

Glossary of Academic Terms

Academic Amnesty

Offers a fresh start to students returning to the College after an absence of at least four years and wishing to re-enroll.

Academic Honors

Recognition given to students who have demonstrated superior academic achievement. Academic honors are noted on student transcripts as Dean's List (3.0 GPA or higher) or President's List (4.0 GPA).

Advisor

Faculty member or staff person who provides students with information concerning courses, programs of study and other aspects of academic life.

Associate Degree

The degree awarded by community colleges for the completion of a program of study: Associate in Science (A.S.), Associate in Arts (A.A.), Associate in Applied Science (A.A.S.) and Associate in Fine Arts (A.F.A.).

Audit

Enrollment in a class for which no credit will be given. A grade of AU will appear on the transcript.

Cancelled Course

Course that was eliminated from the course offerings for a particular session or semester.

Career Program

Programs of study intended to lead to employment upon completion (A.A.S. degree).

Certificate Program

Course of study designed to meet a specific need and is designated as a Certificate program, usually 30-36 credits including six credits of general education.

Chargeback

Pertains to out-of-county students enrolled in either a course or program not offered at their county's college. Students may be eligible to have their county treasurer pay for the out-of-county portion of tuition.

Closed Course

Term used during the registration process to indicate that a course has reached its maximum enrollment and is therefore closed to further registration.

Commencement

An academic ceremony at which degrees are conferred (graduation).

Conflict

Occurs when the student attempts to register for two courses that are offered at the same time or which overlap.

Continuing Education Course

Course or activity carrying no academic credit (Noncredit course).

Continuing Student

Student who is considered eligible for registration the next semester because they were enrolled the previous semester.

Corequisite

An academic course required to be taken with another course.

Course Drop

Process of removing a course from a student schedule. This can be done prior to the start of classes for the session enrolled or during the DROP/ADD (schedule adjustment) period.

Credit by Assessment

Procedure that allows matriculated students to earn credit for prior learning, either by taking an exam or by developing a student portfolio.

Credit Hour

Unit of measure that indicates the number of classroom hours per week that the class is held.

Cumulative Quality Point Average

The total of the student's grade points for all semesters divided by the total number of credit hours completed for all semesters.

Curriculum

An organized course of study approved by the Department of Education that results in a degree. Ex., Business, Nursing.

Degree Audit

A personalized analysis of a student's progress toward degree completion in a particular program of study. The degree audit is program and catalog year specific, and shows how courses already completed at Atlantic Cape, courses transferred in, course or activity carrying no academic credit (continuing education course) and courses in progress apply to the chosen degree/ certificate requirements.

Developmental Courses

Courses that prepare the student to complete the college-level courses necessary for their degree. These classes do not count toward a degree.

Dismissal

Notification that a student can no longer attend the institution. Dismissal can be the result of poor grades resulting in Academic Dismissal or removal from the campus for behavior that violates the Student Code of Conduct.

Drop/Add

A system used to change a student's schedule after registration has been formally completed (also called Schedule Adjustment).

Full Time Status

A typical, full-time program consists of two semesters, a fall term beginning in early September and concluding in December, and a spring term beginning in January and ending in May. Students are considered full-time when they carry 12 or more credits each semester; 16 credits is a normal full-time load. Students may not carry a course load of more than five major subjects (those having three or four semester credit), or a total of more than 18 hours of credits per semester, without special permission.

Grade Point

The value of a letter grade. A=4, B=3, C=2, D=1, F=0

Grade Point Average (GPA)

See Quality Point Average

Incomplete Grade

Grade assigned by instructor to allow student to finish course requirements after course officially ends.

Major

Academic program to which a student has applied and been accepted.

Matriculate

The process of applying and being enrolled into a degree program at the College. Being matriculated is important for academic advisement and financial aid purposes.

Matriculated Student

A student who enrolls or registers in the College and is working toward a degree.

Non-Matriculated Student

An individual who may be enrolled in courses at the College but is not working toward a degree.

Part Time Status

A student who registers for fewer than 12 credits per semester is considered part time. Two courses with a total of six or seven credits is a normal part-time load.

Placement Test

Test designed to measure the student's ability in English and/or mathematics and then to prescribe the appropriate level English and/or mathematics course (next-generation ACCUPLACER).

Prerequisite

A course that the student is required to take before registering for a more advanced course.

Priority Registration

Permission given to students to register early.

Probation

Status of a student who may face dismissal if the grades or actions that prompted the probation are not improved within a designated period of time.

Program Change

The process a student must use to change from one major course of study to another.

Program Requirements

Courses that form the basis for an academic major and are essential to completing that program for meeting license or certification requirements.

Quality Point Average (Grade Point Average)

The total of the student's grade points in a semester divided by the number of credit hours completed for that semester.

Readmission

Pertains to students who have not attended the College for a period of five years, or who have graduated from Atlantic Cape Community College. There is no charge for readmission, and students do not need to reapply.

Registration

The process of selecting the courses and sections of each student's class schedule for a specific semester.

Sections

Various classes of the same course in the same semester. They may have different days, times, instructors and/or rooms, but course content will be the same.

Student Code of Conduct

Rules of behavior established by the College describing unsatisfactory behavior by a student. Includes rules such as those that govern use of alcohol or drugs on campus or at campus events. Violation of these published rules can result in probation or dismissal.

Syllabus

An outline for an academic course that includes course assignments, exam dates and grading practices.

Transfer Credit

Credit granted toward a degree and/or certificate for academic work completed at another recognized institution. Transfer credit is not used in the calculation of Grade Point Average.

Transfer Program

Curriculum that is designed to be applied toward degree programs at four-year colleges and universities (A.A., A.S. degrees).

Transcript

The student's educational record. Official transcripts are sent from institution to institution or to potential employers at the student's request and bear the seal of the College. These requests are processed through the National Student Clearinghouse at <https://studentclearinghouse.org/students/>.

Withdrawal From Course

When a student cannot continue in a course, he or she must formally withdraw from that course. The withdrawal is not finalized until the Enrollment Services Office receives all the necessary paperwork.

Withdrawal From College

Formal process utilized to change the status of an active student to one who is inactive.