The following terms are often used at Yavapai College in written materials and in conversations with advisors and faculty. Use this guide to learn more about their meaning.

**A**

**Academic Warning** - A student who completes between 12 and 29 credits with less than a 2.0 GPA will be placed on academic warning. The student may then be limited to taking fewer credits each semester, and other remedies may be prescribed to help ensure success, such as tutoring or developmental courses.

**Academic Advisement** - Consulting with a college advisor to develop a plan for fulfilling the requirements to reach an educational objective. Participating in the advisement process will minimize the loss of credits for students planning to transfer.

**Academic Calendar** - The College’s Academic Calendar contains key dates important to every student, including holidays and the start and end dates of classes.

**Academic Dismissal** - After being placed on academic suspension for a semester and failing to make academic progress, the student will be placed on academic dismissal. Students on this status must wait at least 12 months before re-enrolling.

**Academic Honors List** - An honor bestowed upon students who demonstrate exemplary performance. To be eligible, a student must complete 12 or more credits in that semester with a grade point average of 3.5 or higher.

**Academic Probation** - A student who completes 30 or more credits with a GPA below 2.0 for all work attempted at Yavapai College will be placed on academic probation. The student may then be limited to taking fewer credits each semester, and other remedies may be prescribed to help ensure success, such as tutoring or developmental courses.

**Academic Renewal** - Academic Renewal allows a student who experienced academic difficulties during earlier attendance at Yavapai College to have grades for a particular period of time excluded from the calculation of the grade point average. All courses and grades remain on the student’s permanent academic record.

**Academic Suspension** - Status designated when a student, after having been placed on academic probation, does not fulfill the requirements to be considered in good standing.

**Articulation** - The acceptance or transfer of coursework through special agreements. Yavapai College articulates transfer of courses to Arizona’s public universities (Arizona State University, Northern Arizona University, and University of Arizona).

**Associate Degree** - A degree awarded by a community college upon satisfactory completion of an organized program of study. Requires the completion of a minimum number of credits with a certain combination of courses, including general education and major requirements. For more detailed information, see an advisor or refer to the “Degrees and Certificates” section of this catalog.

**Audit** - Students who audit a class attend class meetings but do not receive credit or a grade for the course.
**Bachelors Degree** - A degree awarded by a four-year college or university after satisfactory completion of an organized program of study, usually requiring at least four years of full-time study.

**Catalog** - The College Catalog is published online annually. The Catalog contains information about the policies and services of Yavapai College, including all degree and certificate programs, course requirements and descriptions, and student resources.

**Catalog Year** - The year in which a student begins a program of study, and subsequently maintains continuous enrollment every fall and spring semester. The requirements for the degree or certificate will be those which were in effect the catalog year the student began the program.

**CEG (Course Equivalency Guide)** - The CEG indicates how each of the public universities in Arizona accept 100- and 200-level courses in transfer from each community college. The CEG is available through campus advisors or online at AZTransfer.com.

**Class Standing** - *Freshman*: First year class standing; students who have between 0 and 29 cumulative credits. *Sophomore*: Second year standing; students who have between 30 and 59 cumulative credits.

**CLEP Test** - College Level Examination Program - Credit for prior or extra-institutional learning may be earned through successful scoring on general or subject area CLEP testing. Some disciplines have additional requirements to demonstrate accomplishment of learning outcomes (e.g. writing samples, laboratory).

**Co-requisite** - A co-requisite refers to a related course that must be taken at the same time as another related course (e.g., science lecture and science lab).

**Core Requirements (Core Courses)** - Core courses are the required courses within a degree or certificate and must be completed with a grade of “C” or better.

**Credit Hours (sometimes called units)** - Credit hours indicate how much time will be involved in instruction and class-related activities. A certain number of credit hours must be completed to earn a certificate or degree.

**Directed Study** - Directed Study is the individualized delivery of a Yavapai College course. This option is only available when a course is required for completion of a Yavapai College degree or certificate program and the student is in the final stage of certificate completion or graduation. An educational plan must document progress toward certificate/degree completion. Laboratory or highly-specialized courses are generally not available for Directed Study. A student may not repeat a Directed Study.

**Drop** - This term refers to the short period at the beginning of any semester or session when students can drop a class and receive a refund. Dropped classes will not appear on an official academic transcript.

**Educational Plan** - A written outline of all courses required to complete a specific program.

**Elective** - Elective courses are courses that are in addition to the core requirements of a program. Students choose electives based on a list specified by their program or in specific approved areas of interest. Electives must have a course number of 100 or higher to count toward graduation. Students should choose electives in consultation with their program advisor.

**FAFSA** - The Free Application for Federal Student Aid (FAFSA) is a required form that must be completed as the first step in applying for many types of financial aid. This application can be found at www.fafsa.ed.gov or obtained at any campus Financial Aid Office.

**Family Contribution** - The sum of the parent and student contributions toward educational costs as determined by the need analysis.

**Federal Family Educational Loans (FFEL)** - Federal Loans for parents and students which are both need based and non-need based. Loans must be repaid with interest. Interest rate varies.

**Full-Time Student** - Students are considered full-time if they are registered for twelve or more credit hours in a semester or six or more credits in the summer sessions.

**Federal Work Study (FWS)** - Program in which students work part-time to earn a portion of their financial aid award.

**Financial Aid Package/Award** - An offer of financial aid which combines various forms of aid, typically from one or more sources.
Financial Need - The basis for most financial aid awards. Determined by subtracting the family contribution from an institution’s cost of attendance.

General Education - A pattern of course work generally covering the areas of natural sciences, mathematics, communication skills, humanities, and critical thinking required to complete a degree.

Good Standing - To stay in good standing with the institution, a student must maintain a GPA of 2.0 or better and earn credit in at least one-half the credits for which registered.

GPA/Grade point average - The average grade earned by a student, figured by dividing the total grade points earned by the total credits completed.

Grade Points - The product of multiplying the value of a letter grade (A=4, B=3, C=2, D=1, F=0) by the credit value of a class. These points are used in computing a student’s GPA.

Graduate Degree - An advanced degree (Master’s or Doctorate) which is undertaken after completion of a Bachelor’s degree.

Hold - Students who owe fees or fail to return materials will have a hold placed on their record. This hold must be resolved before a student is permitted to register for further classes. Students should contact the Admissions, Registration & Records Office if a hold is placed on their account for information on how to clear their student account.

Incomplete Grade - A grade of “I” (Incomplete) may be assigned by an instructor when a student has been unable to complete academic work for a class by the end of the term due to an unforeseeable emergency and justifiable reasons. To qualify, a student must have completed a significant majority of the work required for the class while maintaining a “C” average for work submitted and is capable of completing the remainder of the required work for this course.

Independent Study - Independent Study allows opportunities for academic learning beyond what the College provides in the normal curriculum. This may involve creating a course in a field where Yavapai has no courses at all, or it may involve creating courses more advanced or specialized than existing courses. Through this program, students can seek knowledge or skills not otherwise available in the College. Independent Study is an opportunity to award College credit for new academic learning rather than prior learning, cooperative job placement, work study or internships. Independent Study is not for non-college credit activities or for developmental studies.

Internship - Internships involve structured field experiences within specific academic disciplines or technical areas. These experiences enable students to explore potential careers and apply knowledge gained in the classroom while refining the technical skills and gaining relevant experience in the workplace.

Leveraging Educational Assistance Partnership Grant (LEAP) - A type of grant available to students who are residents of Arizona. Awards are given on a first come-first-served basis.

Lower Division - Course work normally taken in the first two years of college, at the freshman and sophomore levels. Courses numbered 100-299 at Yavapai College are lower division.

Matriculation - The completion of steps necessary for reaching an educational objective, including application, assessment, enrollment in classes, academic progress, and graduation or transfer.

Need Analysis - The process of determining a student’s eligibility for financial aid. The analysis involves establishing student expense budgets, determining the family contribution, and subtracting the family contribution from these expenses.
Orientation - These workshops introduce new students to campus life and a host of resources intended to promote student success.

Part-time Student - A part-time student is a student registered for fewer than twelve credit hours in a semester or fewer than six credits in the summer sessions.

Pell Grant - The primary federal grant program. These awards do not have to be repaid as long as the student makes satisfactory academic progress.

Perkins Loan - A federally subsidized loan program designed to assist students with the cost of their education. Perkins Loans have a fixed interest rate of 5%. Loan awards are given on a first-come-first-served basis.

Prerequisite - A prerequisite is a required course, level of learning, or assessment score required prior to enrollment in a specific class. Prerequisites are listed in the college catalog with the course description. A prerequisite waiver may be approved by a Division Dean where there is documentation/evidence that the student has comparable preparation.

Registration - Registration is the process of selecting classes, processing selections through the Registration Office or online, and paying tuition and fees.

Schedule of Classes - Yavapai College publishes a printed and an online listing of classes offered during the fall, spring, and summer terms. The schedule of classes contains all information needed to register for a class, including time, date, location, instructor, fees, and any enrollment restrictions.

Semester - A length of time that a school term lasts. Yavapai College has a 16-week semester.

Supplemental Educational Opportunity Grant (SEOG) - One of the federal campus-based financial aid programs available at Yavapai College.

TBA (To Be Arranged) - TBA is a term used in the Schedule of Classes to indicate that more information is available from advisors or faculty about the course. When TBA is found in the instructor column of the schedule, the course had not yet been assigned to a particular instructor at the time the schedule went to print.

Transcript - The permanent record of all classes taken while enrolled at a college or university. An official transcript is issued by the College Registrar and contains a master list of the courses a student has taken, the grades earned, and the cumulative grade point average. Official transcripts can be requested at www.getmytranscript.com or from the Admissions, Registration & Records Office. Students can also view unofficial transcripts online through the Yavapai College web site.

Transfer - The process of moving from one college to another prior to completion of educational objective.

Transfer Guide - University Transfer Guides list the Yavapai College courses that transfer and fulfill degree requirements at ASU, NAU and the UA.

Units - Also referred to as credit hours.

Upper Division - Course work normally taken in the third and fourth years of college, at the junior and senior levels. Courses numbered 300-499 are upper division. Yavapai College does not offer upper division courses.

Withdrawal - A student’s removal from registration for a class within a specified time period. Refer to the current class schedule for dates.