

TERMINOLOGY

Reference Guide



ACADEMIC STANDING - To remain in good academic standing, students must successfully complete 66 percent or more of the total number of credits attempted with a grade point average of 2.0 or higher. Students who do not meet these requirements may be placed on Academic Warning, Academic Probation, or Academic Suspension (refer to your SMCC Compass for details).

ACADEMIC WARNING - Academic Warnings are issued nine weeks into a semester, and are issued when an instructor notices behaviors that affect academic performance (such as absences, chronic lateness, missed quizzes or tests, a lack of engagement, low quiz/test scores, etc), and/or when the student has not performed well on graded assignments. Students receiving an Academic Warning will be notified by SMCC student email. Students who receive an Academic Warning are encouraged to contact the instructor in question to discuss the Warning and what steps you might take to improve.

ACCUPLACER - SMCC uses the Accuplacer test to determine English and Math course placement.

ADD/DROP - Students may change their schedules by adding or dropping courses during the add/drop period at the beginning of the fall and spring semesters and the summer term (see the Academic Calendar for dates). Students who officially drop during this period receive a refund of the tuition and technology fees for that course (please see our website for refund policy details). Please note that any course that meets for less than the traditional semester length of 15 weeks has a prorated add/drop period. There is no refund for non-attendance.

ADMINISTRATIVE FAILURE (AF) - A final grade of AF identifies students who have stopped attending class and who have had no contact with the faculty member for a period during which the class has met three or more times. At their discretion, faculty may reinstate students who resume attending after the grade has been assigned. An AF figures into a student's GPA as a 0.00. There is no reimbursement of tuition or fees for AF grades. Students do have the opportunity to withdraw from the courses during the withdrawal period.

ALUMNI - SMCC graduates.

ARTICULATION AGREEMENT - Many SMCC graduates continue their education and transfer to baccalaureate degree-granting colleges. Articulation agreements are transfer agreements to make your transfer to those institutions easy and seamless. You can find a list of these agreements on the SMCC webpage.

COURSE CODES - All courses are identified by letters abbreviating the name of the course and numbers; for example, English Composition might be ENGL-100-02. The last two digits identify the specific course from the Registrar's Office. Non-credit course numbers begin with a "0." ENGL-050, for example, is a developmental college reading course to prepare students to reach college reading levels. The admission test scores place a student at their level of proficiency.

COREQUISITE- This is a course that is required to be taken at the same time as another course.

DEGREE REQUIREMENTS - Requirements for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, and prerequisite and elective courses within the specified major areas of study.

ELECTIVES - Most majors at SMCC require elective courses as part of their general education requirements. Students often have a choice of electives within specific subject areas. Your degree audit and/or the academic catalog will indicate what choices you have for electives.

FACULTY ADVISOR - Faculty advisors are assigned to new students based on the student's program of study. In some instances, a student's assigned advisor may be a staff member from the Advising Office. A student may also request a specific advisor from his/her program. Your advisor's name is listed on your MySMCC student portal and your degree audit.

FRESHMAN INTEREST GROUPS (FIGS)- These are one-credit courses to help students succeed in college by teaching them about setting academic and career goals, financial literacy, time management, note-taking and other important skills while introducing them to all the resources SMCC has to offer. Different FIGs have different themes so students can enroll in one that appeals to their interests.

LETTER GRADES/GRADE POINT AVERAGES (GPA) - SMCC uses both letter grades and GPAs in determining students' grades. Grades are figured using the following method: A's are worth 4 points; B's are worth 3 points; C's are worth 2 points; D's are worth 1 point; F's are worth 0 points. To calculate your GPA, multiply the number of credit hours assigned to a course by the number of grade points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average.

MATRICULATED/NON-MATRICULATED - A matriculated student is one who is enrolled in an academic program and is pursuing a degree. A non-matriculated student is one who is enrolled on a semester-by-semester or course-by-course basis and is not pursuing a degree.

NO-SHOW - Students who register for a course but never attend a class will receive a grade of NS (no show). Students who no-show a course receive no reimbursement of tuition and fees. An NS grade will be treated the same as a withdrawal in determining the numbers of credits attempted, and the grade will contribute to any determination of probation or suspension status.

PREREQUISITE COURSES - These are courses that students are required to take in order to take another course. For example, a student needs to complete English Composition (ENGL-100 01) as a prerequisite to take English Literature (ENGL-115 01).

STAFF ADVISOR - The staff in the Advising Office is here to help you. An advisor can help you select the correct courses, review course requirements in your program, and answer any academic questions that you may have. You can find staff advisors in the Advising Office, at the Advising Services Kiosk in the Campus Center, and at the Learning Commons on the Midcoast Campus.

SYLLABUS - An outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations and policies specific to that course. It is similar to a contract between you and your instructor of what is expected to succeed in your course.

WITHDRAWAL - Students may withdraw from courses during a semester, but there are established procedures for doing so. Students must go to the Registration Office to withdraw from a course, and all course fees must still be paid.