

System Online Glossary Terms

In this glossary, you will find commonly used terms relevant to staff at the 12 Connecticut Community Colleges. *These are working definitions.* The initial list was reviewed and sanctioned by the Systemwide Data Definitions Team in 2004 and expresses the current understanding of what these terms means for the colleges.

Academic Advisor

The person at the college who helps students with educational planning including choosing a major, understanding program requirements, course selection and transfer. The advisor may be a faculty member, counselor, or other staff.

Application

The process by which a prospective student submits the required forms and credentials to his/her chosen institution and or selective program of study. Admissions Application credentials may include: previous academic records, test scores, and other information provided by the applicant. Program applications may further include but are not limited to one or more of the following: interviews, recommendations, skill proficiency, portfolio, medical exam, specific certification, coursework and minimum GPAs.

Associate degree

A degree granted by the college after the satisfactory completion of the equivalent of a two-year, full-time program of study (normally 20 courses). In general, the associate of arts (A.A.), associate of science (A.S.) or associate in applied science (A.A.S.) degree is granted after completing a program of study similar to the first two years of a four-year college curriculum.

Certificate

An academic credential granted by the college after satisfactory completion of three to forty five credits of training for specialized occupations or one or more non-credit courses. Certificates are designed to prepare student for entry level employment, career advancement or professional renewal in business, industry, and service related jobs.

College Career Pathways (formerly Tech Prep)

A national "2 + 2" program that offers at least two years of sequential college level course work to secondary level students to prepare them to continue at the postsecondary level to pursue an associate's degree or certificate in a specific occupation. Programs typically begin in the junior year of high school and may result in community college advance placement credits upon high school graduation.

Combined Academic Standing

Effective with Fall 2004 grading, the combined academic standing will determine whether a student can continue taking classes for the next term with no restrictions (Good Standing), with a limited credit load (Written Warning or Probation) or if the student is suspended from taking any classes for the minimum of one term. Maximum credit limits are determined by the individual colleges. The possible permutations of the **new** Academic Standing descriptions, Progress Evaluation descriptions and the resultant Combined Academic Standing descriptions are shown below.

Academic Standing Description + Progress Evaluation Description = Combined Academic Standing Description

Good Standing	Good Standing	Good Standing
Good Standing	Probation	Progress Probation
Written Warning	Good Standing	GPA Written Warning
Written Warning	Probation	Warning & Progress Probation
Academic Probation	Good Standing	GPA Probation
Academic Probation	Probation	GPA & Progress Probation
Academic Suspension	Good Standing	GPA Suspension
Academic Suspension	Probation	Progress & GPA Suspension

NOTE: The above table does not include academic standing descriptions in existence prior to 2004. Please refer to the Combined Academic Standing Rules in SHAACST to view all of the possible rules for your college.

Continuing student

Credit student registered in the current semester who was enrolled in a previous Fall or Spring semester (absence of less than 2 years).

Cooperative education

A program that provides for alternative class attendance and employment in business, industry, or government. Students may be paid for their work and typically receive course credit. Could include practica, internships, and co-operative learning experiences.

Credit

A measurement used to record course work. Each credit typically represents the number of hours spent in class each week. For example, a (3) credit course typically meets three hours per week for one semester.

Note: a 3 credit course must meet a minimum of 2,250 minutes per semester.

Dual Degree

Intended community college major for a high school tech-prep student.

Free Application for Federal Student Aid (FAFSA)

A form (paper or electronic) completed by all applicants for federal, state and institutional need-based student aid.

FTE (Full-time equivalent)

A count of the equivalent number of full-time students enrolled in credit courses, calculated by dividing the total student credit hours by 15.

Full-Time Student

A full-time student is one who registers for a minimum of 12 credit hours per semester.

Grade Point Average (GPA)

A numeric system used to determine the academic standing of each student. The GPA is an average of a student's grades, converted to a 4.0 scale. It is obtained by multiplying the numerical weight ("Quality Points") allocated to each grade by the number of credit hours assigned to each course and then dividing the sum of the quality points by the total number of credit hours attempted. The GPA is calculated each term as well as for all cumulative terms.

Example:

Grade: C = 2.00 Quality Points

Course: 3 Credits

Grade: B = 3.00 Quality Points

Course: 3 Credits

GPA: $2.00(3) + 3.00(3) = 15.00/6 = 2.50$

HOPE Scholarship

The HOPE Scholarship is technically not a "scholarship". It is a tax credit available to eligible students (or their parents) during the first two years of post-secondary education. The HOPE legislation allows eligible students to receive tax credits for their college education

This non-refundable tax credit covers 100% of the first \$1000 of tuition and fees and 50% of the second \$1000 during the qualified period. The HOPE credit is available only for tuition and fees required for the enrollment or attendance of an eligible student at an eligible institution. It can be claimed in two taxable years, but not beyond the year when the student completes the first two years of college.

The HOPE tax credit applies for education expenses (as indicated above) paid after 12/31/97 and for education provided in academic periods beginning after that date.

The amount of tuition and fees covered by the HOPE tax credit is, however, reduced by other grants, scholarships, and financial aid received. This includes scholarship funds excluded from an individual's gross income, as well as federal grant aid such as Pell Grants.

Eligible students (or their parents) can claim this credit when filing federal tax forms each April.

<http://www.irs.gov/faqs/faq-kw85.html>

International student

Any student who is on a visa by the college and currently enrolled at your college.

Internship

Short-term, supervised and evaluated work experiences, usually related to a student's major field, for which the student earns academic credit. The work can be full- or part-time, on- or off-campus, paid or unpaid. Student teaching and apprenticeships are examples.

Major

The program of study in which a student concentrates. A student must declare an academic major in order to graduate with an Associates degree or certificate.

New Student: First-Time First-Year Student

A student attending college for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in a prior summer or winter term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

Non-Credit Courses

Courses that have zero (0) credit hours and generally do not meet the requirements for a credit certificate or a degree. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular skill area or profession, develop potential or enrich life experiences. In some cases, CEUs (Continuing Education Units) may be earned.

Open admission

In accordance with Board of Trustee policy, the colleges admit virtually all applicants with high school diplomas or the equivalent, without regard to conventional academic qualifications such as high school subjects taken, high school grades earned, and/or admission test scores. However, students must satisfy course pre-requisites in order to enroll in specific courses.

Part-time Student

A student who is enrolled in less than 12 credit hours per semester.

Readmitted Student

Any student returning to the college after an absence of at least two years regardless of transfer work.

Semester

A semester consists of a period of approximately 16 weeks of instruction. The Connecticut Community Colleges offer two semesters of instruction per year, as well as an additional summer session, and may offer an additional winter session.

Transfer Student

A student entering the community college for the first time who is known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer-in with or without credit and the previous institution is recorded in the student's record.

Transcript

A college's official record of a student's academic work, including a list of courses taken, grades received, and credits awarded.

The Data Definitions Team recognizes that the list is not comprehensive and welcomes contributions to the glossary. Please send questions and recommendations for terms to be added to this glossary to Dennis Jones, djones@commnet.edu