

## Important Words and Terms to Know at City Tech

### Academic Alert

Students are placed on Academic Alert at the end of a semester if they do not meet the minimum cumulative GPA requirements set by the College. Once placed on academic alert, the student has one semester to raise their GPA before being placed on Academic Probation. For more info and a description of GPA requirements: [https://www.citytech.cuny.edu/catalog/informations.aspx?Cat\\_ID=1011](https://www.citytech.cuny.edu/catalog/informations.aspx?Cat_ID=1011)

### Academic Calendar

A calendar that lists the important dates and deadlines at the college, broken down by semester. <https://www.citytech.cuny.edu/registrar/academic-calendar.aspx>

### Academic Dismissal

A student who is placed on Academic Probation who fails to raise their cumulative GPA to the acceptable minimum within one to two semesters faces academic dismissal, which is expulsion from the school. [https://www.citytech.cuny.edu/catalog/informations.aspx?Cat\\_ID=1011](https://www.citytech.cuny.edu/catalog/informations.aspx?Cat_ID=1011)

### Academic Integrity

Academic Integrity is the standard of ethical academic behavior expected by the college. Students who plagiarize, cheat, or otherwise transgress these standards may be subject to an escalating series of consequences. The college's complete Academic Integrity Policy is here: [https://www.citytech.cuny.edu/academics/docs/academic\\_integrity\\_policy.pdf](https://www.citytech.cuny.edu/academics/docs/academic_integrity_policy.pdf)

### Academic Probation

If a student who is placed on Academic Alert (see above) does not raise their GPA to acceptable minimums within one semester, they are placed on Academic Probation. Once on Probation, a student has one to two semesters to raise their GPA. [https://www.citytech.cuny.edu/catalog/informations.aspx?Cat\\_ID=1011](https://www.citytech.cuny.edu/catalog/informations.aspx?Cat_ID=1011)

### Academic Standards

Academic Standards are the expectations set by the school for academic performance. The school's Academic Standards Policy, including information on Academic Alert, Academic Probation, Honors Programs, and more, may be found here: [https://www.citytech.cuny.edu/catalog/informations.aspx?Cat\\_ID=1011](https://www.citytech.cuny.edu/catalog/informations.aspx?Cat_ID=1011)

### Admissions Criteria

These are the standards and goals that must be met to achieve entrance into a college program, including admission to the college itself and acceptance into certain major programs.

**Advisement**

“Advisement,” or the process of being advised, is available to all students and is recommended. Each incoming student receives academic advisement through the STAR program, and each student is also assigned an academic advisor through their major department. Academic advisors can help you with choosing individual classes, choosing or changing a major or degree program, and planning out your path to graduation, among other things. Please contact your major department if you do not yet know who your advisor is.

**Advisor**

See “Advisement” above. Your advisor is someone you can use as a resource to give you academic advice.

**Alumnus/Alumna**

Gendered terms referring to the graduate of a college or university. “alumnus” refers to a man and “alumna” to a woman. “alum” is the gender-neutral singular term, and “alumni” is the plural.

**Appeal**

Students may formally appeal some decisions made by professors or university administration, including: receiving a semester grade you consider unfair, including a WF or WU grade; receiving an Academic Integrity warning, or dismissal from the college. The process for this varies depending on the type of appeal being filed. Please see the City Tech website for more information.

**Associate Degree**

A degree conferred after two years of full-time coursework or 60 credits. There are 27 associate degree programs at City Tech.

**Attempted Hours or Credits**

Attempted Credits are the total credit hours of classes taken by a student, whether or not a student actually received credit for the classes by passing. Students’ attempted credits may equal no more than 150% or the total credits they accrue for graduation. Any more will jeopardize graduation and financial aid.

**Baccalaureate**

A baccalaureate degree is a bachelor’s degree conferred after four years or approximately 120 credits. There are 26 baccalaureate degree programs at City Tech.

**Block**

An Academic Block may be placed on a student's record if they have exceeded the number of credits they can take or failed to meet requirements for enrollment at the college. Lifting a block may require a more serious appeal and mediation process than lifting a hold.

**Bursar**

The Bursar is the office responsible for handling the financial affairs of the college, including accepting and recording payments and managing student accounts.

**Catalog**

The Academic or College Catalog is a record of the programs, degree requirements, etc. available at the college during a particular academic year or term. Because rules and requirements may change over time, students should use the Academic Catalog from the semester they first enrolled as a reference when planning their path to graduation.

**Club Hours**

Club hours are the designated time on campus for student club meetings and activities. Club hours at City Tech are held on Thursdays from 12:45 pm to 2:15 pm.

**Co-Curricular**

Co-curricular activities are school activities outside of academic classes that supplement one's educational and professional development. Examples are student government, professional development Groups such as the NSLS, or clubs such as the American Culinary Federation, the Chemistry Club, or the Law & Paralegal Studies Club.

**Contributory Credits**

Courses and other academic activities that are recognized as "creditable" toward fulfilling requirements for a specific degree (credits that contribute to a degree in a certain major).

**Corequisites**

These are courses or requirements that must be met at the same time as each other. (Some classes specify that a different class may be a prerequisite or a corequisite, meaning that other class must be taken before or at the same time as the chosen class.) Some courses at CUNY are designated corequisite or "coreq" classes, which means they fulfill the requirements of more than one course at a time. For example, the class "College Algebra and Trigonometry (MAT 1275CO)" offered by the Mathematics Department fulfills both an Algebra and a Trigonometry requirement at the same time.

**Course Hours**

The approximate number of hours per week that a course meets. Course hours can correlate to "Credits" or "Units" depending on the class.

**Credits**

The numerical values assigned to coursework as a means to measure progress to graduation or completion of a major program.

**Credit Hours**

Credit hours are usually the estimated number of hours a class meets per week, but sometimes not all time spent in class counts for credit towards your degree. Those that do are “credit hours”

**Curriculum**

The different topics and subjects that make up the course of study in a class or degree program

**Dean**

This is a leadership position at the college. The Deans are responsible for managing different academic and programmatic areas of the school.

**Department**

A division of the school responsible for a particular area of study. Each professor at the school works for a specific department, and each department has a department head that oversees it.

<https://www.citytech.cuny.edu/academics/academic-departments.aspx>

**Electives**

Classes that a student may choose (“elect”) to take from a range of options.

**Empl ID**

This is an identification number issued to each student, used as a way to verify identity and access records.

**Feedback**

Feedback is commentary, critique, or advice on one’s work or performance. In addition to assigning letter grades or scores to your assignments, professors should provide constructive feedback to students

**Financial Aid**

Loans, grants, or work-study positions available to students to aid with their tuition payments. The Financial Aid Office can help you find out more. Their website is here:

<https://www.citytech.cuny.edu/financial-aid/> (scroll down the page for info on their drop-in Zoom hours.

### **Full Time Students**

Full time students are matriculated students taking 12 units/credits or more per semester. (To graduate in four years with no summer courses, students must generally take an average of 15 credits per semester, but you should check the requirements for your major to verify the number and type of credits you need)

### **General Education Common Core (Gen Ed)**

These are classes or categories of classes required of every student at City Tech regardless of major. These courses contribute to students receiving a well-rounded education and are integrated into the degree requirements for every major. <https://www.citytech.cuny.edu/advisement/gen-ed.aspx>

### **Good Academic Standing**

A status indicating that the student has maintained the minimum required grade point average and has made adequate progress through their course of study.

### **Grade Point Average (CUM GPA)**

Grade point average is calculated by assigning a point value between zero and four for each letter grade, then averaging out a student's points based on their earned grades. "CUM GPA" or "cumulative grade point average" is a student's GPA based on all the courses they have taken at the college.

### **Hold**

A hold is a stop placed on a student record that may prevent them from registering or using certain college resources. Holds may be financial or academic, and causes could include such issues as nonpayment of a fee, a problem with academic progress, or a scheduling issue.

### **Honors**

Students who maintain a GPA of 3.4 or higher may be eligible to apply for status as an Honors Scholar. This brings with it various opportunities for enrichment and support. Please see this link for more information:

<https://www.citytech.cuny.edu/academics/honors-scholarships.aspx>

### **Impoundment**

Nonpayment of bills or fees to the Bursar may lead to impoundment. Impounds can cause a financial hold to be placed on a student's record, preventing them from registering until the debt is paid.

### **Leave of Absence**

A leave of absence is official permission to be absent from the College for one or two semesters. A leave of absence may be granted on the basis of medical (physical, psychological), financial, educational, parental, military or other personal reasons. Scroll down the page at this link for more information:

[https://www.citytech.cuny.edu/catalog/informations.aspx?Cat\\_ID=1009](https://www.citytech.cuny.edu/catalog/informations.aspx?Cat_ID=1009)

**Major**

A specialization within an area of study leading to a specific degree offered by a department within the school. For information on the different majors offered at City Tech, start here:

<https://www.citytech.cuny.edu/academics/areas-of-study.aspx>

**Matriculated Student**

A matriculated student is one who is enrolled at a college or university in a degree-conferring program.

**Milestones**

“Milestones” are markers that denote that certain steps towards a degree have been reached.

**Non-Contributory**

Non-Contributory credits do not fulfill the requirements for a particular degree program.

**Part-Time**

A matriculated student taking fewer than 12 credits a semester is considered a part-time student. Switching from full-time to part-time could affect progress to your degree or your financial aid status, so it's best to speak with an advisor before choosing this option.

**Pass/No Pass**

Also known as a “Pass/Fail” or “Credit/No Credit,” this is an option to forego getting a letter grade in a class in favor of a “Pass” or “No Pass” grade. This option is only offered by the College at particular times under certain conditions. In future, there may be a more permanent, limited Pass/No Pass option offered by City Tech. Before taking this option, it is always a good idea to consult with an advisor!

**Pathways**

Pathways is an initiative that sets a common core curriculum among all CUNY schools, standardizing requirements and making it easier for student to transfer among CUNY schools.

<https://www.citytech.cuny.edu/advisement/gen-ed.aspx>

**PLAN Week**

P.L.A.N. stands for “Prepare to Locate an Advisor Now.” PLAN Week is a week of activities and information that leads into the opening of registration.

**Prerequisites**

Courses or tasks that must be completed before a student is eligible to take a class or move on to another step in the progress to a degree. When registering for a class, it's important to check that you have fulfilled the prerequisites for that class, so you don't get dropped from the roster.

**Record**

The official documentation of a student's progress through the college, including all academic and administrative details.

**Registration**

Registration is the processes of signing up for a schedule of classes for a certain semester or term. The registration period generally begins about two months before the semester begins and ends about two days before the start of classes. Students can register through the CUNYFirst system.

**Semester**

A fifteen-week period, spanning either the fall or the spring, that marks the duration of a course. In addition to holding classes during fall and spring semesters, City Tech also offers classes during shortened winter and summer terms.

**Service Indicator**

A Service Indicator is a note on a student record. Depending on the nature of the note, this may lead to a hold or a block being placed on a student account.

**Shopping Cart**

The Shopping Cart is an online registration tool available through CUNYFirst that allows you to select classes and save them to your cart while planning your schedule. For more instructions, see here: <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/cunyfirst/training/students/Shopping-Cart-and-Validation.pdf>

**SPARC**

SPARC, or the Sexual and Interpersonal Violence Prevention and Response Course, is a virtual training course that educates students on key information such as the definition of affirmative consent, where to go on campus if they, or someone they know, have been affected by sexual misconduct, and what resources are available to them for assistance. (paraphrased from the Campus Security Report)

**Student Center**

Also called the "Learning Center" (formerly the "Atrium Learning Center"), This is a space on the ground floor of the Library Building where students can get general help and can access tutoring in Math and Biology subjects as well as training in Microsoft Office. These offerings may be virtual or in-person depending on pandemic conditions. <https://www.citytech.cuny.edu/alc/>

**Subject Area**

CUNY Offers different areas of study that correspond to certain departments and degrees. For more information, click here:

<https://www.citytech.cuny.edu/academics/areas-of-study.aspx>

## **Syllabus**

A syllabus is a document created by a professor to provide to students all the important rules and information needed for a class. It is an important guide to the course. Be sure to read through any syllabus you get for a class and ask the professor if you have any questions.

## **Transfer Student**

A student who enrolls at the college after already being enrolled at a different college or university. The student may be eligible to receive credit for classes taken at another institution.

## **Transcript**

This is a document that acts as complete record of a student's academic career at the school, including all courses, grades, CUM GPA, etc. For more info on how to request an official copy of your transcript, follow this link:

<https://www.citytech.cuny.edu/registrar/transcript-requests.aspx>

## **Units**

When referring to academic progress, "units" are the number of course hours assigned to a class. Units differ from credits in that they count toward fulfilling matriculation requirements, but they may not count as credits towards a degree. (Alternatively, in the classroom, a "Unit" is a portion of the curriculum dedicated to a particular project, topic, or set of skills.)

## **Unofficial Withdrawal**

See "WU Grade"

## **Withdrawal**

Withdrawal is the official means to drop a course. In order to avoid penalty, withdrawal must be completed before a specific date each semester. (The date may be found in the academic calendar.)

## **WU Grade**

This is a possible final course grade. A "WU" indicates an unofficial withdrawal from a class, meaning that the student attended a class at least once but stopped attending and did not complete class requirements (and also did not withdraw officially). The grade is assigned by an instructor on the grade roster and is roughly the equivalent of receiving an "F." <https://www.citytech.cuny.edu/registrar/grade-policies.aspx>

## **12-Credit Policy**

A school policy that remedial work must take precedence over all other work; therefore, developmental courses must be completed before the student may progress beyond 12 credits.

(The "12-Credit Policy" may also refer to the fact that 12 units/credits is the minimum number a student can take in a semester to maintain full-time student status)