**Academic Year** – The traditional annual cycle of academic terms: fall, winter, and summer.

**Add/Drop:** A period of time beginning the first day of classes when students can adjust schedules by dropping courses. Courses dropped during the official drop/add period are not subject to fees.

**Audit** – Permission to attend and participate in a course without benefit of a grade or credit.

**Blended Course** – A course that blends online and face-to-face delivery; a percentage of course instruction is delivered via electronic means and a percentage of instruction is conducted face-to-face. *(Some hours are spent in the classroom with the rest being completed online.)*

**Calendar** – An annual publication listing all official dates and deadlines for the academic year.

**College Catalog:** An official publication giving information about a college’s academic programs, facilities, entrance requirements, and student life.

**Course Load:** The number of courses/credits taken during a specific term. To be considered full-time, students need enroll in 12 credits or more credits per semester. Students taking less than 12 credits per semester are considered part-time.

**Course:** Regularly scheduled class sessions of one to five hours, or more, per week during a term. A degree program consists of a specified number of general education and elective courses, which vary from institution to institution.

**Credit** – One semester hour; generally representing one hour per week of lecture or two or more hours per week of laboratory work.

**Credits:** Units institutions use to record the completion of courses, with passing grades, that are required for an academic degree. A college’s catalog defines the number and types of credits that are required for the college’s degrees and states the value of each course offered in terms of "credit hours" or "units."

**Degree:** Diploma or title conferred by a college, upon completion of a prescribed program of study.

- **Associate in Applied Science (AAS)** – A technical degree program that indicates a student has trained in a particular field and is prepared for employment (degree designated for job entry).

- **Associate in Arts (AA)** – A degree program designed to provide the freshman and sophomore levels of education to students intending to transfer to an upper-division institution.

- **Associate in Science (AS)** – A technical degree program that contains 15-18 credit hours of transferable general education courses. This program is designed to prepare students for employment in a vocational technical career without subsequent upper-division training.
• **Bachelor's Degree** – Broward's bachelor's degree programs require about four years of study, but differ from standard baccalaureate programs. Here, students must first complete an associate’s degree before they can transfer into the bachelor's degree programs.

**Degree Audit**: A computerized academic advising and tracking system that provides an assessment of progress toward degree requirements.

**Education Plan**: A term by term plan of courses necessary to complete for graduation within a student’s intended major.

**Electives**: Courses that students may choose to take for credit toward their intended degree, as distinguished from general education courses.

**Enrollment** – Registration for coursework and payment of fees constitutes official enrollment.

**Fees**: An amount of money charged by colleges, in addition to tuition, to cover costs of institutional services.

**FERPA (Family Educational Rights and Privacy Act)**: Federal law that protects the privacy of student education records.

**Full-Time Student**: A student who is enrolled at a college and taking at least the minimum number of credits, often 12, to meet a college’s requirement for a full course load.

**General Education Requirement** – College requirements, of basic studies, which form the foundation of all undergraduate degree programs.

**Good Standing** – Eligible to continue to register for college coursework.

**Grade Point Average (GPA)** – The ratio of grade points earned to semester hours carried. A system of recording achievement based on a numerical average of the grades attained in each course.

**Incomplete**: A designation given in lieu of a grade for a course that has not been completed, with permission. The student will be given a specified period of time for completion of coursework, failure to complete the required work will result a failing grade (“F”).

**Major** – A subject of academic study chosen as a field of specialization.

**Online Course** - A course where all of the content is delivered online using the college approved Course Management System. *(All class meetings and coursework occur online. Proctored testing may be required.)*

**Part-Time Student**: A student who is enrolled at the college or at the university but is not taking the minimum number of credits, often 12, to meet the college's requirement for a full-time course load.

**Permanent Academic Record** – The complete list of a student’s courses attempted, grades and credit earned, degrees awarded, and any other pertinent academic information.

**Prerequisite**: Program or course which a student is required to complete prior to being permitted to enroll in a more advanced program or course.
**Readmission** – The procedure for a previously admitted/enrolled student to re-enroll in a degree-seeking status after a break in enrollment of more than two major terms.

**Registration** – The process by which a student officially selects and schedules their college coursework for a given term/session.

**Semester** – A standard academic term (fall, winter, or summer) of approximately 16-weeks of instruction. Refer to “term”.

**Session(s)** - The fall and winter terms have four sessions. Session one is 16-weeks, sessions two and four are 8-weeks, and session three is 14-weeks. The summer term consists of three sessions. Session one is 12-week and sessions two and three are 8-weeks.

**Term** – A period of instruction. The fall and winter terms are 16-weeks in length. The summer term is shorter, with a 12-week standard.

- **Fall Term** – August to December.
- **Winter Term** – January to May.
- **Summer Term** – May to August.

**Transcript** – An official, certified copy of a student’s complete coursework; grades, credits and degrees earned at an educational institution.

**Transfer Credit** – Coursework completed at another institution that is accepted at Broward College and which may be applicable towards a specific major or degree.

**Tuition**: Money an institution charges for instruction and training (does not include the cost of books).

**Withdrawal of a Course** – The dropping of a course and/or courses, within the timeframe set by a college, in a specific term.