College Glossary

General Terms

A

Academic Advisor:

A faculty or staff member of the academic department to which a student is admitted. The advisors are available to assist students with academic counseling and scheduling of classes. All students are required to see an advisor before they can register for classes.

Academic Alert:

An email alert informing students that your grade for the course is currently below a C average.

Academic Calendar:

Important dates for each term including refund dates, drop dates, holidays and deadlines.

Attempted Hours:

Credit hours for courses in which you registered for but did not complete.

B

Building Codes:

University building abbreviations. (Ex. MUC - Morgan University Center.)

Bursar's Office:

The Bursar’s Office normally collects and credits all fee payments and disburses (pays out) any financial aid. Should you owe the school any money; you would be put on a checklist by the Bursar and not allowed to register until the debt is paid.

C

Core/ General Education:

Sequence of courses chosen from various subject areas which are required of all students as part of their undergraduate program. The program is designed to help students acquire a broad base of knowledge and capabilities fundamental to the concept of a university education. Some majors or minors have specific general education requirements.

Course Catalog:

An annual undergraduate university bulletin which is prepared to provide material presented for informational purposes only and should not be construed as the basis of a contract between a student and Austin Peay State University.

Course Choice Counts:

A tool on D2L designed to guide you in ensuring that the courses you are taking are within your major or minor, and will be covered by financial aid.
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**Course ID (CRN):**  
The subject abbreviation, catalog number, and section number of a particular course.

**Credit Hours:**  
Value placed on a course used in calculation of GPA and a generally accepted amount of classroom/lab contact time.

**D**  
**Day Codes:**  
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, TR=Tuesdays and Thursdays.

**Degree Evaluation:**  
An evaluation that is ran through AP OneStop and will provide you with the information needed to track your progress towards your degree.

**Degree Works:**  
An online tool tied to your student records designed to ensure you are choosing the right classes for your major.

**Desire to Learn (D2L):**  
APSU’s course management system for creating and teaching both online and web-enhanced courses.

**Drop / Add:**  
A schedule change; adding a course/dropping a course (Registrar’s Office).

**E**  
**Earned Hours:**  
Credit hours for courses completed in which you earn a grade. This total may also include any credit hours earned for transfer credits and test credits. (**Some of these credits may not always factor into your GPA**)  

**Elective:**  
A course not specifically required for a particular major or minor.

**Exit Exam:**  
A mandatory exam required prior to graduation. Results are used for gathering statistical data.

**F**  
**FA – Failure:**  
Stopped Attending. This indicates the student has attended class, but has stopped coming to class—may be reported throughout the term.
Federal Work Study:

On-campus student work positions available only if you qualify through the Office of Financial Aid. Limited campus positions – search for positions before semester begins.

Family Educational Rights and Privacy Act (FERPA):

Protects the student’s right to privacy.

First Generation:

First-generation means that neither parent has a four-year college degree. First-generation college students are more likely to have not been exposed to information about college and how the processes of an academic environment function.

FN – Failure:

Never Attended. This indicates the student has never attended class.

Full-time Student:

12 credit hours are considered full-time. To complete a degree in four years, it is more realistic to take at least 15 credit hours.

G

Grade Point Average:

Calculation of grades for all credit hours attempted and earned.

Graduate:

A college or university student who has received an Associate or Bachelor degree, and is pursuing a higher degree.

Greens:

Members of Sororities and Fraternities.

H

Health Insurance Portability and Accountability Act of 1996 (HIPAA):

The HIPPA Privacy Rule is a section of the law that protects the privacy of individually identifiable health information, such as the answers you provide on the health questionnaire. It limits how this information can be used without your permission.

Holds:

Students may have holds for: advisement, parking tickets, past due tuition/fees, library fines, and disciplinary actions. Some holds prevent registration (adding or dropping).
ID Card:
APSU identification card. Students can add money to ID Card for use on campus and to receive discounts at many local establishments.

Incomplete:
A grade of an “I” is assigned if a student is passing a course at the end of the semester, but due to extenuating circumstances is unable to complete all course requirements.

Lower Division (LD):
A general term describing the first two years of college (a lower-division student) or courses taken in the first two years of college (lower-division courses).

Major:
The academic area in which a student chooses to place principal emphasis.

Maymester/ Summer Semester:
Classes taken during Summer I or Summer II terms where students complete courses in just five weeks. Summer III lasts seven weeks. Full summer term courses are completed in 10 weeks.

Meal Plan:
A program established by food services to purchase meals on a pre-paid basis.

Minor:
Secondary area of study. Not all majors require a minor.

Part-Time:
Students registering for less than a full load (fewer than 12 hours per semester) are considered part-time. Part-time status will affect financial aid, Lottery scholarship, housing assignments, etc.

Post Office Box:
Located in the lower level of the Morgan University Center. Required for residence hall students. Students may request a campus office box if they do not live on campus.

Prerequisite:
A requirement which must be met before a particular course can be taken.
**Purge:**

Cancellation of course registration because of failure to pay fees or confirm financial aid by appropriate payment deadline. Students must pay fees or confirm financial aid (enough to cover all tuition/fees/housing) no later than the day before each term begins.

**Q**

**Quality Points**

The numerical value assigned to a grade.

**R**

**Resident Hall Association (RHA):**

The governing body of the Residence Halls.

**S**

**Satisfactory Academic Progress (SAP)**

Denotes a student’s successful completion of coursework toward a degree. Federal regulations require the Office of Financial Aid to monitor the progress of each student toward degree completion. Students who fall behind in their coursework, fail to achieve minimum standards for grade point average or fail to complete classes in a maximum timeframe, may lose their eligibility for all types of federal and state aid and university aid administered by the University Office of Financial Aid.

**Schedule of Classes:**

Available online, the Schedule of Classes contains a listing of all courses offered for a specific term.

**Semester vs. 8 weeks:**

A semester is a division of the academic year into two terms, which are usually 14-20 weeks each. An 8 week course is taken during part of an academic semester.

**Student Engagement:**

When a student becomes involved in different campus activities. This can include, but not limited to, clubs/organizations and attending events that the campus offers.

**Student Government Association (SGA):**

The Student Government Association serves as the voice for all students and is the liaison between students and the faculty, staff and the University administration.

**Syllabus:**

An outline or other brief statement of what a professor expects to cover for the entire semester. It will often include an exact schedule of assignment due dates, test dates, grading system, and any issues a professor wishes to make absolutely clear.
T

Tennessee Board of Regents (TBR):

Governing board for APSU, sixth largest higher education system in the country.

Transcript:

An official copy of a student’s academic record, showing courses completed, grades, and credit earned, and other data concerning the student.

U

Undeclared Major:

A Student who is undecided about his/her major. Undeclared students may see the University Advisement Center for Undecided Students in the Morgan University Building.

Undergraduate:

A college or university student who has not received a bachelor’s degree.

W

Winter Term/ Winter Semester:

Winter Term offers undergraduate students the opportunity to complete one class in just five weeks.

Withdrawal:

Process completed through Registrar’s Office to drop all classes for the current term. Students may withdraw up until two days before the end of the semester. Withdrawing will adversely affect Financial Aid, scholarships, housing and etc.

Financial Aid Terms

A

Academic Year:

A period of at least 30 weeks of instructional time during which a full-time student is expected to complete at least 24 semester hours.

C

Cost of Attendance (COA):

The total amount it should cost a student to go to school - usually expressed as a yearly figure. The cost of education covers tuition and fees, room and board, and allowances for books and supplies, transportation and miscellaneous expenses.
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Course Load:
The total number of credit hours taken in a semester. For example, the average course load for any semester is 15 to 16 credit hours. Students registered for at least 12 hours are considered full-time. No more than 18 hours a semester is acceptable.

Course Number:
The number that identifies a specific course, such as 1010 in English 1010.

Course Title:
The name of a specific course that indicates subject and content. English Composition I is the course title of English 1010.

FAFSA:
Free Application for Federal Student Aid (FAFSA). A form you complete as a student (undergraduate and graduate) to determine your eligibility for student financial aid.

Financial Need:
The difference between the Cost of Attendance and the Estimated Family Contribution. This amount is your total eligibility for aid from all sources, and is used in determining what your aid package will be.

Grant:
A type of financial aid award based on need or merit that is not repaid by the student.

Interest Rate:
A fee charged for the use of borrowed money. Interest in calculated as a percentage of the principle loan amount. The rate may be constant throughout the life of the loan (fixed rate) or it may change at specified times.

Lender:
A financial institution (banks, savings, and loan, or credit union) that provides the funds for students and parents to borrow educational loans.

Loan Consolidation:
A loan program that allows a borrower to combine various educational loans into one new loan. By extending the repayment period and allowing a single monthly payment, consolidation can make loan repayment easier for some borrowers.
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Loan Default:

Failure to repay a student loan according to the terms agreed to when you signed a promissory note. If you default, your school, the organization that holds your loan, the state, and the federal government can all take action to recover the money, including notifying national credit bureaus of your default. Your wages and/or tax returns may be garnished, and you will no longer be eligible to receive federal financial aid.

Loan Deferment:

An authorized period of time during which a borrower may postpone principal and interest payments. Deferments are available while borrowers are in school at least half time, enrolled in a graduate fellowship program or rehabilitation training program, and during periods of unemployment or economic hardship. Other deferments may be available depending on when and what you borrowed. Contact your lender for additional details.

Loan Forbearance:

An authorized period of time during which the lender agrees to temporarily postpone a borrower's principal repayment obligation. Interest continues to accrue and usually must be paid during the forbearance period. Forbearance may be granted at the lender's discretion when a borrower is willing to repay their loan but is unable to do so.

Loan Grace Period:

The period between the time a borrower leaves school or drops below half-time and the time they are obligated to begin repaying their loans - usually six or nine months, depending on the type of loan

P

Pell Grant:

A need-based Federal grant awarded to students who are pursuing their first undergraduate degree. Pell Grants may also be available for part-time study.

Plus Loan:

A Federal loan which enables parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time.

Promissory Note:

The legal document borrowers sign when they get a loan. It lists the conditions under which the money is borrowed and the terms under which borrowers agree to repay the loan with interest. Borrowers should keep the borrower copy of their promissory notes until the loans are fully repaid.

R

Refund Check:

A reimbursement of funds is issued to you when the sum of your loan(s), grant(s), and scholarship(s) awards id greater than your fee bill.
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Repayment Schedule:
Discloses the borrower’s monthly payment, interest rate, total repayment obligation, due dates and length of time for repaying the loan.

S

SAR- Student Aid Report:
A form sent to the student after submitting the FAFSA to the federal processor. The SAR shows the information that was processed and indicates Pell Grant Eligibility.

Subsidized Loan:
A Federal loan which is awarded to a student on the basis of need. If you qualify for a subsidized loan, the federal government pays interest on the loan ("subsidizes" the loan) until you begin repayment and during authorized periods of deferment thereafter.

Supplemental Educational Opportunity Grants (SEOG):
These are need-based Federal grants which are administered by the University. Students who are enrolled part-time may be eligible.

U

Unsubsidized Loan:
A non-need-based Federal loan on which interest is not paid by the federal government. Borrowers are responsible for interest on all unsubsidized loans from the date the loan is disbursed until it is paid in full.