

Glossary of Important Terms for CWE Students

Academic advisor: A higher education professional who provides guidance to students about degree programs and requirements, courses, City College rules, policies, and procedures, academic supports and opportunities. Your advisor also issues permission to enroll in courses.

Academic dismissal: Students who were placed on academic probation (see below) and fail to achieve the academic averages listed below will be dismissed from the College.

Total Credits Attempted Minimum Cumulative G.P.A.

0-12	1.5
13-24	1.75
25 and over	2.0

Academic standards: The 2019-2020 City College Bulletin states “Students are expected to maintain minimum G.P.A. requirements both overall and in major courses; not to withdraw from twelve credits during any two consecutive academic years; and pass all required courses in sequence.” For CWE students, good academic standing is a 2.0 GPA for B.A. students and a 2.8 GPA for B.S. in Early Childhood Education students.

Academic probation: Students who do not meet the College’s academic standards will be placed on probation. This is a warning that unless academic performance improves the student will be subject to dismissal. A student is placed on academic probation when he or she fails to achieve the required standard of a 2.0 GPA. Students must make satisfactory progress toward the degree. Poor academic performance will threaten your eligibility for financial aid and scholarships. While on probation, students who make satisfactory academic progress will continue to maintain their academic standing in the College (ability to enroll in courses) but may lose their eligibility for financial aid.

Academic support: Non-classroom-based activities that help students develop academic strength and skills. Examples at CWE include the Writing Center, Spanish tutoring, and math tutoring.

Adjunct professor: An instructor hired by the College to teach on a part-time basis (1 or 2 courses per semester). Adjunct professors typically work at more than one college.

Attendance policy: Students may not have more than two absences from any class per semester. This means you are required to be present for 13 of 15 class meetings.

The attendance policy also applies to hybrid and online courses. If you fail to log in for one week or more in an online or hybrid course, it will count as an absence. Late arrivals to class also count toward absences. **Do not enroll in a course that starts the same time your job ends for the day.**

Class permission: Authorization to enroll provided by your academic advisor. Class permissions always have an expiration date; if you don't use your permission by the expiration date, CF doesn't allow you to enroll. Contact your advisor to request an extension.

Concentration: An area of study that uses multiple disciplines (e.g. history, sociology, literature) to interpret a set of related issues, topics, and problems. The concentrations allow students to focus on particular subject areas and examine them through multiple lenses.

Course: A unit of teaching that usually lasts one academic term (a 15-week semester in the fall or spring), is led by an instructor, has a fixed number of students enrolled. Students earn both a grade and credit upon completion of the course. Courses can be *required* (you must take the course) or *elective* (you can choose a course from a number of options).

Students are expected to do various kinds of work for a course:

- Attending course sessions
- Assigned readings
- Library research (articles in academic journals and periodicals)
- Class discussions, including small group discussions
- Writing assignments (summaries, reading responses, essays, research papers)
- Individual and group presentations
- Quizzes and examinations

Your course syllabus will tell you how much each type of work counts toward your final grade for the course.

Enrollment: This means using your class permission to enroll by logging on to CUNYfirst. You will search for your selected courses, place them in your CF shopping cart, and click "Enroll." This action claims your seat in a course. ***If you don't enroll, your name will not appear on the class roster and you will not receive credit for the class.***

Etiquette: An accepted code of behavior that is respectful and considerate of other people. Etiquette includes manners, tone of voice, timing of interactions.

Financial aid: Money from the federal government, New York State government, the College, or private sources to help pay college tuition. You will find a separate list of important financial aid terms at the end of this glossary.

Full-time student: A student who is enrolled in 12 or more credits.

Full time professor: A professor on the “tenure-track” who is hired to teach, produce scholarly research and writing, and provide service to the college in the form of committee responsibilities.

Grading system: City College’s grading system is as follows:

Grade	Explanation	Quality Points
A+	Exceptional	4.00
A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Satisfactory	2.00
C-		1.70
D	Passing	1.00
F	Failure/Unsuccessful completion	0.00
P	Pass	--
W	Withdraw	--
WA	Administrative withdrawal-applied to registered students lacking proof of immunization	--
WN	Never attended	--
WU	Withdrawed unofficially (student attended at least one class)	0.00
INC	Incomplete	--
FIN	F due to incomplete	0.00
Z	No grade submitted by instructor	--
PEN	Grade pending-usually used for issues of academic integrity	--

Graduate student: A student pursuing a master’s degree.

Major: An undergraduate student's field of specialization. The two majors available at CWE are *Interdisciplinary Arts and Sciences* and *Early Childhood Education*.

Matriculate: To declare that you intend to complete a degree.

Netiquette: Applying etiquette to computing and online interactions. Examples: using respectful language, avoiding online arguments, using salutations like "Dear" or "Hello" in your emails, addressing professors and staff by their titles, and signing your emails.

Official withdrawal: Withdrawing from a course by recording your withdrawal on CUNYfirst by a specific deadline (see the Academic Calendar for specific dates). Official withdrawal results in a W grade, which does not affect your GPA.

Part-time student: A student who is enrolled in fewer than 12 credits

Student affairs: Non-classroom-based activities and services that enhance the student experience. Examples at CWE include scholarships and awards, career counseling, graduation orientations, the annual graduate school fair, and accommodations and services for students with disabilities.

Syllabus: The document that communicates information about a specific course and defines expectations and responsibilities. Your syllabus defines the subject(s) of study, the range of study (chronological period and/or specific themes), the readings, the assignments, how you will demonstrate what you have learned, and how you will be graded.

Transcript: The official document that records all courses taken, grades earned, honors received, and the degree conferred by the College. Official transcripts must be ordered from the Registrar's Office. You can download and print an unofficial student record from CUNYfirst if you don't owe tuition.

Undergraduate student: A student pursuing a bachelor's degree. At the Division of Interdisciplinary Studies at the Center for Worker Education, the bachelor's degrees offered are the *Bachelor of Arts in Interdisciplinary Arts and Sciences* and the *Bachelor of Science in Early Childhood Education*.

Important Financial Aid Terms to Know

FAFSA: The Free Application for Federal Student Aid. You are required to fill out the FAFSA if you want to apply for financial aid to pay for City College tuition.

Federal Pell Grant: A financial aid program of the federal government that funds full-time and part-time study.

Grants: Money awarded to students that does not require repayment.

Senior: A matriculated student who has earned between 90 and 120 credits.

Sophomore: A matriculated student who has earned between 30 and 59 credits.

Subsidized loan: A low interest loan that the U.S. Department of Education pays the interest on while an undergraduate student with financial need maintains half-time enrollment.

TAP (Tuition Assistance Program): A financial aid program of the New York State government that funds full-time study only.

Unsubsidized loan: A U.S. Department of Education loan available to undergraduates and graduate students that accrues interest while a student takes classes, and does not need to be repaid until 6 months after completion of the degree or enrollment fall below half-time status.

Supplement Form: This form may qualify NY State resident part-time students (6-11 credits) additional aid, if they completed a FAFSA and TAP application.

Verification: The procedure triggered when Free Application for Student Aid (FAFSA) processing identifies data that appears to deviate from previous year's submissions, or expected average responses. Individual colleges are then required to ask students selected for verification to supply copies of documents, such as parent and or student's IRS Income tax returns to justify eligibility for aid. **If you are selected for verification, you MUST provide the requested documents before your financial aid will be awarded and paid to City College.**

Deborah Edwards-Anderson
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