

Vocabulary List

*** Note: This is not to be shared directly with students. It is overwhelming and full of information that could ultimately create more confusion than understanding. This is for instructors to use in preparing and teaching Session 7: Coming to Terms with College Vocabulary.*

Academic Alert

Students who have earned 18 or fewer credits, and have not met the college's minimum GPA standards will be put on Academic Alert. Academic Alert only lasts for one semester, at the end of which the student will either be removed from Alert status (by raising their GPA to meet college standards), or be placed on Academic Probation (if they are unable to raise their GPA to college standards). For more info and a description of GPA requirements: 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.
Broken link

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

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 (check this link periodically):
https://www.citytech.cuny.edu/academics/docs/academic_integrity_policy.pdf

Academic Probation

If a student who has earned 19 credits or more, fails to meet the college's minimum GPA standard of 2.0 (C average), the student will be placed on Academic Probation. At the end of the next semester the student will either: (1) Raise their overall GPA to a 2.0 or higher and be removed from Academic Probation; (2) Earn a semester GPA of 2.25 or higher, and be placed on continued Academic Probation, where they will have another semester to raise their overall GPA to a 2.0 or higher; or (3) Fail to raise their overall GPA to a 2.0 or higher, or their semester GPA to a 2.25 or higher, and be Academically Dismissed from the college. Students who are Academically Dismissed may file an appeal.
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

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 Center, and each student also access

to an academic advisor through their major department. Academic advisors can help students with choosing individual classes, choosing or changing a major or degree program, and planning a path to graduation, among other things. Please contact your major department if you do not yet know who your advisor is.

<http://www.citytech.cuny.edu/advisement/>

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 request a reevaluation of 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 completing the requirements of a program. There are 27 associate degree programs at City Tech offering AS and AAS degrees.

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 Degree

A degree conferred after completing the requirements of a program. There are 26 baccalaureate degree programs at City Tech offering BTech, BArch, BFA, and BS degrees.

Bursar’s Office

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/Activity Hours

A time designated for student club meetings and activities. Club/Activity hours at City Tech are held on Thursdays from 12:45 pm to 2:00 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.

Register for [Presence](#) to learn about co-curricular activities.

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

Courses or requirements that must be met at the same time as each other.

Credits

The numerical value 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

A leadership position at the college. A Dean is responsible for managing different academic and programmatic areas of the school. Visit the [City Tech Leadership](#) webpage to identify the Dean of your School.

Department

A division of the school responsible for a particular area of study. Each professor at the college works for a specific [department](#), and each department has a chairperson that oversees it.

Department Chairperson/Chair

A faculty member responsible for the operation, administrative, and personnel of a department and its relationship to the school, college, and university.

Electives

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

Empl ID

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.

Full Time Student

Full time students are matriculated students taking 12 credits or more per semester. (To graduate in four years, students must generally take an average of 15 credits per semester [fall and spring] or 30 credits per year. Students should check the requirements for their major to verify the number and type of credits required for graduation.)

General Education Common Core (Gen Ed)

Courses grounded in the liberal arts and sciences, and integrated into every major, “Gen Ed” courses satisfy CUNY’s Pathways requirements. Required of every student at City Tech regardless of major, these courses contribute to students receiving a well-rounded education.

<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 (GPA)

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

Graduation Honors

At graduation, associate degree program candidates who have completed at least 30 credits in residence at City Tech (15 must be in the major department), and also achieve a cumulative GPA of at least 3.30 will graduate with associate honors. Baccalaureate degree program candidates who have completed at least 60 credits in residence at City Tech will graduate with baccalaureate honors as follows:

summa cum laude – a cumulative GPA of 3.80-4.00

magna cum laude – a cumulative GPA of 3.50-3.79

cum laude – a cumulative GPA of 3.25-3.49

https://www.citytech.cuny.edu/catalog/informations.aspx?Cat_ID=1011

Hold

A hold is a stop placed on a student's record that may prevent them from registering or using certain college resources. Holds may be financial, academic, or based on requirements set forth by the university.

Honors

Outstanding scholastic achievement merits inclusion on the Dean's Honor List which is determined each fall and spring for full-time students and each spring for part-time students. To be included on the Dean's Honor List, a student must be CUNY proficient in reading, writing and mathematics and achieve a GPA of 3.5 or higher with no failures, incompletes, "R," "WU," "WF" or "WN" grades. Eligibility for Dean's Honor List will be based on the official grades recorded for the semester.

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 or other academic related activities until the debt is paid.

Leave of Absence

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

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

Non-Contributory Course(s)

Credits which 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.

Pathways

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

<https://www.cuny.edu/about/administration/offices/undergraduate-studies/pathways>

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. Students are restricted from enrolling in a course if the prerequisites are not met.

Record

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

Registration

The process of enrolling 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 register through CUNYFirst using [Schedule Builder](#).

Satisfactory Academic Progress (SAP)

In order to maintain state and federal financial aid eligibility, students must keep their GPA above a 2.0 (C average) and not have excessive withdrawals. If a student falls below the standards for Satisfactory Academic Progress, they will lose their financial aid. There is a process to regain financial aid eligibility, called a SAP Appeal.

School

A collection of departments that have some commonalities, grouped together and led by one Dean.

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 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 part of an online registration tool available through CUNYFirst that allows students to select classes and save them to a cart while planning a schedule.

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 first 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/>

Syllabus

A document created by a professor to provide students the rules and information needed to complete a course. It is an important guide to the course. Be sure to read the syllabus and ask the professor questions about the content.

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. (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

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."

<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.