

# Glossary of Educational Terms

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1. **Accreditation** – The act of accrediting or the state of being accredited, especially the granting of approval to an institution of higher learning by an official review board after the school has met specific requirements.
2. **American Council on Education (ACE)** – A higher education organization that is the link between Department of Defense and higher education through formal evaluation of military experience and training for equivalent college credit.
3. **Area of Focus** – A choice in the liberal arts degree programs; 15 credits for an associate degree and 21 credits in a bachelor degree showing academic attention to a particular discipline.
4. **Associate in Arts** – Generally, a degree that contains a majority of courses in arts/humanities. Excelsior College’s Associate in Arts degree requires a total of 60 credits. Within that total, at least 48 credits must be earned in the arts and sciences and the remaining 12 credits may be earned in applied professional courses, additional arts and sciences courses, or a combination of both.
5. **Associate in Science** – Generally, a degree that contains a majority of courses in math and science. Excelsior College’s Associate in Science degree requires a total of 60 credits. Within that total, at least 30 credits must be earned in the arts and sciences and the remaining 30 credits may be earned in applied professional courses, additional arts and sciences credits, or a combination of both.
6. **Bachelor of Arts** – Generally, a degree that contains a majority of courses in arts/humanities. Excelsior College’s Bachelor of Arts degree requires a total of 120 credits. Within that total, at least 90 credits must be earned in the arts and sciences with at least 30 of those 90 credits earned at the upper (advanced) level. The remaining 30 credits may be earned in applied professional courses, additional arts and sciences courses, or a combination of both.
7. **Bachelor of Science** - Generally, a degree that contains a majority of courses in math and science. Excelsior College’s Bachelor of Science degree requires a total of 120 credits. Within that total, at least 60 credits must be earned in the arts and science with at least 21 of those 60 credits earned at the upper (advanced) level. The remaining 60 credits, of which at least 9 must be earned at the upper (advanced) level, may be earned in applied professional courses, additional arts and science courses, or a combination of both.
8. **Certificate Program** – Educational programs in specific fields for career preparation, retraining or upgrading skills.
9. **Defense Activity for Non-Traditional Education Support (DANTES)** – Supports the off-duty, voluntary education programs of the Department of Defense and conducts special

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- projects and development activities in support of educational related functions of the Department of Defense.
10. **Degree Evaluation** – Checks student course work against degree requirements and a report is generated.
  11. **Depth** – Excelsior College requires 12 credit hours in a subject area with at least 3 of those credits at the upper level for Bachelor of Arts or Bachelor of Science in Liberal Arts.
  12. **Discipline** – A branch of learning or knowledge.
  13. **Education Plan** – A plan for your degree requirement(s) in preparation for a particular job or career. The education plan should contain the degree/certificate you are pursuing, approximate number of credits needed to complete, the major, depth, or area of focus and your goal for the obtaining degree/certificate. An official degree evaluation will provide you a summary of your remaining.
  14. **Graduate Student**– A student who is pursuing a masters degree
  15. **Major** – A subject or field of study chosen by a student to represent his or her main concentration area of interest.
  16. **Non-Traditional Education** – Learning that takes place outside of traditional learning and includes various learning such as, online learning, credit by examination, credit for life experience, independent study, correspondence courses, video courses, and tele-courses that takes place evenings, weekends, summers and from a distance.
  17. **Official Transcripts** – An official document of student courses taken and grades earned printed on security sensitive paper with the school’s seal and signature of the registrar. Usually required when a student is asking to transfer credit from one college to another college.
  18. **Plagiarism** – Using another person’s ideas or writings as your own without giving proper credit.
  19. **Portfolio** – A collection of documents that represents someone’s creative work.
  20. **Postsecondary** – Pertains to education beyond high school, usually college or university level but can be vocational schools, trade schools and community colleges, institutes of technology, trade school and career schools
  21. **Semester/Term** – Periods of instruction into which an academic year is often divided.
  22. **Semester Hour** – A unit of academic credit representing at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments. The typical course of 3 credits would require 45 hours in class and 90 hours of supplementary, outside assignments.
  23. **Servicemembers Opportunity College (SOC)** – A group of colleges and universities who developed policies to make earning a college degree by military members easier.
  24. **Simulated Course Environment** – Made to resemble a traditional course with interaction between students and the instructor for the purpose of learning.
  25. **Traditional Education** – On campus, day-time, structured, in-person classes at a college or university.
  26. **Transcript** – An inventory of classes a student has taken pursuing a degree.

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27. **Transfer Credits** – Credits taken from one institution to another during the student admission process.
28. **Undergraduate** – A student pursuing a certificate, associate or bachelor’s degree.
29. **Unofficial Transcripts** – An inventory of classes that has been provided by the student instead of the issuing college or university.
30. **Verification of Military Education and Training (VMET)** – A military document listing a military member’s experience and training.
31. **Virtual** – Something that is created or simulated by means of a computer or computer network.