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GLOSSARY

Academic Calendar. A list of dates found at the beginning of each Catalog and Handbook. Includes dates for Registration, drop deadlines, holidays, exams and fee deadlines.

Academic Dishonesty/Classroom Misconduct/Cheating Policy. Plagiarism, cheating and other forms of academic misconduct are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

Academic Record. Student file folders transferred from Enrollment Services and permanent record cards prior to fall 1985 are maintained by Enrollment Services. The student permanent record card lists academic credit transferred from regionally accredited colleges and universities and credit earned at Pellissippi State. Beginning fall 1985 and thereafter, transfer credit and credit earned at Pellissippi State are maintained in the computerized student information system. The director of Enrollment Services is responsible for the maintenance and security of these documents.

Advisor. A faculty member or counselor who meets with designated students each semester to help make curriculum choices and discuss progress toward achieving educational goals.

Advisory Committees. Groups of business and community representatives who make curriculum recommendations for Career/Technical programs.

Area of Concentration. A combination of courses and curricular requirements that serves as an area of specialization within the major.

Articulation Agreement. A document that outlines the curriculum agreed to by Pellissippi State and a four-year college or university to satisfy the degree requirements at Pellissippi State and at the receiving four-year institution. Pellissippi State has articulation agreements with East Tennessee State University, Maryville College, Nossi College of Art, Tennessee Technological University, Tusculum College and the University of Tennessee, Knoxville. Information on articulation agreement requirements can be obtained from academic advisors, the Student Assistance Center and the Curriculum Office.

Associate of Applied Science Degree. Degree awarded upon completion of a Career/Technical degree program. Degree is designed for students who seek immediate employment after graduation and is generally not designed for transfer to a four-year institution.

Associate of Arts and Associate of Science Degrees. Degrees awarded upon completion of College Transfer/University Parallel degree programs. Degrees are designed for students who intend to transfer to a four-year institution.

Associate of Arts degrees require an intermediate foreign language sequence that is not required for the Associate of Science degree. Students may earn these degrees through the completion of articulation agreements or by meeting general and curriculum requirements specified in this Catalog and Handbook.

Attendance Policy. Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning.

Audit. The taking of a course not for credit. Auditing students are expected to pay all fees and attend classes but are not required to complete assignments or take exams outlined in the course syllabus.

CBASE Exam. The general education exit exam required by all associate's degree graduates to be taken during the last semester of coursework. No minimum score or level of achievement is required for graduation. The exam is used to evaluate the effectiveness of the College's general education program..

Career/Technical Program. A curriculum that prepares students to begin a particular type of career immediately after graduating from Pellissippi State with an Associate of Applied Science degree.

Career/Technical Guarantee. A document that states that any Career/Technical graduate judged by his or her employer as lacking in the technical job skills expected of an entry-level employee will be provided additional educational courses (up to 15 semester hours) by Pellissippi State AT NO CHARGE (also called the Job Competency Guarantee).

College Transfer/University Parallel Program. A curriculum designed for transfer to a four-year college or university after graduating with an Associate of Arts or Science Degree.

Community College Guarantee. A document that states that for transfer program graduates, Pellissippi State will refund the tuition for any course passed with at least a C grade if a student is unable to transfer that earned course credit to a four-year college or university with whom Pellissippi State has an articulation agreement. The guarantee applies up to two years after graduation from Pellissippi State (also called the University Parallel Guarantee).

Continuing Education. Non-credit courses offered for business, professional or personal development.

Continuing Education Unit. Unit of "credit" available to completers of non-credit courses.

Co-op. A paid position related to a major. The Placement Office can help students in Career/Technical programs find co-op positions in local companies.

Course Load. The total number of credit hours that make up the semester schedule.

Course Waiver/Substitution. Under special circumstances, a course may be waived by the dean (except developmental studies courses). Waivers are granted when necessitated by course deletions or other curriculum changes. Since no credit is awarded for a course waiver, a course of equal or greater credit may be substituted for a course that has been waived. Exceptions to an articulation agreement can **only** be approved by the four-year institution.

Corequisite. A course that must be taken prior to or at the same time as another course.

Credit Hours. The number of hours awarded for a particular course. A minimum number of credit hours in a variety of courses is required for graduation.

Curriculum. A particular plan of study.

Degree. Official recognition of completion of a curriculum and other general and program requirements.

Degree Audit. Provides a complete record of student progress toward a particular degree (chosen by the major code); Part 1 of the audit lists courses remaining to fulfill the degree requirements; Part 2 lists courses completed toward the degree or courses in progress; Part 3 lists any courses not applicable to the degree program.

Developmental Studies Program (DSP) Courses. Pellissippi State provides refresher courses in reading, English, math and study skills to assist students in developing college-level skills in each of these areas. Students are placed into these areas based on the results of a placement test. Students in DSP courses may be restricted from taking other college-level courses until the DSP course is successfully completed.

Directory Information. The following can be designated by institutions as information that may be disclosed to any person requesting such information without consent of the student: name, address, telephone number, date and place of birth, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational institution attended, and e-mail address. A student who does not wish directory information to be released without consent should provide written notification to Enrollment Services. The following is not designated as directory information: Social Security number/student ID number, race/ethnicity/nationality, gender, and grades.

Distance Learning. Courses that are delivered in an alternative format that include two-way audio/video, telecourses, videotape, and online options. It is

designed for students who need flexibility in scheduling and instructional methods.

Educational Records. All records that contain information that is directly related to a student and that are maintained by or on behalf of an educational agency or institution. Exceptions to educational records include the following: sole possession records, employment records (unless contingent on attendance), law enforcement records, medical/health records and alumni records (or those that only contain information about a student after he or she is no longer a student).

Elective. A course that may be chosen to complete degree requirements.

Fast Track. Courses that are offered in abbreviated time periods, usually five weeks. The sessions do not conform to standard semester schedules and the program has its own drop/add dates.

Fees. The amount of money owed to Pellissippi State for courses taken. Fee payment deadlines must be met or schedules will be dropped.

Full-time Student. A student enrolled in 12 or more credit hours during any semester.

Grade-Point Average (GPA). An overall average of grades for all courses taken for a semester or during the academic career. The college-level GPA does not include grades earned for developmental studies courses.

Graduation Requirements. In order to obtain a degree or certificate, students must complete the general requirements as prescribed by Pellissippi State and specific requirements set for the program. Requirements include: (1) The last 20 hours preceding graduation with an associate's degree must be completed at Pellissippi State. (2) Each candidate must complete at least 60 credit hours to be eligible for the associate's degree. (3) A cumulative grade-point average (GPA) of at least 2.0 on all college-level coursework at Pellissippi State is required for graduation. (4) Completion of the curriculum for the major subject chosen is required. (5) Each prospective candidate must file an Intent to Graduate form during the semester preceding the semester of anticipated graduation and pay a \$25 graduation fee. (6) The student must meet the requirements for graduation under any one catalog in effect during the student's attendance at Pellissippi State, provided that the catalog used is within six years of the date of graduation. Articulation agreements may specify shorter completion periods. (7) A student may, as prerequisite for graduation, be required to take one or more tests designed to measure achievement in general education and in the major. No minimum score or level of achievement is required for graduation. (8) Candidates for a second associate's degree must meet the following requirements: (a) The first degree must have been awarded by Pellissippi State or another associate's degree-granting institution of higher learning; (b) a minimum of 20 semester hours of coursework must have been completed at Pellissippi State after requirements for the first associate's degree; (c) all curriculum requirements for

Pellissippi State must be met; and (d) a 2.0 grade point average must be attained on all college-level coursework.

Grant. Financial assistance that does not have to be paid back.

Holds. Block that prevents students from registering, obtaining transcripts, and/or receiving financial aid awards. Holds can be placed on student accounts for various reasons.

Hybrid Course. Combines traditional classroom work with online instruction. For a 3-credit-hour history course, students meet in a classroom for 1.5 hours each week and complete the remainder of the class online.

Internship. Usually a nonpaid position that offers experience related to the major. Some Career/Technical programs require an internship for graduation.

Job Competency Guarantee. Any Career/Technical graduate judged by his or her employer as lacking in technical job skills expected of an entry-level employee may take additional courses, up to 15 semester hours, at no charge to the student or employer.

Learning and Testing Center. Located in the Educational Resources Center (Library), the center provides free tutoring in a variety of subjects. They also provide makeup and standardized testing for students.

Legitimate Educational Interest. One that arises from the faculty or staff member's fulfillment of assigned responsibilities, and disclosure shall be limited to information necessary to fulfill those responsibilities.

Major. The student's program of study. Students whose primary goal is to transfer to a four-year college or university enroll in a College Transfer/University Parallel program. Students whose primary goal is to seek immediate employment after graduation enroll in a Career/Technical program.

Non-credit Course. Courses that do not offer college credit upon completion.

Part-time Student. Student enrolled in fewer than 12 credit hours during any semester.

Placement. The College Placement Office. Placement can help Career/Technical graduates find jobs after graduation. This office may also be able to help students find jobs while enrolled.

Placement Test. If current ACT/SAT scores are not available or if transcripts are not available showing college-level coursework in math and/or English, students may be required to take a placement test to determine level of proficiency.

Prerequisite. A requirement that must be met before enrolling in certain courses.

Registration. The time period when students can sign up for classes for the next term. Check the Academic Calendar in the Catalog or the Student Enrollment Guide for dates.

Scholarship. Financial assistance that does not have to be paid back. Most scholarships have specific application criteria.

School Officials. Mississippi State administrators, faculty and staff. Only those individuals with a genuine need to know based on a legitimate educational interest may have access to a student's records.

Semester. The 15-week period in fall and spring during which courses meet and final exams occur. There are also summer terms during which a student may complete a semester of coursework.

Site Campuses. Mississippi State offers courses and services at four primary locations: Hardin Valley, Division Street, Blount County, and Magnolia Avenue.

Special Student. Any non-degree-seeking student. Students who are listed in this category do not get transcript and/or A89 high school evaluation until they switch to a degree-seeking major. Special students are **not** eligible for financial aid.

Student. Any individual who is or has been in attendance at an institution and regarding whom the institution maintains educational records.

Syllabus. The outline of course objectives, contents and requirements for a course.

TBR Common Course Numbering. To eliminate unnecessary repetition of coursework by students transferring to institutions within the Tennessee Board of Regents (TBR) system, a common course prefix and numbering system has been developed for all TBR institutions. Every TBR institution incorporates a common general education core curriculum into its degree requirements and accepts all courses designated with the ♦ symbol as meeting these requirements at other TBR institutions. A complete matrix of courses that satisfy the minimum degree requirements at all TBR institutions and an explanation of the common course prefix and numbering system are available on the TBR Web page (www.tbr.state.tn.us; select Academic Affairs).

Transcript. An official record of academic history, provided by high school or other colleges previously attended.

Transfer Policies. The policies and conditions of eligibility at receiving institutions that determine the amount of credit awarded.

Transfer Program. A curriculum designed for transfer to a four-year college or university (also called University Parallel Program).

Transfer Credit. Credit awarded by a receiving college or university for equivalent coursework.

University Parallel Program. A curriculum designed for transfer to a four-year college or university (also called Transfer Program).

University Parallel Guarantee. See Community College Guarantee.