

# College Language Glossary

## A

**ACADEMIC DEAN:** Head administrator over a specific academic college, school, or unit within a college or university

**ACADEMIC NOTICE:** students with fewer than 30 credit hours, with a retention GPA of 1.7 to 1.99

**ACADEMIC PROBATION:** A status placed on students with low grade point averages. This status allows students the opportunity to raise their grades within a specified time period to avoid being dismissed from the college or university

**ACADEMIC PROBATION:** students with more than 29 credit hours, with a retention GPA lower than 2.00

**ACADEMIC SUSPENSION:** students on academic probation who do not achieve a term GPA of 2.00; must sit out one semester

**ACADEMIC YEAR:** The traditional annual cycle of academic terms that run August to July

**ADD/DROP PERIOD:** period of time at the beginning of each semester when students can add or drop courses without financial or academic repercussions

**ADJUNCT INSTRUCTOR:** part-time instructor

**ADMISSION REQUIREMENTS:** The necessary minimum criteria every applicant must have to be admitted. Many majors have additional requirements for admission as a junior

**ADMITTED:** Students who have applied and have been accepted to the university in a degree-seeking status. Admission is not validated until the student registers for and attends classes

**ADVISOR:** A staff or faculty member of a college or university who assists students in both their educational and course scheduling plans

**ASSISTANT PROFESSOR:** A faculty member of a college or university who ranks above an instructor and below an associate professor

**ASSOCIATE DEGREE:** typically requires 60-65 hours of courses to complete

**ASSOCIATE PROFESSOR:** A faculty member of a college or university who ranks above an assistant professor and below a professor

**AUDIT:** Permission to attend and to participate in a course without benefit of a grade or credit. CEUs (continuing education units) may be awarded at the discretion of the instructor

## B

**BACCALAUREATE:** Bachelor's degree, the traditional undergraduate degree. BA is the Bachelor of Arts degree and BS is the Bachelor of Science degree

**BACHELOR'S DEGREE:** typically requires 120-130 hours of courses to complete  
**Blue book:** literally a blue book containing writing paper; used for essay tests

**BULLETIN:** The college or university book which serves as the academic contract for undergraduate and graduate students who need information about the university's academic programs, courses, policies, etc.

**BURSAR:** The senior financial administrator in a college or university to whom students pay tuition and fees

## C

**CALENDAR, UNIVERSITY:** An annual publication listing all official dates and deadlines for the academic year

**CATALOG YEAR:** The year during which the regulations published in a specific edition of the Undergraduate Catalog apply. A student's academic year, which begins when the catalog takes effect in the Summer B term, is governed by the regulations for academic requirements published in the catalog in effect at the time the student begins undergraduate studies

**CERTIFICATE PROGRAM:** An organized concentration of study in an approved subject area. These programs are not recognized on a student transcript

**CLASSIFICATION/COLLEGE:** A code indicating a student's academic level (year) and college affiliation

**CLASR:** College Level Academic Skills Requirement mandated by Florida statutes and designed to measure communication and computation skills

**CLEP (College-Level-Examination Program):** Comprehensive tests in various subject areas that provide students with the opportunity to earn credit without having to take the course. Each college or university determines an acceptable score and the amount of credit granted for each examination

**CLOSED CLASS:** the limit on the number of students allowed in a specific course has been reached

**COLLEGE:** contains and administers several academic departments; for example, the College of Business and Technology, the College of Liberal Arts, and the College of Mathematics, Science, and Health Science

**COMBINED DEGREES:** An accelerated program that allows students to count 12 graduate credits toward their undergraduate degree

**COMMON COURSE NUMBERING SYSTEM:** A statewide system of course prefixes and numbers developed to facilitate the transfer of credit by identifying equivalent courses

**COMPLETE WITHDRAWAL:** withdrawing from every course in a particular semester

**COMPREHENSIVE TEST:** A test, usual given at the end of a course or entire degree program, that covers all the material taught

**CONTINUOUS ENROLLMENT:** Undergraduate students who register for and complete at least one course in one term in an academic year are continuously enrolled

**COREQUISITE:** Two courses that must be taken concurrently

**COURSE NUMBER:** identifies the course with an abbreviation of the department and a number (ex. BIOL 1114)

**COURSE SEQUENCE:** The specified order of enrollment for a series of courses; e.g., ENC 1101, 1102, 1145

**CREDIT HOUR:** Every course taught is designated a total number of credit hours. The number of credit hours for a class reflects approximately the total hours a student spends per week in class

**CUM LAUDE:** Graduating with honors

**CUMULATIVE GPA:** includes grades from every undergraduate course ever taken

**CURRICULUM:** A set of courses that fulfills an entire program of study

## D

**DEAN:** each college has one who is in charge

**DEFICIENCY:** area of academics in which students are not proficient to the college level and must enroll in zero-level courses

**DEFICIT POINTS:** The number of grade points below a C average on hours attempted at the university. If the grade point average is less than a 2.0, there is a grade point deficit. Refer to "Grade Point Averaging and Deficits" in the academic regulations section of this catalog

**DEGREE AUDIT:** A computerized evaluation of a student's progress towards completion of a degree

**DEGREE CHECK:** prior to graduation, this is completed to make sure students have completed all requirements

**DEGREE SHOPPING:** Exploring possible majors to determine your interest and to estimate whether the course work you have completed meets any of the degree requirements for a specific major

**DEPARTMENT:** contained within a college, offers academic programs; for example Business department, Visual Arts Department, and Biology Department

**DEPARTMENT HEAD:** every department has one who is in charge

**DROP:** To drop a single course from a given term after the drop/add period. Students are liable for fees for a dropped course

**DROP/ADD:** A period of time beginning the first day of classes when students can adjust schedules by dropping or adding courses or changing sections of a course. Courses dropped during drop/add are not subject to fees

**DUAL ENROLLMENT:** Simultaneous registration at two educational institutions

## E

**EARLY ADMISSION:** Admission as a freshman following completion of the junior year of high school

**ELECTIVES:** Any course not required as part of the General Education requirement or : student's major

**ENROLLMENT:** Registration for course work and payment of fees constitutes official enrollment

**ESSAY TEST:** A test where answers require students to respond in paragraph form. Also called a subjective test

**EXCESS CREDITS:** Credit hours exceeding 115% of the degree requirements

## F

**FAFSA:** Free Application for Federal Student Aid; required for students wishing to obtain financial aid

**FALL SEMESTER:** August through December

**FEDERAL LOANS:** loans awarded by the government; must be paid back

**FEES:** required financial charges placed on student accounts upon enrollment in courses

**FINALS:** last week of each semester, in which every course has a final test

**FULL-TIME STUDENT:** enrolled in a minimum of 12 hours per Fall or Spring, or 6 hours in Summer

## **G**

**GENERAL EDUCATION:** courses every student is required to take, regardless of major; English, math, science, history, etc.

**GENERAL EDUCATION REQUIREMENT:** Universitywide requirement of basic studies that form the foundation of all undergraduate degree programs

**GOOD STANDING:** Eligible to continue to register for university course work

**GRADE POINT AVERAGE (GPA):** A student's grade average from courses taken during a single term or semester. A student's GPA is figured by converting letter grades and multiplying them by the credits for each class, then dividing by total credit hours attempted

**GRADE POINTS:** The number of points attributed to a grade (A=4, B=3, etc.) times the number of credit hours in the course

**GRADUATE STUDENT:** A student who has earned a baccalaureate degree and who has been admitted to the Graduate School to pursue a graduate degree program (master's, specialist, engineer, doctorate)

**GRADUATION REQUIREMENTS:** Universitywide and college-specific requirements that must be met for graduation

**GRANTS:** financial aid awarded by the government; do not have to be paid back

## **I**

**INSTRUCTOR:** The lower ranking level of college teachers

## **L**

**LEARNING OUTCOMES:** What students are expected to learn by completing a particular major

## **M**

**M,T,W,R,F:** Monday, Tuesday, Wednesday, Thursday, Friday

**MAGNA CUM LAUDE:** Graduating with "high honors"

**MAJOR:** A subject of academic study chosen as a field of specialization

**MATRICULATION:** Enrollment as an admitted, degree-seeking student

**MINOR:** An officially recognized secondary concentration of study in an approved subject area, consisting of at least 15 credits of appropriate course work. Minors are optional

## O

**OBJECTIVE TEST:** A test mainly comprised of multiple choice and true-false questions

**OMBUDSMAN:** The University Ombudsman assists all members of the university community to solve problems and conflicts. He will listen, discuss issues, answer questions, interpret policies, provide information and referrals, and help develop options for problem resolution. The Ombudsman serves as an advocate for fairness for all members of the university community.

**ORIENTATION:** An event which introduces students to various aspects of a college or university

**OVERALL GPA:** Cumulative GPA of all college level coursework completed

## P

**PART-TIME STUDENT:** student who is enrolled in fewer than 12 credit hours in a Fall or Spring semester, or fewer than 6 hours in Summer

**PERMANENT ACADEMIC RECORD:** The complete list of a student's courses attempted, grades and credit earned, degrees awarded, and any other pertinent academic information

**PETITION:** A written request seeking a waiver of or an exception to a university regulation, policy or deadline. Petitions may be considered if the circumstances are beyond the student's control

**PLAGIARISM:** using another's work, whether directly quoted or summarized, without giving credit to the author; results in serious consequences

**POSTBACCALAUREATE:** A student who has earned a baccalaureate degree and been admitted for continued study but who has not been admitted as a graduate or professional student

**PREREQUISITE:** A condition that must be met to establish eligibility to enroll in a program or course

**PRE-REQUISITE COURSE:** sometimes referred to as a "pre-req"; course that must be taken and successfully completed prior to enrolling in another course (ex. College algebra is a pre-requisite for calculus)

**PROBATION, ACADEMIC:** Any undergraduate with less than a 2.0 cumulative GPA shall be placed on academic probation while a grade point deficit exists

**PROFESSIONAL STUDENT:** A student who is admitted to pursue a Doctor of Dental Medicine, Juris Doctor, Doctor of Medicine, Doctor of Nursing Practice, Doctor of Pharmacy, Doctor of Physical Therapy, Physician Assistant or Doctor of Veterinary Medicine degree

**PROFESSOR:** The highest ranking level of college teachers

## R

**READMISSION:** The procedure for a previously admitted/enrolled student to re-enroll in a degree-seeking status after a break in enrollment of more than one term; a readmission fee is often required

**REGISTRAR:** The head college or university administrator responsible for student grade records and registration

**REGISTRATION:** The process by which a student officially selects and enrolls in university course work. Registration is not complete until appropriate fees are paid

**RESIDENCE:** A student's tenure within the university and/or a specific college or school

**RESIDENCY:** Classification of students as Florida residents or non-Florida residents for tuition purposes

**RESIDENT ADVISORS:** students who work for the Residential Life department and are responsible for a specific group of student apartments

**RETENTION/GRADUATION GPA:** used to determine students' eligibility to remain enrolled or graduate; activity courses and forgiven course work (course that has been repeated) are not calculated in this

## S

**SATISFACTORY ACADEMIC PROGRESS:** A college or university's regulation on the qualitative and quantitative requirements of acceptable academic progress

**SCANTRON:** used for multiple choice testing; has bubbles to be filled in with pencil

**SCHEDULE:** A student's list of classes for a specified term. The schedule details the day(s), time(s), and place(s) of meeting for each class

**SCHEDULE ADJUSTMENT:** A period of time following advance registration before the beginning of classes when students can adjust their course schedules

**SCHEDULE OF COURSES:** Registration information provided online each term with academic regulations and a listing of all courses offered

**SCHOLARSHIPS:** financial assistance awarded based on academics or other criteria; do not have to be paid back

**SECTION NUMBER:** identifies specific class (time, day, instructor) within a course (ex. General Biology may have section numbers of 001, 002, 003, etc)

**SEMESTER:** A standard academic term (fall or spring) of approximately 16 weeks of instruction. Refer to "term."

**SEMESTER GPA:** GPA for each individual semester

**SPRING SEMESTER:** January through May

**STUDENT LEARNING OUTCOMES:** What students are expected to learn by completing a particular major

**SUBJECTIVE TEST:** A test where answers require students to respond in paragraph form. Also called an essay test.

**SUMMA CUM LAUDE:** Graduating with "highest honors"

**SUMMER SEMESTER:** June through July

**S.U.S.:** The State University System of Florida. The University of Florida is one of 11 state-supported universities in the S.U.S.

**SYLLABUS:** A summary or outline of a course provided by the instructor. The syllabus can include topics to be discussed, assignments, due dates, instructor profile, etc.

## T

**TERM:** A period of instruction. During the fall and spring, the term is a standard 16-week semester. During the summer, various shorter length periods of instruction are offered: Summer A and Summer B are six-week terms; Summer C is a 12-week term

**TRACK:** A detailed semester-by-semester plan for graduation

**TRANSCRIPT:** An official copy of the student's complete course work, grades, credit and degrees earned

**TRANSFER CREDIT:** Course work completed at another institution that is accepted at the entering institution and which may be applicable toward a specific major, minor or degree

**TRANSIENT STUDENT:** A student of another accredited institution who receives permission to register (for one term) as a nondegree-seeking student to earn credit to transfer back to his or her parent institution

**TUITION:** charges for classes applied to student account upon enrollment

## U

**UNDERGRADUATE:** student who has not yet earned a Bachelor's degree

**UNIVERSITY FEE(S):** Additional fee(s) imposed by a college or university to students which pays for numerous student services (recreation facility fee, library fee, technology fee, health center fee, etc.)

## W

**WebCT:** system used for online courses

**WITHDRAW:** after the add/drop period; student receives a "W" on transcript; "W"s have no effect on a GPA

**WRITING AND MATH REQUIREMENT:** A state law requiring that all students complete 24,000 words of designated writing courses and six hours of designated math courses prior to earning 60 credits. Courses are identified by category in the Schedule of Courses

**WORK-STUDY:** eligibility determined by FAFSA results; student is employed on campus

## Z

**ZERO-LEVEL COURSE:** remedial course that a student with a deficiency is required to pass with a "C" or better before moving on to college level course; does not count toward hours earned; is not included in GPA calculation