

APPENDIX B: ACADEMIC DEFINITIONS

Educational Level

Freshman: A Declared Student who has earned less than 30 credits towards the requirements of a Certificate or Associate Degree.

Sophomore: A Declared Student who has earned 30 credits or more towards the requirements of a Certificate or Associate Degree.

Diploma Students, Undeclared Students, and Special Students are not assigned educational levels by the College.

Registration Status

New Student: A student attending the College for the first time in any one of its programs.

Continuing Student: A student who has been registered at the College during the previous semester in the same classification.

Returning (Former) Student: A student who has been enrolled at the College and is returning to the College in the same classification after an absence of one or more semesters (not including Summer Semester).

Program of Study

A Declared Student is admitted to the College to work toward a specific certificate or degree. That certificate or degree is that student's program of study (or Major) unless a Change of Program request has been approved.

Enrollment Status

During a regular semester, a student is:

FULL-TIME

If enrolled for 12 semester hours or more.

3/4-TIME

If enrolled for at least 9 semester hours but less than 12 semester hours.

1/2-TIME

If enrolled for at least 6 semester hours but less than 9 semester hours.

During a summer session, a student is:

FULL-TIME

If enrolled for 6 semester hours or more.

1/2-TIME

If enrolled for less than 6 semester hours.

A student's enrollment status is determined after the end of the Course Change (ADD/DROP) period.

A student with a disability who has requested accommodations may qualify for certification as a full-time student if enrolled for at least six (6) semester hours in a regular term or three (3) semester hours in a summer session. Contact the Postsecondary Disabilities Coordinator in Room A-9, Adult Education & GED Office, phone 734-8324 for further information.

Declared and Diploma Students enrolled for less than a full course of study during their final semester or summer session at the College will be considered to be full-time students during that semester or summer session for Immigration and Naturalization Service purposes, provided that they are registered for at least those courses required to meet graduation requirements at the end of that semester or summer session.