

GLOSSARY OF TERMS

Academic Probation-After attempting 12 units, a student whose cumulative grade-point-average (beginning Fall 1981) falls below 2.0 is placed on academic probation. A student whose cumulative grade-point-average falls below 2.0 for three consecutive semesters is subject to dismissal from the college.

Academic Renewal-Removal from a student's academic record, for the purpose of computing the grade-point-average, previously recorded substandard academic performance which is not reflective of the student's demonstrated ability.

Add Permit-A card issued by an instructor upon presentation of a valid ID Card (Registration Fee Receipt) which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.

Admissions and Records-The office and staff that admits a student and certifies his legal record of college work; maintains all student records; provides legal statistical data for the college.

Administration-Officials of the college who direct and supervise the activities of the institution.

Application for Admission-A form provided by the college on which the student requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to Register issued.

A.S.U.-Organization to which all enrolled students are eligible to join called the Associated Student Union.

Associate Degree (A.A. or A.S.)-A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 to 64 semester units.

Bachelors Degree (B.A., A.B., B.S.)-A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 120 to 130 semester units.

Career Program-A group of courses planned to lead to competency in a particular field of study and to either a Occupational Certificate or an A.A. Degree.

Class Section-A group of registered students meeting to study particular courses at a definite time. Each class has a section number listed in the Schedule of Classes before the scheduled time of class meeting.

College Catalog-A comprehensive publication containing general information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.

Community College-A two-year college offering a wide range of programs of study, many determined by local community need.

Concurrent Enrollment-Enrollment during the same semester in two or more classes which are specified by departmental requirements.

Continuing Student-A student registering for classes who was active in the college during one of the two immediately preceding regular semesters. A student registering for the fall semester is a continuing student if he or she was active in the college during the previous spring or fall semester.

Corequisite-A requirement that must be satisfied at the same time a particular course is taken.

Counseling-Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

Course-A particular portion of a subject selected for study. A course is identified by a subject title and course number; for example: Accounting 1.

Course Title-A phrase descriptive of the course content, for example the title of Accounting 1 is Introductory Accounting 1.

Credit by Examination-Course or unit credit granted for demonstrated proficiency through testing.

Dismissal-A student on academic or progress probation may be dismissed from the college. Any student who is dismissed may petition for reinstatement, but if denied, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for re-admittance at the end of that period of time.

Educational Program-A planned sequence of credit courses leading to a defined educational objective such as a Occupational Certificate or Associate Degree.

Electives-Courses which a student may choose without the restriction of a particular major program-curriculum.

Enrollment-That part of the registration process during which students select classes by section number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Full-time student-A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units during the fall or spring semester, and 6 units during the summer session.

General Education Requirements-(also called Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

Grade Points-The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0.

- Grade-point-average**-A measure of academic achievement, and transfer; the GPA is determined by dividing the total grade points earned by the number of attempted units.
- Grade Points Earned**-Grade points times the number of units for a class.
- Incomplete**-The administrative symbol I is recorded on the students permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the students control. The student must complete the course within one year after the end of the semester or the I reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete (I) may not be repeated unless the I is removed and has been replaced by a grade of D or F. This does not apply to courses which are repeatable for additional credit.
- IP**-In Progress. An IP is recorded on the students permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.
- Lower Division**-Courses at the freshman and sophomore level of college.
- Major**-A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.
- Minor**-The subject field of study which a student chooses for secondary emphasis.
- Module**-A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.
- Non-penalty Drop Period**-The first four weeks of a regular semester during which a students enrollment in a class is not recorded on the students permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.
- Occupational Certificate**-A certificate granted by a community college which recognizes a students satisfactory completion of an organized program of vocational study of generally 16 to 45 units.
- Parent Course**-A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.
- Pass/No Pass**-A form of grading whereby a student receives a grade of P or NP instead of an A, B, C, D, or F. A P is assigned for class work equivalent to a grade of C or above.
- Permit to register**-A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.
- Placement Tests**-Tests given prior to admission which are used to recommend students to the appropriate class level.
- Prerequisite**-A requirement that must be satisfied before enrolling in a particular course-usually a previous course or equivalent skill level.
- Progress Probation**-After enrolling in 12 units a student whose total units for which a W, NC, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units (beginning Fall 1981) for which a W, NC, or I has been assigned equals 50 percent or more for three consecutive semesters is subject to dismissal from the college.
- RD-Report Delayed**. This temporary administrative symbol is recorded on the students permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.
- Registration**-The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the college for a specific semester and receives an ID card (Registration Fee Receipt). The student may enroll in open classes as part of the registration process.
- Returning Student**-A student who at one time attended the college and is registering for classes, but was not active in the college during the previous two semesters.
- Schedule of Classes**-A booklet used during registration giving the subject title, course number, course title, units, time, instructor, and location of all classes offered in a semester.
- Section Number**-A term used interchangeably with Class Section Number; See Class Section, above.
- Semester**-One-half of the academic year, usually 18-20 weeks.
- Subject**-A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.
- Subject Deficiency**-Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.
- Transfer**-Changing from one collegiate institution to another after having met the requirements for admission to the second institution.
- Transferable Units**-College units earned through satisfactory completion of courses which have been articulated with four-year institutions.
- Transcript**-An official list of all courses taken at a college or university showing the final grade received for each course.
- Transfer course**-Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.
- Units**-The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.
- Units Attempted**-Total number of units in the courses for which a student received a grade of A, B, C, D, or F.
- Units Completed**-Total number of units in the courses for which a student earned credit.
- Units Enrolled**-Total number of units in which the student is enrolled at any point during the semester, determined by the total number of units for all courses appearing on the students transcript.
- W**-An administrative symbol assigned to a students permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.
- Withdrawal**-The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.