensure that a student has fulfilled university and department graduation requirements.

**“W”** – Taking a “W” in a class means that the student has withdrawn from the course. It does not affect a student's GPA and does not count towards any course credit. Each quarter students have until approximately the 6th week of the quarter to withdraw from a class and receive a “W.” After the first week, students must obtain instructor signature on an Add/Drop slip in order to drop a course and take a “W.”

**Incomplete** - An Incomplete “I” is a temporary grade, which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. There are certain restrictions that permit professors to give a student an Incomplete (i.e. student's work to date in the class is passing, required work is to be reasonably completed by a certain time).

## **IMPORTANT DOCUMENTS**

**FAFSA** – Free Application for Federal Student Aid is a form that can be filled out annually by current and anticipating university students (both undergraduate and graduate) to determine their eligibility for financial aid (including grants, loans, and work-study programs). The FAFSA form does not have questions related to student or family race, ethnicity or religion. More information can be obtained from the Office of Financial Aid.

**FERPA** – Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. An education record is any record (1) from which a student can be personally identified and (2) maintained by the University. A student has the right of access to these records. More information regarding FERPA can be obtained through the Registrar's office.

## **IMPORTANT DU WEB SITES**

### **webCentral**

webCentral (<http://webcentral.du.edu>) is a secure Web site through which students can gain access to a plethora of university services, including the myWeb portal, Blackboard, university announcements, and other services.

### **myWeb**

myWeb (<https://myweb.du.edu>) is a secure Web site through which students can access (view and update) their personal information (such as home address, health insurance, etc.) Grades, financial aid information, housing information, etc. are also located through this link. A link to myWeb can be found through the webCentral.

### **Blackboard**

Blackboard (<http://www.blackboard.du.edu>) is a secure Web site through which students have access to documents posted by their professors. Students can upload homework assignments, take exams and e-mail other students in the class. Each course must be "enabled" by the professor before it will appear on Blackboard (not all professors use Blackboard).

## **DU POLICIES**

### **Academic Exceptions**

Petitions for Exception to Academic Policy are used to request an exception to a University policy. The most common exemption requests by students are residence policy (students must take the last 45 hours of course work at DU), retroactive Add/Drop (students must add or drop a course before the posted deadline during the quarter for which they are enrolled), and concurrent enrollment (students may not be enrolled at another college or university while enrolled at DU). Petitions for Exception to Academic Policy are available through The Center for Academic & Career Development (303.871.2455).

### **Honor Code**

The University of Denver has adopted an honor code as part of the Office of Student Conduct. It is designed to foster and advance an environment of ethical conduct in our academic community. It can be found online at <http://www.du.edu/ccs/>.

### **Code of Student Conduct**

The Code of Student Conduct contains information on the behavioral standards expected of all students at the University of Denver. It is broken up into four sections: Civility, Community, Integrity, and Responsibility. It can be found online at <http://www.du.edu/ccs>

### **Probation**

Students who are not in good academic standing have the potential to return to good standing with increased performance. Students placed on academic probation are required to earn grades of C or better on all future coursework, earn no grades of Incomplete without prior approval from the Academic Advising office, meet with an Academic Advisor in The Center for Academic & Career Development (303.871.2455) prior to the end of the third week of the next quarter for which they enroll. Students remain on academic probation until they return to good academic standing.

### **Standards**

Academic Standards Committee decides whether a student is placed on probation. The committee oversees the academic success of students and maintaining academic standards across the undergraduate curriculum. At the end of each academic quarter, the committee reviews the academic records of all students who are not in academic good standing with the University. "Good" academic standing is defined as accumulating a minimum of twice the quality points as credit hours completed (i.e. a 2.000 GPA).

### **Leave of Absence**

The DU Leave of Absence program is designed to allow students to take a leave of absence from DU. Enrolling in the program means that students formally withdraw from the University. If a student returns within four academic quarters, he or she will be readmitted and allowed to register for classes with his or her classmates during priority registration. Contact the office of Academic Advising (at 303.871.2455 or [advising@du.edu](mailto:advising@du.edu)) for more information.