

# Glossary of Terms



**Academic Evaluation:** An academic evaluation is created for all matriculated students. This report matches the courses you have completed and for which you have registered with an outline of the graduation requirements for your major. The evaluation serves as a record of progress toward fulfilling degree requirements. It is a computer print-out titled “Academic Evaluation” and is available on SageAdvisor. It is commonly referred to as a Degree Audit by college personnel.

**Add & Drop Courses:** Students may add/drop courses for a short time at the start of each semester. If a student elects to leave a course after the add/drop period has ended, a formal withdrawal procedure must be followed to avoid receiving an unfavorable grade for the course. Once a course is dropped during the add/drop period, it will not be shown on the transcript. Courses from which a student has withdrawn, after the end of the add/drop period, will be reported on the transcript with a code of “W”.

**Academic Advisor:** A professional administrator or faculty member with specific expertise in aiding students with their educational planning, who is available to answer academic questions and offer guidance about the academic program.

**Academic Level:** A student’s academic classification (class standing) is determined by the number of credits earned toward the bachelor’s degree:

<u>Standing</u>	<u>Credits</u>
First Year/Freshman	0-23
Sophomore	24-53
Junior	54-86
Senior	87 or more

**AP Credit:** When Sage receives a student’s score on an Advanced Placement examination from the College Entrance Examination Board, it is reviewed for possible credit. Generally with a score of 3 or 4 or higher, a student may be exempt from an introductory-level course in that academic area and/or receive the corresponding number of credit hours toward graduation.

**Calculation of Cumulative Grade Point Average (Quality Points):** To determine a student’s cumulative grade point average (GPA), the College uses this scale:

<u>Quality Points</u>				
A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

**Core Courses:** Refers to specific courses in the major curriculum that all students in the major are required to take.

**Cross-listed Course:** A course which is listed under two different subject headings; e.g. SCL 111 Criminal Justice Functions and Processes and CRM 111 Criminal Justice Functions and Processes. Credit is not awarded for both.

**Degree Terms:** A planned series of courses aimed at a specific academic or career goal.

- A.A.:** Associate of Arts
- A.A.S.:** Associate of Applied Science
- A.S.:** Associate of Science
- B.A:** Bachelor of Arts degree
- B.B.A:** Bachelor of Business Administration
- B.F.A.:** Bachelor of Fine Arts
- B.S.:** Bachelor of Science degree

**Elective:** A course you take simply because you want to. The subject may appeal to you as an activity, hobby, art, intellectual pursuit or a chance to explore an academic area. Sage encourages you to take electives to pursue new interests or to further develop your skills and knowledge in an area.

**Field Experience:** Academic departments and programs at Sage offer students opportunities for off campus field experiences. Under this arrangement, retail businesses, laboratories, community agencies, clinics, research groups, government agencies, schools, legislative offices, and banks become extensions of the Sage classroom. The Career Planning Office has many resources useful in the planning of field experiences. The staff can provide suggestions and assistance.

**Full-time student:** An undergraduate student registered for 12 or more credit hours.

**General Education/LIFE Curriculum:** Students will benefit from both their chosen major and a general education curriculum designed by the faculty to broaden perspectives, deepen understanding, sharpen the skills fundamental to all inquiry, and foster the habit of making connections within and among academic disciplines.

**Grade Point Average, GPA (Cumulative):** An average based on all courses attempted at The Sage Colleges, but not including transfer credits from other colleges and universities.

**Grade Point Average, GPA (Major):** An average based on all courses attempted in the major which are required for the major. All students must check with their faculty advisor regarding specific major GPA requirements for their department.

**Internship:** A credit-bearing work experience in the field, which fosters the development of applied skills and typically increases professional competence, links theory and practice, and offers opportunities for career exploration. The credit awarded is variable. To be eligible, students must have completed at least 45 college credits with an overall cumulative GPA of 2.0 and a major GPA of 2.2. Internships also require prior completion at Sage of at least 6 credits in the discipline awarding the internship credit with a grade of "C" or better.

**Liberal Arts:** Courses of a general or theoretical nature that are designed to develop judgment and understanding about human beings' relationship to the social, cultural, and natural facets of their total environment.

**Major:** The academic field (i.e. Psychology, Biology, Education) a student chooses to concentrate or specialize in.

**Minor:** Though minors are not required, students may choose to minor in a field of secondary interest. Earning a minor indicates that you have taken at least 18 credit hours in that field.

**Plagiarism:** The use of fact, opinions, and language taken from another writer without acknowledgement. Presenting the work of another as one's own without proper citation, or altering or inventing any information or citation in any academic exercise.

**Prerequisite:** A requirement that must be met before a student can register for a course. Completion of a prerequisite indicates that the student has the skills and knowledge required for entry into a subsequent course.

**Wait list:** A wait list is created by the registration system when maximum enrollment capacity for a particular course has been reached. When you attempt to register for a course after it reached the maximum enrollment cap, you have the option to place yourself on the wait list.

**Withdrawal from a course:** A process initiated by a student who no longer wishes to remain enrolled in one or all of his/her courses for a given term. Please check academic calendar for course withdrawal deadlines by term.