

OPR005. Definitions of Academic Terminology

Procedure Category: Operations

Subject: Common academic terms are defined

Procedure Owner: Vice President of Academic Affairs

Related Procedures: None

I. Scope

This procedure applies to all stakeholders at Cowley College.

II. Procedure Purpose

Accreditation standards require defined terms for common understanding among the members of the academic community. Therefore, the College has defined often-used terms, listed in a separate document, for use by all stakeholders at Cowley College.

III. Procedure

- A. Refer to "Commonly Used Academic Terminology at Cowley College" document for a list of academic terms.

IV. Effective Date(s)

This procedure first became effective April 21, 2015.

V. Signature and Title

This procedure is implemented by: _____

Title: _____



Vice President of Academic Affairs

COMMONLY USED ACADEMIC TERMINOLOGY AT COWLEY COLLEGE

Terms Used	Definition
AACRAO	American Association of Collegiate Registrars and Admissions Officers
AAS	Associate of Applied Science Degree – provides the student a degree in a chosen major in technical/occupational areas and is intended for students who plan to enter the workforce after completion of program requirements.
ABE	Adult Basic Education - Adults over the age of 18 who do not have a high school diploma or score below 245 on diagnostic testing are eligible for adult education services.
ACD Procedure	Academic/Research procedure
ACTE	Association for Career and Technical Education – Largest national education association dedicated to the advancement of education that prepares youth and adults for careers
ADA	Americans with Disabilities Act - It is the policy of the College to comply with the provisions of the Americans with Disability Act, U.S.C.A.Sect ion 12101, et seq. (“ADA”). The ADA prohibits discrimination against qualified individuals with disability on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by the College.
ACES	Academic Civic Education through Services - Students focus on doing service activities together as a group. The College sponsors projects throughout the year that encourage all campus participation and awareness of social issues.
AEC	Academic Excellence Challenge - This student activity was incorporated by the Kansas State Department of Education to showcase quality teaching and learning at the community college level. AEC is similar to College Bowl or high school High-Q.
AIR	Association for Institutional Research – An organization for institutional researchers that is focused on providing educational resources, best practices, and professional-development opportunities for members
AQIP	Academic Quality Improvement Program – The college is a quality-driven institution that is committed to a systematic approach to continuous quality improvement.
AS	Associate of Science Degree – degree is intended to prepare students dually for the workforce and for transfer to some baccalaureate programs
AY	Academic Year – the annual period during which a student attends school, college or university. For KHEDS collection AY = Summer + Fall + Spring
Ability to Benefit	Students who do not meet the ability to benefit guidelines will be admitted on a provisional basis, pending satisfactory progress in the essential skills curriculum. These students must earn a semester GPA of 2.0 to be eligible for continued enrollment or be placed on academic probation.
Academic Affairs Council	The Academic Affairs Council has been established to provide advice and assistance to the President and Chief Academic Officer in the development of policies and procedures relating to faculty affairs. This Council is composed of the Chief Academic Officer, the chair of each department and other academic personnel as appointed by the Chief Academic Officer. This council functions as the required KBOR curriculum committee.
Academic Calendar	A yearly calendar that runs from August-July that outlines faculty work days, start and end dates of semester sessions,

	final exam timeline, commencement and holidays and dates the institution is closed.
Academic Fresh Start	Academic Fresh Start would allow a student at the college who has a poor or marginal academic record the opportunity to continue working toward an associate degree or college certificate without being burdened by his/her past record.
Academic Honors	Degree candidates who have completed a minimum of 30 graded hours in residence are considered for graduation with scholastic honors as follows: Summa Cum Laude 4.00, Magna Cum Laude 3.950-3.999, Cum Laude 3.750-3.949.
Academic Integrity Violation	Students who compromise the integrity of the academic process are subject to disciplinary action by the college. A violation of academic honesty includes, but is not limited to: plagiarism, cheating, fabrication & falsification, multiple submissions, misuse of academic materials.
Academic Probation	Any student whose current semester grade point average falls below the following guidelines after attempting 12 or more total credit hours will be placed on academic probation and notified by letter after semester grades have been posted: 12-30 hours attempted - 1.75GPA, 31+ hours attempted-2.00 GPA.
Academic Suspension	Any student on academic probation that does not meet each of the criteria under the academic improvement plan outlined above will be suspended from enrollment at Cowley College for one semester (fall or spring).
Academic Year	Instruction consisting of at least 24 semester credit hours over a period of two semesters or the equivalent.
Administrative Withdrawal	A student may be administratively withdrawn from a course by a member of the college administration. An administrative withdrawal may result from violation of classroom or college policies, disruptive behavior, or other just cause.
Admission	Admission to the College is open to all individuals who can academically benefit from its educational programs.
Advisor	Person that is trained to assist students in planning their program of study, enrollment, transfer information and to help them with other questions they may have.
Advisory Committee	Citizen advisory committees are utilized by the faculty and administration to assure that College programs and services are sensitive to community needs and resources, and to provide two- way communication with citizens possessing special expertise and interest in College programs and services.
Associate's Degree	A postsecondary degree consisting of at least 60 semester credit hours or the equivalent of college-level coursework. This term shall include the following types of Associate's degree: Associate of Applied Science-technical oriented or occupational-oriented associate's degree (requires at least 15 semester credit hours in gen. ed. and at least 30 semester credit hours or equivalent in the technical content area. Associate of Arts Degree-degree is granted to each student who successfully completes a program that emphasizes the liberal arts and requires at least 30 semester credit hours or the equivalent in general education. Associate of General Studies Degree-degree granted to each student who successfully completes a program that emphasizes a broad range of knowledge and requires at least 24 semester credit hours or the equivalent in general education. Associate of Science Degree-degree granted to each student who successfully completes a program that emphasizes either mathematics or the biological or physical sciences or both and requires at least 30 semester credit hours or the equivalent in general education.
At Risk Student	Has one or more of the following characteristics: Is taking or is placed at a pre-college level course, has a documented disability, first generation student, is presently or has been in the last academic year on academic warning, probation or

	suspension, no standard high school diploma earned (self declared).
Attendance	For purposes or reporting: Enrollment in a course beyond the drop period for that course.
Audit	The student attends the class regularly but does not take exams or complete assignments. No credit is awarded for the audited class.
BTE	Business, Training and Enrichment – KBOR data collection done annually to collect student activity that is not already collected in KSPSD from public institutions
Board of Trustees	A seven person corporate body elected by the citizens of Cowley county who work with the President of the college in the management of the institution.
Business Services Council	This council has been established to provide advice and assistance to the President and the Chief Business Officer in the development of policies and procedures governing the administrative and business affairs of the institution.
CAAP Assessment	Every student completing an Associate of Arts, Associate of Science, and Associate of General Studies degree from Cowley College is required to take the CAAP (Collegiate Assessment of Academic Proficiency) assessment in the areas of English, mathematics, and reading or critical thinking.
CAAT	Cowley Activity Awareness Team strives to positively influence lives by setting an example for student's peers through their responsible actions and choices. C.A.A.T. promotes healthy lifestyles through alternative activities, awareness and leadership on campus and within the community.
CAO	Chief Academic Officer – responsible for all activities within academic affairs
CAPSS	Concurrent Academic Partnership for Secondary Students – see Dual Credit
CEDS	Common Education Data Standards – national collaborative effort to develop voluntary, common data standards for a key set of education data elements
CERTA	Postsecondary Technical Certificate A-from 16 to 29 credit hours
CERTB	Postsecondary Technical Certificate B – from 30 to 44 credit hours
CERTC	Postsecondary Technical Certificate – from 45 to 59 credit hours
CI	Course Inventory – KBOR data collection of courses offered at institutions
CIP	Classification of Institutional Programs – A taxonomic coding scheme for secondary and postsecondary instructional programs
COCAO	Council of Chief Academic Officers – Regents academic vice presidents that reports to the Council of Presidents
CTE	Career & Technical Education – Promotes and supports locally-based middle and high school programs that provide 21 st century academic and technical skills for all students
CWB	Course within Block – Acronym used in KHEDS program inventory system
CWP	Course within Program – KBOR data collection of courses offered within a program that is collected throughout the year
Campus Connect	Place on college website where student can access their transcript, financial status and other important information.
Catalog	Outlines the programs of study for all majors and provides course description for all classes. Provides other detailed information regarding policy and procedures.
Certificate Seeking	A self-reported category in which a person formally declares within the information system that they seek the satisfactory completion of a specific program that is less than two years.

Cheating	Involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise.
Co-requisite	A course or activity that is required to be taken simultaneously with the course described.
Cohort	A group, regardless of size, of individuals that can be identified by at least one identifiable characteristic.
College Level Class	Credit-bearing courses that can be used or are required for any degree or certificate.
Complicity in	Involves contributing to another's acts of academic dishonesty. If a student is ever in doubt about the specific guidelines governing individual or group work with respect to a particular course or assignment, they should ask the instructor for clarification.
Cooperative Education Program	This academic program provides the student with an opportunity to participate, as an employee of a business, to gain valuable experience in the work setting.
Core Values	The fundamental principles that guide the institutions actions.
Credit	Refers to a unit of measure of educational experience within a planned curriculum leading to a certificate or degree.
Credit Hour Definition	A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The college shall record one semester hour of credit for any student attending a lecture class if the student has made satisfactory progress in the class and the class consists of at least 750 minutes of class instruction, plus time allowed for a final examination. The college shall record one semester hour of credit for any student attending a laboratory class if the student has made satisfactory progress in the class and the class consists of at least 1,125 minutes. The college shall record one semester hour of credit for any student who completes a minimum of 2,700 minutes in on-the-job training, internships, practica, studio work or clinical experiences in health occupations.
Curriculum	An organized program of study
DRP	Data, Research & Planning – This unit is responsible for providing data analysis support for data-driven decision-making activities of the Kansas Board of Regents.
Declared Disability	A voluntarily self-reported status that may qualify a student for reasonable accommodations.
Degree Check	Form that lists current and former courses student has taken, grades, total credits and cumulative GPA. Categorizes the courses student has completed as it relates to the requirements for their degree or certificate.
Degree Program	Course of study that leads to an associate's degree.
Degree Seeking	A self-reported category in which a person formally declares within the information system they seek the satisfactory completion of a specific two year degree.
Demonstration	A manifestation of grievances, support, and protest or to express a particular view by public meeting, a gathering, a parade or a march.
Distance Education	Faculty and students are physically separated in place or time and in which two-thirds or more of the instruction is provided via some form of mediated delivery system. (audio or video recording, live interactive video, CD-ROM, the

	internet or World Wide Web)
Drop	To un-enroll within a designated period set by procedure.
Dual Credit	Student at a public high school that has an articulation agreement with Cowley College may meet the educational requirements of both the high school and a college-level course if they are enrolled for dual credit..
E-Cashier Payment Plan	FACTS Management is an e-cashier payment plan that provides student with a low cost option for budgeting tuition, housing and other educational expenses.
E-Learning Options	Includes online, online hybrid, Interactive Television (ITV) and online continuing education.
Enrollment Agreement	A written contract between an institution and a student in which the institution agrees to provide instruction to the student for a fee.
Enrollment Period	The period of time specified in an enrollment agreement during which instruction, including any examinations given, is to be provided to a student.
FA	Fall semester – Acronym used in KHEDS data collections.
FERPA/Buckley Amendment	Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment were established to protect the privacy of student education records. Student records are to be kept confidential unless they give written permission for their release.
FLAG system	Fostering Learning Achievement and Graduation Success: FLAGS reports will be required if a student has a grade of a “D” or “F”, however, can be issued as kudos or to document other student performance issues.
FMLA	Family & Medical Leave Act-Under this policy, Cowley County Community College (the college) will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination (paid and unpaid leave), depending on the circumstances of the leave and the availability of the employee’s paid-time-off benefits.
FAFSA	Free Application of Federal Student Aid – provides more than \$150 billion in federal grants, loans and work-study funds each year to more than 15 million students paying for college or career school
FICE	Federal school code – institutional unique identifier
FTE	Full-time equivalent – A unit that indicates the workload of an employed person or student in a way that makes workloads comparable across various contexts
FTFT	First-time, full-time – Student must have either graduated from high school in the current year and be enrolled as full-time student OR have graduated high school in a previous year but has never taken any college courses at the current institution or any other postsecondary institutions and be enrolled as a full-time student.
Fabrication	Involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment.
Falsification	Involves the deliberate alteration or changing of results to suit one’s needs in an experiment or other academic exercise.
Financial Aid	Title IV federal aid which includes: Pell grant, Stafford loans, SEOG, Plus Loans and work study.
First Generation Student	Neither parent has achieved a two year degree or higher.
Fiscal Year	July 1 – June 30
Freshman	Student that has fewer that than 31 credit hours completed.

Full-time	A student enrolled in 12 or more credits in any one semester.
GED Preparation	Adult Education classes can be taken to help students earn a Kansas State High School diploma by passing the GED final exam.
Golden Tigers	A program offered to community members who are 50 years of age or older that provides educational opportunities that promote social, spiritual, artistic, and physical enrichment to its members.
Grade	A mark indicating a degree of academic accomplishment.
Graduation	Completion of a degree or certificate.
HEA	Higher Education Act of 1965-requires that all institutions participating in federal student financial assistance programs to complete surveys in the Integrated Postsecondary Education Data System (IPEDS)
HIPAA	Health Insurance Portability and Accountability Act-Cowley County Community College and Area Technical School is a hybrid entity for purposes of HIPAA and will comply with all applicable HIPAA provisions ensuring the confidentiality of protected health information.
Honor Rolls	To qualify, student must have completed at least 12 credit hours and have a GPA or 4.0 for the President's Honor Roll or a GPA of 3.5-3.99 for the Dean's Honor Roll.
IC	Institutional Characteristics - Integrated Postsecondary Education Data System (IPEDS) survey that includes admission requirements, tuition and room and board information
IMPACT Program	A federally funded Student Support Services TRIO Program designed to assist eligible students in successfully reaching their goal of graduation from college.
IPEDS	Integrated Postsecondary Education Data System – A system of interrelated surveys conducted annually by the US Department's National Center for Educational Statistics (NCES). The surveys gather information from every college, university and technical and vocational institution that participates in federal student financial aid programs.
KACCT	Kansas Association of Community Colleges Trustees - It's mission is to build better futures through cooperation, collaboration & communication in advocating on behalf of community colleges; to position community colleges to better serve Kansas constituencies
KACRAO	Kansas Association of Collegiate Registrars and Admissions Officers – A non-profit, voluntary professional association of more than 400 higher education administrators who represent nearly 80 institutions and agencies in the State of Kansas
KCIA	Kansas Council of Instructional Administrators – a body compromised of CAOs from all Kansas community and technical colleges who advise presidents and KBOR.
KIR	Kansas Industrial Retraining - A Kansas Dept. of Commerce program that assists employees of restructuring companies who will likely be displaced due to inadequate or obsolete job skills
KIRO	Kansas Institutional Research Officers
KIT	Kansas Industrial Training - A Kansas Dept. of Commerce program that assists companies with pre-employment and on the job training for employees
KSBOR	Kansas Board of Regents (KBOR) - Governing board for the state's universities and the statewide coordinating board for the state's public higher education institutions
KSDE	Kansas Department of Education - Oversees K-12 education in Kansas

KSPSD	Kansas Postsecondary Database – Kansas Board of Regents system of collecting, maintaining, and providing data analysis through a uniform postsecondary education database
KTIP	Kansas Training Information Program - A report that includes data for all approved career technical education programs offered by technical colleges, community colleges and Washburn Institute of Technology
Life Experience Credit	If the student has worked in the trade they can apply for Life Experience credit or complete a competency test for vocational classes and pay the appropriate fees.
Misuse of Academic Material	Stealing or destroying library or reference materials or computer programs; stealing or destroying another students' materials in one's possession without the owner's permission; receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor; illegitimate possession, disposition, or use of examinations or answer keys to examinations; alteration, forgery or falsification of academic records; sale or purchase of examinations, papers, or assignments.
Multiple submission	Submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.
NACAC	National Association for College Admission Counseling - Advocates and supports ethical and professional practice in helping students transitioning to postsecondary education
NCES	National Center for Education Statistics - Collects, analyzes and makes education data available
NSC	National Student Clearinghouse - Nonprofit organization which is source for degree and enrollment verification
Non-traditional students	Those students in credit classes or developmental education classes not fitting the traditional student definition. Typically these students are 23 years or age or older.
OPE	Office of Postsecondary Education - Formulates postsecondary federal policy
OPR Procedures	Procedures that are of a general administrative or operational nature.
PALA	Program Code, Award Level, and Award – Acronym is used in KHEDS data collections
PI	Program Inventory - List of KBOR approved programs by institution that is collected throughout the year
PR	Program Review - Review of programs of state universities. Data is pulled from KSPSD and PI collections
Part-time student	A student enrolled in less than 12 credits in any one semester.
Plagiarism	The use of another person's distinctive ideas or words without acknowledgment, regardless of the means of appropriation
Performance Appraisals	The performance of every full-time classified employee in the organization will be annually evaluated to make sure that all employees know how they are doing in terms of carrying out their job duties and requirements.
Prerequisite	A course or instructional program that students are expected to complete successfully as a necessary requirement before they are permitted to enroll in another course or instructional program that is more advanced.
Program	An academic plan that is approved by the appropriate governing board and leads to an award, a degree or a career/technical certificate.
QA	Qualified Admissions – Annual survey of qualified admissions required by KSA 76-717 for state universities collected by Kansas Board of Regents
Registration	The placement of a student within a credit or non-credit course. Enrollment and registration are interchangeable from a student standpoint. From an institutional standpoint, registration is the process of enrollment and enrollment is a status.

Retention	Institution retains when student attends in any two consecutive terms.
SAF Procedure	Safety Procedure
SDT Procedure	Student Procedure
SAPP	Stand-Alone program award-less than 16 credit hours-an award level used in KHEDS collection by completing a KBOR-designated stand-alone program. This program consists of three criteria: it is less than 16 credit hours, leads to an industry recognized credential, license, or certification, and has been approved by KBOR's Workforce Development staff.
SARA	Statewide Authorization and Reciprocity Agreement – Proposes a uniform set of minimal standards for state and institutional participation, shifts responsibilities from the state with the “distance learning” to the “home state” and preserves full state oversight of on-the-ground institutions and campuses.
SB143	Senate Bill No. 143 - Section 11 requires certification of credit hours of resident students for purposes of non-tiered credit hour funding and authorizes the Kansas Board of Regents to require technical colleges and community colleges to provide that information
SB155	Senate Bill 155 - State of Kansas bill that allows high school students to take certain career/technical education courses at the college with the tuition being paid by the State.
SCOCAO	System Council of Chief Academic Officers – Consists of the chief academic officers of the state universities and representatives of the community colleges and technical colleges
SCOPS	System Council of Presidents – Consists of the presidents of the state universities, and representatives of the community colleges and technical colleges
SFA	Student Financial Aid - includes grants, scholarships, and loans
SP	Spring semester – Acronym is used in KHEDS data collections
SRE	Student Record Exchange – System that provides school administrators a secure online interface to request, send and receive complete electronic student records in a FERPA compliant manner
STEM	Science, Technology, Engineering, & Mathematics – Sequence of courses or program of study that prepares students and underrepresented groups for successful employment and to be capable citizens in our technology-dependent society.
SU	Summer semester – Acronym is used in KHEDS data collections
Sequence	Series of related courses or classes.
Semester System	The academic year is comprised of three grading periods: Fall, Spring, and Summer terms. The fall semester runs from mid-August to mid-December; the spring semester runs from mid-January to mid-May; and the summer semester runs through the months of June and July.
Sophomore	Completed more than 31 credit hours.
Speakers Bureau	We have assembled a list of presenters with expertise in a wide range of topics that would be delighted to speak to school groups, businesses, civic organizations or other interested parties.
Standardized Form	A form used in more than one area of the college, i.e. is shared by or is transmitted between two or more offices.
Student	Any individual who is enrolled in any course offered by the college.
Student Affairs Council	The Student Affairs Council has been established to provide advice and assistance to the President and Chief Student Affairs Officer in the development of policies governing the campus rules and regulations, housing and health services,

	student senate, social activities, and the program of intramural and recreational activities. The Council is composed of staff members and students appointed by the President.
Student Government	The Cowley College Student Senate (CCSS) is established to provide the student body with an officially recognized voice in the governance of the College. The Student Senate participates in the development of student policies and programs under guidance of a sponsor appointed by the administration.
Student Start Date	The first known date that the student is exposed to the programmatic activity.
Student Title IX Policy	It is the policy of Cowley College to comply with Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq. Title IX provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."
Successful Transition	Completing everything on the first level, then moving to the second level and successfully completing on the next level.
Supplemental	Courses which students can take to improve or upgrade themselves in their current career field.
TEA	Technical Education Authority – Established by the Kansas Legislature in 2007. The TEA functions under the auspices of the Kansas Board of Regents and makes recommendation to the Regents regarding the coordination, statewide planning and improvements/enhancements to the postsecondary technical education system.
Traditional Student	A student who is between the ages of 18 and 22 years old taking credit bearing courses and has received a high school diploma.
Transcript	The official form which documents the college courses the student has completed.
Unique Form	A form used by only one office to manage internal procedures.
Upward Bound	A pre-college program dedicated to helping high school students prepare for college or vocational-technical schools.
Withdrawal	Students may have a grade of W posted on their transcript instead of a letter grade by officially withdrawing from a course. To officially withdraw, students need to obtain their instructor's signature on a withdrawal form which then is processed in the Admissions and Records office.
WorkKeys Assessment	Every student completing an Associate of Applied Science degree from Cowley College is required to take the WorkKeys assessment in the areas of Applied Math and Reading.
XF Grade	A failing grade due to a violation of the academic integrity policy.