

## **Goodwin College Employee Glossary of College Terms**

This glossary will help employees understand terminology used at the college level. This guide will help employees when referring to programs, student matters and basic college terminology pertinent to college level instruction.

**Academic Advisor** – A designated professional staff member who reviews course requirements and develops a plan of study for students in a field of study.

**Academic Integrity** – Goodwin College defines academic dishonesty as including, but not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations (cheating); and presenting, as one's own, the ideas or works of another person or persons for academic evaluation without proper acknowledgement (plagiarism).

**Academic Integrity Board** - A student sanctioned for a violation of the Academic Integrity Policy may appeal the decision of the instructor or Program Director/Department Chair by having it reviewed by the Academic Integrity Board. The appeal must be submitted in writing to the instructor and the Vice President for Academic Affairs within 5 business days of receipt of the Violation of Academic Integrity Form.

**Academic Placement Evaluation** – All new students entering Goodwin College are uniformly evaluated and placed in courses appropriate to their academic preparation. This determination is based on the results of an academic placement test taken prior to the student registering for their first course at Goodwin. Students entering with a Bachelor's Degree from an accredited institution are exempt from the placement evaluation.

**Academic Year** – Two semesters constitute an academic year for purposes of financial aid.

**Accreditation** – An endorsement given to educational institutions or academic degree programs by an accrediting organization.

**Accuplacer Placement Test** – Placement tests that evaluate a student's competency in English and mathematics. Based on their scores, students are placed into appropriate course levels.

**ACT** – (American College Test) An entrance exam for colleges that evaluates a student's competency in English, reading, science, and math.

**Add/Drop** – Adding a course to an existing schedule or dropping a course from an existing schedule. Add/Drop forms are located with Academic Advisors.

**Adjunct Faculty** – Faculty who are employed on a semester-basis to teach one or several courses for a specific wage as is outlined in an offer letter from the Department Chair. Adjunct faculty are ineligible to participate in Goodwin College’s benefit programs.

**Admission** – Acceptance into the college and/or to a specific program of study at the College. For specific program admission requirements, contact Admissions Department.

**Advisory Board** – A group of experts in a particular field of study that meets to develop and review College majors and programs.

**Alumni** – Graduates from the College.

**Appeal of Grade** – A student who believes that an error in grading has occurred may request a review by the instructor of record until the end of the semester following the one in which the grade in question was earned. If still in disagreement, the student may appeal within 15 days to Department Chair. If the problem is not resolved, the student may appeal to Academic Review Committee which is the final arbitrator of all grievances.

**Assignment** – Required course work completed between class meetings.

**Assistant Professor** – A faculty member who holds a Master’s degree in an appropriate academic discipline from a regionally accredited institution with a minimum of two years of related work experience and teaching experience at the instructor level.

**Associate Degree** – Awarded for completing a two-year program. Completion of a minimum of 60 credits dependent on program requirements.

**Associate Professor** – A faculty member who holds a Master’s degree in an appropriate academic discipline from a regionally accredited institution with a minimum of five years of successful teaching. At least two years of teaching must be at the Assistant Professor level at Goodwin College.

**Award Letter** – Informs students of the amount of financial aid available to him or her. These awards are given for one academic year (2 semesters) and outline the types and amounts of aid offered. Two semesters constitute an academic year for purposes of financial aid.

**Bachelor’s Degree** – Undergraduate degree offered by four-year colleges and universities. Typically the minimum credits required for the degree is 120. Refer to specific program requirements for Goodwin College.

**Bursar** – Treasurer or business officer who manages the financial transactions/records of students.

**Career Services** – Counselor(s) that assists students with the development, evaluation and implementation of their career plans.

**Certificate** – A document that verifies completion of a specific area of study. Usually one year or less in length. Refer to Goodwin College Course Catalog for Listing of available programs.

**Class** – The regularly scheduled meeting of an academic course.

**Class Schedule** – Published for the registration period for each semester and includes course details (time, location, assigned faculty member, etc.).

**CLEP** – College Level Examination Program: tests taken to show proficiency in subject(s) and for which college credits are received based on individual score.

**College Transfer** – Credits that may be accepted by Goodwin College or transferred to other colleges depending on the receiving institution's transfer policies.

**Commencement /Graduation** – Ceremony usually in June when earned credentials are presented to graduates.

**Commuter College** – A college where students live off-campus and commute to classes.

**Competency Requirements** – Verification of competency in reading, writing, mathematics, and technology; a condition of graduation at most colleges.

**Continuous Enrollment** – Enrollment from one semester to the next.

**Co-requisite** – Course students may take concurrently with another course.

**Core Courses** – The required courses of an academic major or program.

**Counseling Services** – Provides students with opportunities for personal, emotional, and academic development in order for them to attain and be successful in their academic goals.

**Course Descriptions** – List of classes being offered at the school showing course number, title, description and credits. Course descriptions can be found in the course catalog.

**Course Incomplete** – A temporary grade assigned by the faculty member. Generally a student has two weeks from end of the course to complete all course requirements in order to receive a grade for the course. If the requirements are not met, the grade for the course will be converted to an "F".

**Course Load** – The number of credits a student registers for during any given semester. A full-time student is one who registers for 12-18 credits during a semester, a three-quarter time student registers for 9-11 credits, and a half-time students registers for 6-8

credits. Students taking less than 6 credits per semester are considered less than half-time and may not be eligible for financial aid.

**Course Numbers** – Numbers assigned to specific classes. Usually 3 digits with first digit indicating the level of difficulty of the class.

**Course Repeat** – Students are required to repeat any course in which they have received an “F”, a “UG”, a “W”, or a “DP” if that course is required in the student’s program or major grade requirements. They may repeat a course only once without permission. If a third time is needed, permission by the Department Chair or Program Director is necessary. Students may elect to repeat a grade once if they wish to attain a higher grade in order to raise their GPA. Under no circumstances may a student repeat a course more than three times.

**Course Withdrawal** – When a student is unable to complete a course, for whatever reason, the student should withdraw from the course or risk receiving a grade of “F” for the course. Withdrawal paperwork must be completed in the Registrar’s Office.

**Credit** – A unit that gives weighting to the value, level or time requirements of an academic course taken at a school or other educational institution.

**Credits Attempted** – The total number of credits that a student has registered for, whether the courses were passed, failed, or dropped.

**Credit by Examination** – An exam created by the faculty of the College to show demonstrated proficiency of the learning outcomes of a particular course. Credit by Examination cannot be given for any general education course.

**Credit Hours** – A unit of academic achievement that is awarded upon successful completion of a course and not necessarily an indicator of transferability of credit. A credit hour is defined as: (1.) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2.) at least an equivalent amount of work as required in (1.) of this definition for other academic activities as established by the institution.

**Cum Laude** – Lowest of three honors awarded to graduating students for exceptional grades; requires 3.50-3.69 CGPA.

**Cumulative Grade Point Average (CGPA)** – Weighted average of the grades for all courses taken to date.

**Curriculum** – Courses required for a specific degree or certificate in a field of study.

**Deferment** – Postponement of a fee that is due.

**Degree** – Title awarded upon completion of an academic program. Two types are; Associate Degree – traditionally obtained within two years and is 60+ credits and a Baccalaureate or Bachelor’s Degree – traditionally obtained within four years and is 120+ credits.

**Department** – An academic division of the College. Departments are determined by the degree, major, or curriculum a student is pursuing.

**Department Chairperson** – Faculty member who heads an academic department.

**Dismissal** – A student is dismissed at the point it is determined that he/she cannot achieve the minimum 2.0 CGPA needed for graduation or cannot complete the required credits needed for graduation, within the maximum time frame of time and a half.

**Distance Learning** – Courses that are web based provided via the internet for students to take off campus wherever there is internet access.

**Drop/Add** – Dropping a course from an existing schedule or adding a course to an existing schedule. Add/Drop forms are located with Academic Advisors.

**Elective** – A course which is not specifically required but is applicable toward a degree and fulfills the minimum number of credit hours required for graduation.

**Enrollment** – This means that a student has registered for a course and is enrolled in that course. For a new student to the College, enrollment means that a student has been accepted to the College, has chosen to attend the College and has completed all admissions requirements.

**ESL** – English as a Second Language.

**Endowment** – The funds or other assets donated to an institution; may become capital that provides income for the college.

**e-Tutoring** – A service through an agreement with the Connecticut Distance Learning Consortium (CTDLC) that offers online instruction, guidance and resources to help students succeed in their classrooms.

**Expelled** – Dismissal from the institute for a specific reason academic or non-academic.

**Extracurricular activities** – Student activities apart from class work.

**Faculty** – Teaching staff at the College.

**Faculty Senate** – All full-time faculty are members of the Faculty Senate which represents the college faculty in Goodwin College’s governance system.

**FAFSA** – Free Application for Federal Student Aid; filed by all students seeking aid; used to determine aid eligibility.

**Fees** – Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, and publications.

**FERPA – The Family Educational Rights and Privacy Act** – A federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Details of the Act may be found in the student handbook.

**Financial Aid Package** – A student’s total amount of financial aid. The package may include loans, scholarships, grants and/or work-study participation.

**Foundation Courses** – Courses with numbers with a “0” before a number are considered foundation courses and count as institutional credit only. They are not calculated in the student’s GPA and are not counted as credits attempted nor as credits earned. They are eligible for financial aid, but do not qualify as credits earned towards a degree or certificate.

**Freshman** – A student who has earned less than 30 collegiate credits.

**Full-time Student** – Student carrying 12 or more credit hours a semester.

**Hybrid Courses** – Courses that meet both online and on-ground. Usually classes are held three to four times on the college campus.

**Instructor** – A faculty member who holds a Master’s degree in an appropriate discipline from a regionally accredited institution. Prior teaching experience is preferred, but not essential.

**Junior** – A student who has earned 60-89 collegiate credits.

**Language Arts** - Another term for English curriculum. The focus is on reading, speaking, listening, and writing skills.

**Magna Cum Laude** – Middle of three honors awarded to graduating students for exceptional grades; requires 3.70-3.89 CGPA.

**Magnet School** - A school at the elementary, middle, or high school level that focuses on a particular discipline, such as science, mathematics, arts, or computer science. It is designed to recruit students from other parts of the school district.

**Manipulatives** - Three-dimensional teaching aids and visuals that teachers use to help students master concepts.

**Module** – At Goodwin College, a 15 week semester is composed of two 7 ½ week modules. Classes may be offered for 15 weeks or 7½ weeks.

**Online classes** - Classes conducted via the internet instead of in a physical classroom.

**Peer Tutoring** – Trained students tutoring other students in the Learning Resource Center in specific subject areas.

**Portfolio** - Students learn how to organize, assess and articulate knowledge and skills acquired through work and other life experiences and relate that learning to specific college-level curricula. Students develop a Credit for Lifelong Learning Portfolio that they submit to an Assessment Committee for possible award of college credit.

**Probation** – A student who has been placed on warning for one semester due to a low CGPA or poor pace can write a letter of appeal that requests being put on probation. An Appeal Board reviews the letter of appeal and either grants or denies the request. If the request is granted to approve probation, an Academic Plan is created with the SAP Coordinator. The student will be able to receive title IV funds for the semester and/or subsequent semesters as long as the student continues to meet specific requirements outlined in the Academic Plan to improve Satisfactory Academic Progress.

**Professional Development** – Programs, seminars, conferences, activities, etc., that allow teachers or administrators to acquire the knowledge and skills they need to perform their jobs successfully.

**Professor** – A faculty member who holds a Doctoral degree in an appropriate academic discipline from a regionally accredited institution with a minimum of ten years of successful teaching experience. At least three years of teaching must be at the rank of Associate Professor at Goodwin College.

**Pupil-Teacher Ratio** - The total student enrollment divided by the number of full-time equivalent teachers.

**Rubric** - Refers to a grading or scoring system. A rubric is a scoring tool that lists the criteria to be met in a piece of work. A rubric also describes levels of quality for each of the criteria.

**Sabbatical leave** - Period of leave from teaching; often used for research.

**SAT** - Scholastic Aptitude Test; measures aptitude in mathematics, verbal comprehension and problem solving. Taken by students in their junior and/or senior year of high school. Required by many colleges as a condition of admission.

**Satisfactory Academic Progress** - Satisfactory Academic Progress (SAP) refers to a level of achievement that students must uphold in order to earn a degree at Goodwin and

maintain their financial aid eligibility. The Office of Student Aid is required by federal regulation to monitor student progression toward completion of degree and certificate programs at both the undergraduate and graduate levels.

**Schedule of classes** - Published list of classes offered that displays days and time of class meetings, instructor, class location, etc.

**Scholarship** - Money awarded to a student based on need, merit or other criteria.

**School** - Academic division within a university; for example, School of Business.

**Semester** – A specified length of time for an academic term. At Goodwin College a semester is 15 weeks.

**Semester system** - Division of the academic year into semesters. At Goodwin College there is a three semester system. A fall, spring, and summer semester consisting of 15 weeks each.

**Seminar** – Seminars are educational events that feature one or more subject matter experts delivering information primarily via lecture and discussion.

**Senior** – A student who has earned 90 or more collegiate credits.

**SEOG** - Supplemental Educational Opportunity Grant; federal grant for undergraduates with extraordinary financial need.

**Service-learning** - A credit-bearing educational experience where students engage in public service in partnership with local agencies or organizations.

**Social Sciences** - Disciplines that study human interaction such as history, political science, psychology, sociology, and anthropology.

**Sophomore** – A student who has earned 30-59 collegiate credits.

**Sorority** - Social organization with female student members.

**Stafford Loan** - Federally guaranteed student loan; can be need or non-need based.

**Standing (academic)** - Student's scholastic standing; based on GPA.

**Student activities** - Extracurricular activities developed for student participation.

**Student Council** - Student governing body made of participants of the student body.

**Student ID Number** - A numerical code that uniquely identifies each student. This code is used for the Student Information System and college email.



**Student Lounge** – Room on campus used for social and recreational activities.

**Subjective Test** - Exam requiring answers in the form of essays or sentences; usually seeks beliefs or opinions as opposed to factual information.

**Summa Cum Laude** – Highest of three honors awarded to graduating students for exceptional grades; requires 3.9 – 4.0 CGPA.

**Summer session**

Term conducted during the summer.

**Suspension** - Temporary expulsion.

**Syllabus** - The document that a professor provides as a course outline. A syllabus will usually include assignments, due dates, test dates, grading procedures, and attendance policies.

**TBA** - To be announced; to be arranged.

**Tenure** - A status granted to a faculty member after a trial period (usually six years). Tenure gives protection from immediate dismissal. Goodwin College does not use the tenure system.

**Term paper** - Essay or report assignment; usually due to be completed by the end of a term or semester.

**Test** - Collection of questions and/or problems used to evaluate a student's understanding of course material.

**Thesis** - A contribution to the field of knowledge based on a student's own research or a treatment and presentation of known subject matter from a new point of view.

**TOEFL** - Test of English as a Foreign Language; assesses English proficiency; common requirement for international students pursuing studies in the US.

**Transcript** - Official record of a student's courses and grades.

**Transfer Credit** - Credit which was earned at another college or university, and which is accepted by the receiving institution.

**Transfer Student** - A student who enrolls after previously attending another school.

**Transferability** – The ability of credit for a class taken at one institution being accepted at another institution.

**True or False Exam** - Test with questions for which the correct answers are either "true" or "false".

**Tuition**- the money charged for course instruction.

**Tutor** - Superior or advanced student who helps other students with course material.

**Undeclared Major** - The category for exploratory students who have not yet decided upon a major program.

**Undergraduate** - A college or university student who has not yet earned a bachelor's degree.

**Undergraduate Studies** - Studies leading to an associate's or bachelor's degree.

**University** - Higher education institution usually offering graduate degrees and organized into various schools.

**Upper Division Course** - Course intended for juniors and seniors.

**Waitlist** - A list of students who would like to register for a course that is full. As openings occur in the specific course, students on the waitlist are given the opportunity to enroll.

**Waiver** - Permission for a student to omit a normally required course. A waiver can be given by a program director and/or department chair.

**Warning**

**Web Registration** - Registering for classes via the internet.

**Withdrawal** - Official removal from enrollment in a course; usually signified by a "W" in student records.

**Work-Study Program** - A federally funded program in which students take campus jobs as part of their financial aid package. To participate in a work-study program, students must complete the FAFSA.