Accredited:

Accredited refers to the recognition of an education institution by an official agency or professional associate as maintaining certain quality standards.

Academic Adviser:

An academic adviser is a member of the college who helps and advises a student solely on academic matters.

Academic Probation:

To be eligible for continue enrollment in good standing in the university a Student must maintain a minimum cumulative point grade point average of 2.00. Students who fail to maintain a cumulative grade point average of 2.00 will be placed on academic probation (also referred to as scholastic probation).

Academic Suspension:

A student placed on academic suspension is not allowed to take classes at the College until the term of suspension has been served. Academic suspension bars a student from registration.

Academic Year:

An academic year is the period of formal instruction, usually August to May; may be divided into terms of varying lengths: Semesters, trimesters, or quarters.

Add/Drop:

Add/drop is a process at the beginning of the term whereby students can delete or add classes with an instructor’s permission.

Admitted Student:

An admitted student is a student who has been offered admission to the university.

Audit:

To attend a course without working for or expecting to receive college credit.
College:

A college is post-secondary instruction that provides undergraduate education and, in some cases, master’s level degrees. College, in a separate sense, is a division of a University; for example; College of Business and Technology.

College Catalog:

A college catalog is an publication giving information about a university academic programs, facilities, entrance requirements, and student life. You may access the FKCC catalog at http://www.fkcc.edu/skins/userfiles/file/Catalog/12-13/index.html

Course:

A course is a regularly scheduled class session of one to five hours (or more) per week during a semester. A degree program is made up of a specified number of required and elective courses and varies from instruction to instruction.

Course Load:

Refers to the number of courses or credits taken in a specific semester.

Credits:

Credits are units institutions use to record the completion of courses (with passing grades) that are required for an academic degree. The catalog of a college or university defines the number and kinds of credits that are required for the university’s degrees and states the value of each course offered in terms of “credit hours” or “units.”

Curriculum:

A curriculum is a program of courses approved for a specific degree or certificate. To earn a degree or a certificate in a specific program, you must complete the curriculum for that program.

CLEP (College-Level Examination program):

CLEP Test proficiency in a specific subject area for college credit.

Co-requisite:

A course required to be taken at the same time as another course.
Core Requirements:
Core requirements are mandatory courses for the completion of a degree.

Degree:
A degree is a diploma or title conferred by a college, university, or professional school upon completion of a prescribed program of studies.

Department:
A department is the administrative subdivision of a school, college, or university through which instruction in a certain field of study is given (Such as English or History department).

Electives:
Electives are courses of your choice, which may be taken for credit toward a degree or certificated in your curriculum. They may be chosen from a wide variety of courses.

Enhanced courses:
When a course uses the college online Learning Management System (LMS) but continues to meet in the traditional face-to-face format. The class uses online resources to add to student engagement in the course.

Faculty:
The term faculty refers to members of the teaching staff, and occasionally the administrative staff, of an education institution. The faculty is responsible for designing the plans of study offered by the institution.

Fees:
Free refer to an amount charged by universities or college, in addition to tuition to cover cost of institutional services.

Financial Aid:
Financial aid is a general term that includes all types of grants, scholarships, loans, and work-study programs offered to a student to help pay tuition, fees, and living expenses.
**Freshman:**

A freshman is a first-year undergraduate student at a secondary school, college, or university who has earned less than 30 semesters credit hours.

**Full-Time Student:**

A full-time student is an undergraduate student who is enrolled at a university and is taking at least the minimum number of credit (often 12) to meet the university’s requirement for a full course load.

**Part-Time Student:**

A part-time student is any student who is taking fewer than twelve (120 credit hours in a semester.

**Gordon Rule:**

State board of Education rule requires that A.A. Students successfully complete 12 credit hours of course work in which they are required to demonstrate written skills and six credit hours of mathematics course work at college algebra level or higher.

**Grade:**

Alphabetical measure of academic success or failure ranging from excellent to failure (F).

**GPA (Grade Point Average):**

Dividing total quality points earned by total semester hours attempted. GPA’s range from 4.00 to 0.0.

**Grade Point Average (G.P.A):**

The grade point average, also called G.P.A., refers to the average of all grades earned by a student.

**Graduation:**

There is a difference between graduation and commencement. Graduation occurs when the college determines you have successfully completed all the requirements for your degree. Commencement is a ceremony: a public celebration of accomplishment.

**Independent Study:**

Independent study refers to official coursework undertaken outside the classroom setting. It will usually be monitored by an instructor.
**International Student:**

A Student who entered the United States on a nonimmigrant visa, most often an individual on a student visa. Immigrant, refugees and U.S. Citizens who do not speak English as native language and who are not classified as international student at FKCC.

**Loan:**

A loan is a sum of money lent to an individual (or organization) with an agreement to repay the money, possibly with interest.

**LOEP (Level of English Proficiency):**

Assessment used to determine placement for students whose native language is not English.

**Matriculation:**

Matriculation is the process of initially enrolling in college. A matriculation student is one who has been accepted into a degree program. This is different than a non-matriculation student who is simply taking classes, but is not working towards a degree.

**Major:**

A major is a program of study that leads to a degree; the subject area in which a student pursuing a college degree develops the greatest depth of knowledge.

**Minor:**

A minor is a secondary field of study outside of the major field. Some degrees require a minor.

**Non-Credit:**

A continuing professional education course for which college credit is not granted.

**Non-Resident:**

A non-resident is a student who does not meet the residency requirements of the state. Tuition fees and admission policies may differ for residents and non-residents. International students are usually classified as non-residents, and there is little of changing to resident status at a later date for tuition purposes.

**Plagiarism:**

Plagiarism is the use of another person’s words or ideas and passing them off as your own.
**Prerequisite:**

Prerequisite refers to a course or courses that must be successfully completed before a student can enroll in the next level course or more advanced course.

**Quality Points:**

The value, ranging from 4 to 0, for grades for A to F for all courses completed, use in determining academic average. See also GPA.

**Registration:**

Registration is the process through which students select courses to be taken during a quarter, semester, or trimester.

**Residence Hall:**

Residence halls (also called dorms or dormitories) are housing facilities on the campus of a college or university reserved for students. A typical residence hall would include student rooms, bathrooms, common rooms, and possibly a cafeteria.

**Resident Assistant (RA):**

A resident assistant is a person who assists the residence hall director in campus housing facilities, and is usually the first point of contact for students with problems or queries regarding on campus housing.

**Sexual Harassment:**

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, or other verbal, non-verbal or physical conduct of a sexual nature, whenever:

a. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or course progress.

b. Submission to rejection of such conduct is used as the basis for employment or course decisions affecting that individual or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or education experience, or creates an intimidating, hostile or offensive work or educational environment.

**Scholarship:**

A scholarship is typically a student grant or financial aid, usually given at the undergraduate level that may take the form of waiver of tuition and/ or fees.
**Semester:**

Semester refers to a type of term within an academic year marking the beginning and end of the classes. Each semester is 15 weeks in length, and there are two semesters (fall and spring) in an academic year.

**Sophomore:**

A sophomore is a second-year undergraduate student at a secondary school, college, or university that has earned at least 30 semester credit hours.

**Student:**

The term “Student” refers to an individual involved in the admissions process as well as to an individual enrolled in an FKCC course (credit or non-credit) at the time that the alleged grievance occurred. The colleges will comply with Florida Educational Right to privacy Act FERPA rules regarding confidentiality of student records. Retaliation against a student bringing forth a grievance or against an individual participating in the grievance procedure is prohibited.

**Student Grievance:**

A “student grievance” is defined as a complaint or allegation by a student that policy or procedures or the college have been applied incorrectly, inappropriately, or unfairly. The college maintains a students’ right due process by access to the grievance procedure.

**Student Load:**

Number of credit hours carried by a student in any term.

**Syllabus:**

A course outline typically distributed the first day of class detailing course expectations, instructor information, and the instructor’s and college’s policies on grading, attendance, class requirements, etc.

**T.B.A:**

To be arranged or announced.

**Term:**

Time period, roughly equivalent to a semester, in which classes meet. Fall and spring terms are generally 15 weeks each while summer terms can be 12 or 6 weeks.
**Transcript:**

A transcript is a complete record of academic work completed by a student, i.e. all subjects taken and grades or marks secured in each subject.

**Transfer Student:**

A transfer student is a student who, after attending a college or university, seeks admission to another college or university.

**Transient Student:**

A transient (visiting) student is a student currently enrolled at another regionally accredited college or university in the United States and takes a course at FKCC to transfer back to their home institution.

**Tuition:**

Tuition refers to the money an institution charges for institution and training (does not include the cost of books).

**Unclassified student:**

A student admitted to a credit course but not to a planned program leading to a degree or certificate.

**Undergraduate:**

An undergraduate is an enrolled student who has not completed a baccalaureate degree; a freshman, sophomore, junior or senior.

**University:**

A University is a large post-secondary institution that offers bother undergraduate and graduate degree programs.

**Withdrawal:**

Withdrawal is the administrative procedure of dropping all courses in a given semester or leaving a university.

**Work Day:**

The term “work day” is a regular business day in which the college is open for business on Monday through Friday.