

Definition Related to Reporting to ACHE SACSCOC
concerning Academic programs

Term	Definition	Source
4-1-4 Plan	The 4-1-4 calendar is composed of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.	ACHE
Academic Awards	Associate's Degree, Bachelor's Degree, Certificate, Degree, Diploma, Doctoral Degree, Educational Specialist's Degree, First-Professional Degree, and Master's Degree	ACHE
Academic Calendar	Academic Year, Quarter, Semester, Trimester, 4-1-4 Plan	ACHE
Academic Program	Academic courses that work specific to the awarding of a degree by Troy University.	
Academic Year	The period of an institution's regular session, generally extending from September to June, usually divided as semesters, trimesters, quarters or the 4-1-4 plan. These designations are sometimes referred to as "terms."	ACHE
ACHE	Alabama Commission on Higher Education. Members appointed by the Governor and others. Has oversight of Troy University program offerings.	
Active Program	A program listed in the Commission's inventory that has admitted students	ACHE
Associate's Degree	An undergraduate award granted on completion of an educational program that is lower than the baccalaureate and that requires at least two but less than four academic years of full-time equivalent college work.	ACHE
Bachelor's Degree		

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Faculty Credentials	When an institution defines faculty qualifications using faculty credentials, institutions should use the Commission's credential guidelines. (See Commission guidelines "Faculty Credentials" at www.sacscoc.org .)	SACSCOC
First-Professional Degree	An award that requires completion of a program that meets all the following criteria: completion of the academic requirements to begin practice in the profession; at least two years of college work prior to entering the program; and a total of at least six academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields: Chiropractic (D.C. or D.C.M.); Pharmacy (Pharm.D.); Dentistry (D.D.S. or D.M.D.); Podiatry (D.P.M., D.P., Pod.D.); Medicine (M.D.); Veterinary Medicine (D.V.M.); Optometry (O.D.); Law (L.L.B., J.D.); Osteopathic Medicine (D.O.); Theology (M.Div., M.H.L., B.D., or Ordination).	ACHE
Full Prospectus	See "Substantive Change."	
Full-Time Faculty Coverage	The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of each of its academic programs. (includes the number of full-time faculty, disaggregation by academic program and mode of delivery, and location of full-time faculty)	SACSCOC
General Education	Courses in general education introduce students to the basic content and methodology of the principal areas of knowledge – humanities and the fine arts, the social and behavioral sciences, and the natural sciences and mathematics.	SACSCOC
Geographically separate	An instructional site or branch campus that is located physically apart from the main campus of the institution.	SACSCOC
IEC	Institutional Effectiveness Committee	
Inactive Program	A program listed in the Commission's inventory that is no longer admitting students. Institutions must inform the Commission when they place a program on inactive status. This status will be so noted in the Commission's inventory. To be placed on inactive status, a program must be viable (meet the productivity standards set in the viability legislation). The institution may reinstate a program to active status within five years after the program has been placed on inactive status without submitting a program proposal for approval. However, the institution must inform the Commission on program reinstatement by information item. The information item must provide evidence of adequate resources and student demand to reactivate the program.	ACHE
Inactive Status	Inactive means a program is not currently being offered and is being considered for deletion from University inventory. This term does not apply to suspended cohort programs waiting for a population to rebuild, nor does this term apply to a program waiting to hire faculty to support the program before admitting students.	
Institute	An association of persons or organizations that collectively constitute a technical or professional authority in a field of work, study, research, or service. An institute may or may not offer courses or other activities for academic credit. Sometimes the term is used interchangeably with a center or an entire special purpose institution.	ACHE
Institutional Effectiveness	Institutional Effectiveness is the systematic, explicit, and documented process for measuring performance against mission in all aspects of an institution.	SACSCOC
IRPE	Office of Institutional Research, Planning, and Effectiveness at Troy University	
Joint Degree	A single program completion credential bearing the names, seals, and signatures of each of the two or more institutions awarding the degree to the student.	SACSCOC
Joint Educational Program	A joint educational program is one whereby students study at two or more institutions and are awarded a single program completion credential bearing the names, seals and signatures of each of the participating institutions (SACSCOC Policy "Collaborative Academic Arrangements: Policy and Procedures").	SACSCOC
Joint Program	A program which is mutually sponsored by two or more institutions leading to a single degree which is conferred by both or all participating institutions. A joint degree program is unique and distinguishable from any program offered independently at any one of the institutions. A joint degree program exhibits the following specific characteristics:	

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	<p>1. The program is planned, implemented, and monitored by a joint committee comprised of representatives from all participating institutions and is managed by an academic administrator or by co-academic administrators jointly appointed by and responsible to both or all participating institutions.</p> <p>2. The program has a common faculty who hold joint appointments at all participating institutions.</p> <p>3. The program has common entrance requirements, curriculum, and degree requirements agreed upon by all participating institutions.</p> <p>4. For joint graduate programs, common qualifying examinations should be given and jointly graded by the participating institutions.</p> <p>5. The program is based on carefully prescribed and explicitly stated procedures for sharing resources at participating institutions.</p> <p>6. The program leads to a single degree granted under the seals of all participating institutions. If a joint program is to be offered by two or more institutions that are within the same system but are under a single executive head, explicit procedures must be developed and stated that will assure equal administrative oversight of the program.</p> <p>7. The joint program is so designed that its viability is dependent upon the shared resources of the participating institutions. In the event one or more of the participating institutions cannot meet its commitments and responsibilities, the program would be terminated.</p>	ACHE
Letter of Notification	A letter form the Chancellor to the President of SACSCOC that notifies SACSCOC of a change that does not require a review by SACSCOC, but for which SACSCOC requires a notification.	
Level	<p>Classified by the Commission on Colleges according to the highest degree offered, member institutions are designated as operating at one of the following six levels:</p> <p>Level I Associate</p> <p>Level II Baccalaureate</p> <p>Level III Master</p> <p>Level IV Educational Specialist</p> <p>Level V Doctorate (3 or fewer)</p> <p>Level VI Doctorate (4 or more)</p>	SACSCOC
Location	One of the four campuses in Alabama or a recruiting or instructional site outside of Alabama.	
Main Campus	The physical boundaries of the campus where the institution's principal administrative offices are located.	ACHE
Main Campus	An institution's main campus is the campus with the central administrative unit.	SACSCOC
Major	“That component of the undergraduate curriculum consisting of a set of courses selected and sequenced to provide students with the opportunity for extensive and in-depth study of a discipline or interdisciplinary field of study. Requirements for the major may also include integrating elements or experiences, such as a senior thesis or capstone course. The major usually constitutes 25 to 35% of the required credits for the baccalaureate degree.”	
Major	That part of a degree program which consists of a specified group of courses in a particular discipline or field. While practices vary among institutions, a baccalaureate program major usually consists of 28 semester hours or more.	ACHE
Master's Degree	A graduate level award that requires the completion of a program of study at least the full-time equivalent of one but usually not more than two academic years of work beyond the bachelor's degree. In professional fields, it is sometimes an advanced professional degree earned after the first-professional degree.	ACHE
Minor	“At the undergraduate level, a prescribed grouping of courses in a department or interdisciplinary program, more than half of which are usually in upper division courses. A minor typically constitutes roughly 15% of the required credits for the bachelor’s degree. At the graduate level, see entry for “specialization”.”	
Minor	“A minor is 18 semester hours generally” (ACHE: Guidelines for the Review of Extension and Alterations of Existing Programs).	
Minor	That part of a degree program which consists of a specified group of courses in a particular discipline or field usually constituting a minimum of 18 semester hours.	ACHE

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Mission Statement The mission statement is comprehensive statement addressing all aspects of institutional function. It

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**Program Extension
Request**

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Sampling	There is a clear expectation that an institution is required to be able to demonstrate institutional effectiveness for all its educational programs. This includes certificate and degree programs. To this end, an institution may provide a sampling of the effectiveness of its programs at the time of its comprehensive review. Sampling, for the purpose of accreditation, includes the following three elements: (1) a representation of the institution's mission, (2) a valid cross-section of programs from every school or division, and (3) a compelling case as to why the sampling and assessment findings are an appropriate representation of the institution's educational programs. Sampling does not preclude the institution from having effectiveness data/analysis available on all programs. It is the prerogative of a SACSCOC committee member to conduct a more in-depth review of an institution's data/findings/analysis on the effectiveness of all its educational programs.	SACSCOC
School	An instructional unit within an institution of higher education which usually encompasses a professional discipline such as medicine, engineering, education, etc. and which often includes several academic divisions and/or departments. A school is usually under the administration of a dean or director. Often, though not always, a school is less inclusive than a college	ACHE
Semester	The semester calendar consists of two semesters of about 16-18 weeks each. There may be an additional summer session.	ACHE
Shared Program	<p>A program of instruction that is mutually sponsored by two or more institutions and leads to a single degree or other award of completion which is jointly conferred by all participating institutions. A shared program is very similar to a joint program. However, the withdrawal of one or more participating institutions from a shared program does not automatically preclude the continuation of the program by the remaining participants or the reversion to independent program status by institutions which offered independent programs prior to entering the shared program agreement. The purpose of a shared program is to allow institutions to pool their resources in order to offer a collaborative program of greater depth, breadth, academic quality, productivity, and economy than would generally be possible through independent single programs. It is also expected that shared programs will help reduce program duplication. Guidelines for shared programs are listed below.</p> <ol style="list-style-type: none"> 1. An institution may participate in a shared program only at a degree level currently recognized within its Commission-approved Instructional Role Matrix. 2. At least one of the participating institutions must have an independent program in the same area and at the same level in operation at the time the shared program is proposed. 3. No institution may offer a separate independent program in the same area and at the same level while participating in a shared program. 4. Should one or more participating institutions withdraw from the shared program, it may be continued if at least two institutions remain. This would constitute an alteration of an existing program and would require Commission approval as such. 5. Should the shared program be discontinued, participating institutions which previously had independent programs may revert back to independent program status subject to program alteration approval by the Commission. 6. The shared program is treated as a single program for viability purposes. 7. Proposals for shared programs must include documentation that necessary approval has been received from all relevant accrediting agencies. Similar documentation must be presented if the program is altered in any way or when an institution wishes to revert to independent program status. 8. The program is planned, implemented, and monitored by a joint committee comprised of representatives from all participating institutions and is managed by an academic administrator or by co-academic administrators jointly appointed by and responsible to all participating institutions. 9. The program has a common faculty who hold joint appointments at all participating institutions. 10. The program has common entrance requirements, curriculum, and degree requirements agreed upon by all participating institutions. 11. For shared graduate programs, common qualifying examinations should be given and jointly graded by the participating institutions. 	ACHE

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When calculating data in support of compliance, an institution may use course hours or courses. In addition, the institution should take into consideration course hours in each major offered at off-campus instructional sites; disaggregated by location/by delivery. When providing data, the institution should use two consecutive semesters or the equivalent. Do not include general education and pre-requisites. What percentage of courses/course hours required for each major are taught by faculty holding a terminal degree?

The trimester calendar is composed of three terms of about 15 weeks each.

An organizational structure which offers instructional courses or other activities for academic credit. This definition pertains to institutions, branches, and campuses as well as colleges, schools, divisions, departments, institutes, and centers within institutions which offer courses or other activities for academic credit.

- Trimester** 1. **Existing Unit of Instruction:** A unit of instruction in place prior to August 19, 1994. Official documentation must be available to support the existence of a unit of instruction.
2. **Proposed New Unit of Instruction:** A unit of instruction not in place prior to August 19, 1994. Several new units which offer academic credit are subject to Commission approval, including a new institution (including one formed by consolidation), branch, campus, school, college, division, or institute.

ACHE

ACHE

USDE United States Department of Education