

## Glossary of Terms and Abbreviations

**A.A. (Associate in Arts)** – a two-year academic degree designed for students who intend to transfer to another college or university to complete a four-year degree. The A.A student must successfully complete 60 credit hours, of which 36 credit hours must come from general education courses within the subject areas of communications, mathematics, humanities, behavioral/social sciences, and natural sciences. The remaining 24 credit hours are elective courses.

**A.S. (Associate in Science)** – a two-year technical/occupational degree designed for students pursuing training to enter a career upon completing the degree, with no further study required. The typical A.S. program requires the completion of 60 – 63 credit hours and emphasizes successful entry into immediate employment.

**A.A.S. (Associate in Applied Science)** – a two-year technical/occupational degree designed for students pursuing training to enter a career upon completing the degree, with no further study required. The typical A.A.S. program requires the completion of 60 – 63 credit hours and emphasizes the technical knowledge needed for immediate employment in a specific occupation.

**apprenticeship programs** -- a combination of on-the-job training and related classroom instruction in which students learn the practical and theoretical aspects of a highly skilled occupation. Students generally work during the day and attend classes one or two nights a week during the academic year.

**articulation agreement** – an agreement between a Florida public state/community college and a public university that assures junior-level status at the university for any student who completes the general education and graduation requirements of the two-year college.

**articulation credit for the CDA credential** – recognition by a state/community college of the credential awarded by the Council for Professional Recognition (Washington, DC) that generally results in the acceptance of 9 credit hours toward the associate degree.

**B.A. (Bachelor in Arts)** – an academic degree awarded to students completing an undergraduate course of study in a major area of concentration that generally requires four years to complete.

**B.S. (Bachelor in Science)** – an academic degree awarded to students completing an undergraduate course of study in a major area of concentration that generally requires four years to complete.

**CDA (Child Development Associate)** – an early childhood credential awarded to students who complete the necessary eligibility, training, and assessment requirements for a career in early childhood education. Administered by the Council for Professional Recognition (Washington, DC).

**CLAST (College Level Academic Skills Test)** – a college exam required for all students prior to receiving an A.A. degree and/or becoming a junior-level student at a state university in Florida to demonstrate mastery of certain required knowledge.

**CPT (College Placement Test)** – a college entrance exam used to determine proper course placement at the beginning of college enrollment.

**college credit certificate program** – a series of college-credit courses that prepares students for entry-level employment in specific occupations or for career advancement. Upon completion of a certificate program, students can seek immediate employment in certain fields. Students may also continue their education in the related A.S. or A.A.S. degree program and may have their credit applied toward the A.S. or A.A.S. degree.

**continuing education** – classes on a variety of subjects to members of the community in short non-credit courses, generally at lower costs than tuition fees, for the enrichment of interested students.

**continuing education unit (CEU)** – an indicator of participation in an organized continuing education experience under recognized sponsorship, capable leadership, and qualified instruction. One CEU is awarded for 10 contact hours of participation and provides a permanent record of the educational accomplishments of an individual who has completed one or more non-credit educational experiences.

**co-requisite** – a course required to be taken at the same time as another course.

**credit hour** – a credit hour is usually equal to the number of hours per week the class meets per semester. For example, most 3 credit hour courses will meet for 3 hours each week. Labs and other special courses may vary. Also known as a semester hour.

**degree audit** – a formal list of courses that have been completed and still need to be completed to meet graduation requirements. Also known as a Graduation Evaluation.

**distance learning** – courses that use learning environments other than the traditional campus classroom, such as the Internet, television, or videoconferencing.

**ECE** – Early Childhood Education

**foreign language requirement** – the requirement by Florida’s public universities that students transferring to the university must have earned two years of sequential foreign language at the high school level or the equivalent at a community college. There is no foreign language requirement at the state/community college level.

**full-time student** – a student registered for 12 credit hours or more during a semester (or 6 credit hours or more during summer semesters).

**general education courses** – general education courses in Florida (Florida Statute 240.115) are grouped in five core areas: communications, humanities, mathematics, natural science, and social science. A minimum of 36 hours of general education courses must be completed with a “C” or higher at the state/community college level to transfer to the four-year university level.

**Gordon rule** – the State of Florida requires all state/community colleges and universities to include a specified amount of writing and mathematics in their curriculum to ensure students achieve competency in these areas. A grade of "C" or higher must be earned in all courses designated as Gordon Rule courses.

**GPA (grade point average)** – a measure of a student's overall academic achievement at a college or university; calculated by dividing the total number of grade points earned by the total number of credits attempted. Grade points are assigned as follows: A = 4 points; B = 3 points; C = 2 points; D = 1 point; and F = 0 points. The range of the GPA is 0 to 4.0.

**hybrid course** – a course combining both traditional classroom instruction with online distance education. Students meet on campus for some course requirements (such as lectures, presentations, or exams) but complete other requirements through their Internet participation.

**major** – the area of specialization chosen for study by students based on their personal and career goals for the future.

**non-credit course** - a course for which no college credit can be granted.

**part-time student** – a student registered for less than 12 credit hours during a semester (or less than 6 credit hours during summer semesters).

**prerequisite** – a course required to be satisfactorily completed before a higher-level course can be taken.

**PSAV (Postsecondary Adult Vocation)** – a vocational certificate program designed to prepare students for entry level employment in specific occupations. PSAV programs are generally noncredit programs.

**residency** – to qualify for in-state tuition fees, students must sign a notarized statement verifying they have resided in the State of Florida for a minimum of twelve (12) calendar months prior to the start of classes.

**semester** - the usual college year is divided into three semesters – Fall, Winter, and Summer, each usually 16 weeks in length. Summer semester may be further divided into smaller sessions.

**TBA** –“To Be Announced” or “To Be Arranged.”

**transcript** – an official record of the college courses taken by a student.

**tuition fee** – the financial charge for each credit hour of instruction. Other fees may also be added.