Glossary of Terms

This glossary is provided to assist students in understanding academic jargon used in this catalog/handbook.

accreditation: certification from an outside agency that an educational institution has met specific academic standards and requirements.

associate degree: a degree (at least 60 credits) granted by community colleges. (Some four-year colleges and universities also offer the associate degree.)

bachelor degree: a degree (at least 120 credits) granted by colleges and universities.

career programs: programs that are focused on preparing students for careers upon successful completion of the program.

concentration: a program with a set of four or more specific career courses used to replace general electives and is recognized on the student’s diploma.

cost of education: the total cost of your education, including tuition and fees, room and board, books, transportation, and other miscellaneous living expenses.

course: organized subject matter in which instruction is offered within a given period of time and for which credit is usually given.

credit: the unit of measure used to record a student’s course load. (One credit usually represents one hour of class time a week in a given subject.)

curriculum: a systematic group of courses or sequence of subjects required for graduation or certification in a major field of study.

dean: a major officer of the college who is responsible, under the president, for the administration and supervision of instructional activities, fiscal affairs, or student services.

double major: a program of study in which a student completes the requirements of two distinct programs.

elective: a course chosen by a student, as opposed to one required by the college or department.

financial need: the difference between your total cost of education and what you and your family are expected to pay. This is the figure that determines the amount of financial aid for which you may qualify.

full-time student: an undergraduate taking at least 12 credits a semester. In order to graduate in two or four years, a student should average 15 credits a semester.

grant: a sum of money awarded as financial aid that does not have to be repaid.

learning disability: Learning Disabilities is a general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical skills. The disorders are intrinsic to the individual and presumed to be due to a central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with the learning disabilities but do not, by themselves, constitute a learning disability. Although learning disabilities may occur concomitantly with other disabilities (e.g. sensory impairment, mental retardation, serious emotional disturbance) or with extrinsic influences (such as cultural differences, insufficient or inappropriate instruction), they are not the result of those conditions or influences, (NJCLLS, 1990, P.29)

lecture: a method of teaching by which the instructor gives an oral presentation of facts or principles, the class usually being responsible for taking notes.

loan: a sum of money that you borrow and must repay. Student loans are often part of a financial aid package.

major: the program of study in which a student chooses to specialize. Students are required to take a certain percentage of their courses in their declared major.

matriculated: a student who is accepted by and enrolled in a college or university, and is working toward a degree.

non-matriculated: a student who is accepted by and taking classes at the college but is not working toward a degree.

option: gearing electives of a career program to provide additional course work in a particular subject matter.

Quality Point Average: a measure of average scholastic success in all subjects taken during the semester or accumulated over several semesters.

prerequisite: a course that a student is required to complete satisfactorily before enrolling in succeeding or advanced courses.

registrar: a college official responsible for maintaining student records, scheduling classes and examinations, and registering students.
**scholarship**: a form of financial aid that may be awarded based on academic or athletic achievement, or financial need. Scholarships usually do not have to be repaid.

**syllabus**: an outline of the topics to be covered in a course (or in a text).

**track**: gearing electives in the general studies or liberal arts programs to lead to another two or four year program.

**transfer program**: an education program offered by the community colleges specifically for students who plan to transfer and continue their studies at a four-year college or university.

**Work-Study Program**: a federal financial aid program that offers students the opportunity to combine employment with college study. The employment may be an actual part of an academic program, as in an internship, or simply a way to pay for college.