

INSTRUCTIONS

- Save as Word 2010
- Keep Document protected
- Use Time New Roman size 12 font
- Use only one space after a period
- Write in complete sentences at all times
- Use prefixes before names of individuals in the report

ACRONYMS

The entire name should be spelled out the first time and the acronym used thereafter:

The Campus Effectiveness Plan (CEP)... The CEP...

CAPITALIZATION

Capitalize the following:

- 'Council', 'Accreditation Criteria', proper names, professional associations, educational institution names, degree names (including area of study) when used as a title

Do Not Capitalize the following:

- job titles
- degree names (including area of study-except in the languages) when used in a sentence

Ms. Ange Singer was appointed lead instructor of the criminal justice program on November 11, 2013. Ms. Singer holds a master's degree in criminal justice from Chicago State University and bachelor's degrees in political science and English from Illinois State University.

CITATIONS

The first sentence should be a statement of the area of non-compliance followed by a clear and detailed description of the issue.

- 9.03 Does this individual possess appropriate academic or experiential qualifications?
 Yes No

If *No*, insert the section number in parentheses and explain:

(Section 3-1-511): The program administrator does not have sufficient time and resources to administer the diploma program in medical office assistant. A review of Mr. Pulaski's signed data sheet and the class schedule indicates that 90 percent of his time is allocated to instruction and 10 percent to the administration of the program. Mr. Pulaski is currently teaching MED 110, Basic Medical Procedures; MED, 115 Medical Equipment; MED 220, Advanced Medical Procedures; and MED 230, Advanced Patient Care, totaling 25 hours of instruction per week. Mr. Pulaski's signed job description did not have any reference to administrative duties when the team arrived on-site; however, the job description has been amended and re-signed to include some administrative duties. In addition, students indicated that they were unaware of the administrator of the program and if a faculty member cannot answer their specific concern, they were left without a resolution. The administration noted that a communication will be provided to all students in the program informing them of Mr. Pulaski's appointment as the program administrator; however, no documentation was presented to the team. As a result, the program does not have the needed community involvement, instructional resources, or the focus on faculty development and student achievement that would help ensure its success.

DEGREES

- When referring to degree programs offered by the school under review, degree levels should be written in accordance with ACICS degree level designation and approved program name. Write degree levels in the following manner: occupational associate's degree, academic associate's degree, bachelor's degree, master's degree, and doctoral degree.
- When describing credentials earned by faculty and staff, degree levels should be written in the following manner: associate's degree, bachelor's degree; master's degree; juris doctorate; and doctoral degree.
- The following widely familiar abbreviations are acceptable to use in lieu of spelling out the degree to describe degrees earned by faculty and staff. (Please note that Chicago omits periods in abbreviations of academic degrees)
 - BFA bachelor of fine arts
 - JD juris doctorate
 - MBA master of business administration
 - MD doctor of medicine
 - MFA master of fine arts
 - PhD doctor of philosophy