



HIGHER EDUCATION TERMS

Academic Load: The total number of credit hours enrolled in during one semester.

Add Deadline – The latest date in a semester to add a course to a student’s class schedule.

Admission – The process of being admitted to Allen, allowing a student to register for classes. Completion of the admissions process is not the same as registration for classes.

Admissions File – The documents collected for admission to the college. These documents include application, transcripts, test scores, immunization record, and any other information required by Admissions.

Advisor – A full-time faculty member or professional staff advisor who meets with designated students to help make curriculum choices and discuss progress toward achieving educational goals.

Articulation Agreement – A document that outlines the curriculum agreed to by Allen and a four-year college or university to satisfy the degree requirements at Allen and at the receiving four-year institution.

Associate Degree – An associate degree is awarded to students after completion of a core curriculum. Students completing options in university parallel (transfer) programs receive the Associate in Science (A.S.) or Associate in Arts (A.A.) degree. Students who complete in career preparation programs receive an Associate in Applied Science (A.A.S.) degree or Associate in General Studies (A.G.S.) degree.

Audit – Enrollment in a course, but not for credit. Students pay required fees and attend class but are not required to complete assignments or take exams. Students must designate enrollment in the course as audit prior to the course begin date.

Behavioral Sciences – Courses in psychology and related academic areas.

Census - 20th calendar day of each semester. Financial aid awards (for files that have been verified) are based on enrollment status at census date.

Concurrent Enrollment Course – Concurrent enrollment courses are courses in which high school teachers instruct college-level courses for high school students at high school locations during the high school day. Concurrent enrollment courses are offered as part of Concurrent Enrollment Program (CEP) partnerships between the high schools and the College. Concurrent enrollment high school teachers meet the same instructional qualifications as regular college instructors.

Co-requisite – A course that is required to be taken simultaneously with another course.

Course – A subject or class in which instruction is offered within a given period of time and for which credit is given.

Course Load – The total number of credit hours in which a student is enrolled for a semester.

Credit Hour – One hour of classroom study per week for lecture courses. One and a half hours of study per week for lab, internship and practicum courses.

Credit for Prior Learning (CPL) – Credit awarded for documented knowledge and skills. Allen most commonly awards CPL through CLEP, DSST and AP. Military educational experience may also be accepted for credit.

Curriculum – The whole body of courses offered for study by the College or by a particular program.

Degree Program – Courses required for completion of a particular degree.

Developmental Education – Foundational courses in English, math, reading, and study skills designed for students who are not fully prepared for college-level courses.

Discipline – A course of study, a science, or an art. A branch of knowledge, typically studied in higher education.

Drop/Add – Changing the student’s course schedule by adding and/or dropping courses to increase or decrease the credit hours.

Drop Deadline – The latest date in a semester to drop a course from a student’s class schedule.

Dual Credit Course – Courses in which high school students are enrolled in a college-level course and their high school may award secondary credit for successful completion of the course. Secondary credit is awarded at the discretion of high schools, usually without any special arrangement with the College.

Elective – A subject or course that is accepted toward fulfillment of credit for a degree or certificate but is not specifically required for that degree or certificate. So termed because a student elects or chooses the course to take.

Experiential Learning Course – Hybrid courses in which the onsite meetings are scheduled at different locations and feature different guest speakers so that students might experience an enriched interaction with the course material and experts in the field.

Financial Aid – Assistance for students to help pay for college. Aid is typically available from grants, loans, scholarships, and work study employment.

Financial Aid Warning – Students who fail to meet Satisfactory Academic Progress (SAP) standards during a semester will be placed on a warning status for the next term enrolled. Warning status does not prevent students from receiving financial aid.

Financial Aid Suspension – Students who fail to meet Satisfactory Academic Progress (SAP) standards for two semesters will be placed on financial aid suspension. Students on financial aid suspension are not eligible to receive federal financial aid until they meet SAP standards or file a successful financial aid appeal.

Financial Aid Appeal – A form completed by students on financial aid suspension to request reinstatement of their eligibility for federal financial aid. Appropriate documentation should be included as applicable.

Full-time Student – A student enrolled in 12 or more credit hours of coursework per semester.

Grade Point Average (GPA) – The indication of a student’s academic achievement calculated as the number of grade points earned divided by the number of credit hours taken.

Grant – Financial aid that does not have to be paid back.

High School Equivalency (HSE) – A certified diploma which is equivalent to a regular high school diploma. The acceptable test is the GED.

Humanities – Courses in art, literature, humanities, music, theatre, or world languages.

Hybrid Learning Course – Courses in which at least 75% of the instruction is provided online and the remainder of the instruction is provided onsite in a specific place at prescheduled times. Students learn online prior to each onsite meeting, with the onsite meetings focused on active learning activities and demonstrations of learning.

Hybrid Campus Course – Courses are hybrid courses in which the onsite meetings are scheduled on either Allen’s Iola Campus (IC) or Allen’s Burlingame Campus (BC).

Hybrid Metro Course – Courses are hybrid courses in which the onsite meetings are scheduled at a specific location in either the Emporia (E), Topeka (T), Lawrence (L), or Kansas City (KC) metropolitan areas.

Internship – A professional learning experience that offers meaningful and practical work experience to a student's field of study or career of interest, giving opportunity for career exploration and development.

Life Sciences – Courses in biology and related academic areas.

Loan – Financial aid that must be paid back, usually within a specified time.

Online Learning Course – Courses in which all instruction is provided online and at a distance – where instructors and students are not in the same location.

Onsite Learning Course – Courses in which all instruction is provided onsite in a specific place at prescheduled times.

Part-time Student – A student enrolled in less than 12 credit hours of coursework per semester.

Pass/Fail – An alternative grading system that allows students to receive either a P for pass or F for fail instead of a standard A-F letter grade. Students opting for this grading system must designate enrollment in the course as pass/fail prior to the course beginning date.

Physical Science – Courses in physical science, physics, chemistry and related academic areas.

Placement– An assessment to identify a student’s academic strengths and weaknesses in reading, writing, and mathematics. This information is used to provide advisement and placement in courses that best suit the student’s academic skills for successful completion of core academic courses.

Prerequisite – A course requirement to be completed or a level of skill or knowledge to be demonstrated prior to enrollment in a course or program.

Probation (Academic) – The status of students when their cumulative GPA drops below college standards. Students may still enroll while on probation.

Registration – The process of officially enrolling in one or more courses. Students must be admitted to Allen Community College before they can register for classes.

Residency – A student’s legal state (or country) of residence used to determine qualification for in-state, out-of-state, or international tuition and fees.

Satisfactory Academic Progress (SAP) – Basic eligibility requirements a student must maintain in order to qualify for federal financial aid. These requirements include grade point average (GPA), credits earned, and maximum time to complete a program.

Semester – A period of instruction lasting 16 weeks at Allen. Two semesters, fall and spring, generally comprise an academic year. Summer session is optional and may be used as a time to catch up or get ahead.

Social Sciences – Courses in anthropology, communication, economics, geography, political science, or sociology.

Suspension (Academic) – The status of students when their cumulative GPA drops below Allen’s standards for two consecutive semesters. Students may not enroll while on suspension.

Transcript – An official record of academic history including coursework and grades.

Withdrawal – Officially dropping a course(s) for a given term. This action is to be completed before the published "Last Day to Withdraw" during the given semester.