



Policy Title:	ACAOM Glossary
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References:	<a href="#">34 CFR §600.2</a> ; <a href="#">20 U.S.C. 1099b</a> ; <a href="#">2016-2017 Federal Student Aid Handbook</a>
Responsible Official:	ACAOM Executive Director

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**Policy Summary:** This is a glossary of common terms used by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM or Commission).

## GLOSSARY

### **Academic Year**

Equivalent to 30 semester credit hours or 45 quarter credit hours per year. An academic year is defined as at least 30 instructional weeks, which can consist of three-quarters, two semesters, or three terms or trimesters. (See also: credit, credit hour, credit-ratio)

### **ACAOM or Commission**

The Accreditation Commission for Acupuncture & Oriental Medicine.

### **ACAOM Chair**

The Chairperson of the Accreditation Commission for Acupuncture & Oriental Medicine.

### **Accreditation**

The status of public recognition that ACAOM grants to an educational institution or program that meets its standards and criteria requirements for accreditation.

### **Accreditation Criteria (See Accreditation Standards)**

An expansion of, and elaboration on, ACAOM's standards that describe accreditation and pre-accreditation expectations in more detail.

### **Accreditation Record**

An institution/program's *Self-Study Report*, along with the *Site Visit Report* and the related *Formal Institutional Response* to that report. The accreditation record also includes written third party testimony, if any, the institution's written response to the third party testimony, and written decisions by the Commission.

### **Accreditation Standards (See also Accreditation Criteria)**

Written benchmarks for accreditation and pre-accreditation adopted by the Commission to assess how institutions and programs it accredits achieve their missions, goals, objectives, and outcomes. Generally, ACAOM's accreditation standards assess things like: legal organization; governance; administration; records; admissions; assessment; program(s) of study; faculty; library and

learning resources; financial resources; publications and advertising; student services and activities; and physical facilities and equipment. Accreditation standards are ACAOM's minimum requirements for the first professional master's degree level and doctoral level programs and must be met in order for an institution/program to achieve accreditation or pre-accreditation status with the Commission.

### **Accredited Institution**

An institution that is accredited by a recognized accrediting agency. (See "recognized accrediting agency.")

### **Acupuncture**

The term "acupuncture" can be used to describe a specific modality or a comprehensive system of medicine.

Modality – The practice of "acupuncture" includes any insertion and manipulation of a filiform acupuncture needle for a therapeutic purpose based upon both traditional theoretical understanding and modern scientific study of the musculoskeletal and nervous system. This practice encompasses interventions described by terminology such as "dry needling," "motor point needling," and "myofascial trigger point needling."

"Acupuncture" as a modality is distinguished from the use of the term to generally describe the system of medicine often referred to as traditional Chinese medicine, Oriental medicine, East Asian medicine etc., which includes a variety of techniques or therapeutic approaches, including acupuncture, for the promotion and maintenance of health and prevention of disease.

### **Additional Location**

A location offering 50% or more of an ACAOM-accredited program, and that is governed and financially supported by a main campus. An additional location offers student administrative, academic, and support services as necessary to deliver quality AOM programs. An additional location may be reviewed on an alternate accreditation cycle depending on the distance or services offered apart from the main campus, and as determined by the Commission.

### **Administrative Probation**

A temporary status imposed when an institution/program has not complied with administrative requirements.

### **Advanced Standing**

The procedure for granting credit to a student for educational experiences or courses undertaken at another institution. It is also a term used to describe the status of a student granted credit, as distinct from students who commence a stream of study at the beginning.

### **Adverse Accrediting Action or Adverse Action**

A decision to deny, withdraw, suspend, revoke, or terminate accreditation or pre-accreditation (Candidacy), or any other comparable accrediting action ACAOM may take against an institution or program. (See ACAOM Commission Actions Policy.)

### **Annual Reports**

Reports, required of all accredited institutions/programs, that include any changes in the institution/program, any additions of programs offered at the institution, the impact of these changes on other areas of the institution, current reviewed financial statement of the institution/program, the budget, the catalog, required institutional/program statistics, and any other information required in accordance with the annual report form.

### **Appeal Costs**

With regard to ACAOM's *Appeal Procedure*, the costs incurred in empaneling and conducting a hearing; travel and accommodation costs for panel members and ACAOM staff involved in the conduct of a hearing; costs of facilities for the conduct of the hearing, if held at other than the offices of the Commission; transcript fees; and legal fees incurred by the hearing panel in the conduct of the appeal. Appeal Costs do not include the costs incurred by the Commission or the institution/program in preparing for or participating in the appeal process. (See ACAOM Fees and Dues Schedule.)

### **Appellant**

With regard to ACAOM's *Appeal Procedure*, an institution or program that is the subject of an Adverse Action.

### **Auxiliary Facility**

An instructional site geographically apart from the main campus, but operated under the direction of the main campus, that offers less than 50% of one or more ACAOM-accredited or candidate programs. A majority of support services are provided at the main campus.

### **Baccalaureate**

Courses and programs that lead to a bachelor's degree.

### **Branch Campus**

A location of an institution, whether by acquisition or internal development, that is geographically separated from a main campus. A branch campus is independent of the main campus if the location:

- (1) is permanent in nature;
- (2) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential;
- (3) has its own faculty and administrative or supervisory organization; and
- (4) has its own budgetary and hiring authority.

### **Candidacy (See Pre-accreditation)**

### **Certificate Programs**

Certificate programs under *ACAOM Notification of Change* policy have the following characteristics:

- (1) the program is AOM-related;
- (2) the program's courses are taught at the masters or higher level;
- (3) the program's courses are credit-bearing;
- (4) the program's courses are not a subset of courses extracted from existing ACAOM-accredited or pre-accredited degree programs;
- (5) the program or institution awards an acknowledgement of program completion; and
- (6) the program is Title IV-eligible..

Examples of certificate programs may include, but are not limited to: Oriental manual therapy, including bodywork and physiotherapies (i.e., tui na, shiatsu, amma, acupressure, etc.); Oriental herbal studies; exercise/breathing therapy; diet counseling, etc.

### **Chair**

The person in charge of a meeting, site visit, hearing panel, organization, etc.

### **Clinical Externship**

Clinical training that involves secondary, rather than direct, relationship to the academic institution. Training may be carried out in private practices or clinics where a written agreement has been established with the academic institution for such training to be made available. Externships involve monitoring the training by less direct means than internship. Externships may or may not be carried out by regular faculty in private practice or clinical settings, and students may be selected by the practitioners supervising the externship. Externships usually involve individual students or a small number of students working at an existing acupuncture practice. The academic institution generally has less direct supervision of externship training, but may add or eliminate externship sites rather than replace faculty or administration. The institution is responsible for establishing the objectives of the externship; however, the independent practitioner provides the evaluation of how a student achieves those objectives. Students shall evaluate how their supervisor(s) helped them achieve those objectives. The institution must establish effective protocols for ensuring that students in externship training settings are achieving expected program competencies.

### **Clinical Internship**

Clinical training that is directly controlled by the academic institution. Training is carried out in on-campus clinics owned by the institution, or in hospitals, out-patient clinics, or private practices where a written agreement has been established with the academic institution for such training to be made available. Clinical internships must be within a reasonable proximity to the academic institution to allow for reasonable and unannounced access by program administrators. Clinical training is carried out

by regular faculty. Faculty placement and faculty are administered by the academic institution, and the entire teaching environment is under faculty and institutional control and direction. The institution is responsible for establishing the qualifications required for each level of internship, the objectives of the internship, and assessing student achievement of expected outcomes. Institutions must periodically review each off-campus training location to ensure educational components and services of the off-campus internships are sufficient in quality.

### **Clinical Setting**

A clinical setting is a place where patients are regularly treated.

### **College-Level General Education**

Postsecondary learning that is unspecialized in nature, intended to develop students as personalities rather than trained specialists and to transmit a common cultural heritage, and is completed at an institution that is accredited by an accrediting agency recognized by the U.S. Secretary of Education.

### **Continuing Education Programs**

Continuing education programs under *ACAOM Notification of Change* policy have the following characteristics:

- (1) ACAOM must be the institutional accreditor;
- (2) the courses or program are AOM-related;
- (3) the program's courses are non-credit bearing and, at no time, will the courses ever be assigned academic credit for any reason; and
- (4) the courses or programs are not Title IV-eligible.

Examples of continuing education courses and programs may include, but are not limited to: physical exercise courses (i.e., Qi Gong, Tai Chi, etc.); Feng Shui; etc.

### **Correspondence Education**

Correspondence education means:

- (1) education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor;
- (2) interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student;
- (3) correspondence courses are typically self-paced; and
- (4) correspondence education is not distance education.

### **Credit**

Credit is referred to as a *unit of credit*, a *credit unit*, or a *credit hour*. It is a standard unit for measuring a student's accomplishment and academic progress. One unit of credit represents a specific and comparative measurement of academic achievement as defined by each institution. It is both qualitative and quantitative. The same unit of measurement is applied to an institution's sessions as well as its term. A session is a special enrollment period within or exclusive of the defined academic year. For example, a summer period of study might be identified as a "summer session." (See also "academic year," "credit-hour" and "credit-ratio.")

A unit of credit within an institution represents that institution's evaluation of learning, although the teaching/learning methodology may differ. Most, if not all, institutions standardize by means of the lecture hour. The acquisition of knowledge and skills in any laboratory, clinic, workshop, practicum, etc., is compared to that of the lecture hour, and is equated by some factor determined by each institution. (See also "credit hour" and "credit ratio")

As defined herein, semester credits are based on one semester credit being equivalent to 15 hours of didactic instruction.

## Credit Conversion

### Converting Semester hours to Quarter Hours

Multiply the number of Semester Hours by one and one-half to determine the number of Quarter Hours.

### Converting Quarter Hours to Semester Hours

Multiply the number of Quarter hours by two-thirds to determine the number of Semester Hours.

Trimester hours are equal to semester hours unless the trimester is less than 15 weeks in duration, in which case the number of weeks and length of class sessions must be considered.

## Credit Hour

The number of credits assigned to a course is usually determined by the number of in-class hours per week plus expected out-of-class student work, and the number of weeks in an academic semester, quarter or term. One credit is usually assigned to a class that meets one hour per week with 2 hours per week of expected out-of-class student work over a period of a semester, quarter, or term. In laboratory, clinical, or practical instruction, one credit hour is assigned to a class that meets two or three hours a week for a semester, quarter, or term. Quarter credit hours and semester credit hours are the two most common systems of measuring course work. Institutions on the trimester plan generally use the semester credit-hour system.

## Credit Ratio

Academic credit is a measure of the total time commitment required of a typical student in a particular course of study. Total time consists of three components:

- (1) time spent in class or under direct faculty instruction;
- (2) time spent in laboratory, clinic or fieldwork; and
- (3) time devoted to reading, studying, researching, problem solving, writing, or preparing (i.e. out-of-class student work).

Credit hours are usually assigned as follows:

- (1) **Lecture hours:** one credit hour is assigned for each contact hour and two hours of out-of-class student work, or
- (2) **Laboratory or clinical course:** one credit hour is assigned for two or more contact hours and one hour of out-of-class student work, or
- (3) **Independent study:** one credit hour is assigned for three or more hours of independent study work completed each week.

## Criteria for Accreditation

The evaluative benchmarks the Commission uses to determine if an institution or program meets ACAOM'S Standards. Criteria for Accreditation expand and elaborate upon the Standards, describing in greater detail the specific applications of the Standards and the issues upon which the Commission expects the institution or program to focus in its development. The Criteria do not exceed or alter the Standard itself.

## Criteria for Commission Recognition

34 CFR Part 602 and 20 U.S. Code § 1099(b)

## Culture of Evidence

The use of evidence in assessment and decision-making embedded in, and characteristic of, an institution's actions and practices.

## Date of Receipt

The date a document is actually received by a party, as evidenced by a postal service, courier, or private carrier receipt.

## Day

Unless otherwise stated, a calendar day.

## Distance (or Distance Delivered) Education

An educational process in which the majority of the instruction ( $\geq 50\%$  of the seat time in a course) occurs when a student and instructor are not in the same place and includes technology that is used to support regular and substantive interactions between the instructor and the students. Instruction may be synchronous or asynchronous. Distance education may employ the following

technologies: (1) the internet; (2) one-way and two-way transmission through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; (3) audio conferencing. Distance education may employ video cassettes, DVDs, and CD-ROMs, if these modalities are used in a course in conjunction with any of the previous three technologies [34 CFR 602.3]. No “hands-on” portion of any laboratory or clinic-based courses within a degree program may be taught online or using technologically mediated instruction.

Distance-delivered courses are distinguished from hybrid/blended courses in which some traditional face-to-face time has been replaced by online learning or other technologically mediated learning activities. ACAOM defines hybrid/blended courses as those in which seat time has been reduced so that  $\leq 50\%$  of the learning activities are technologically mediated.

### **Dry Needling (sometimes also referred to as, “motor point needling,” and “myofascial trigger point needling”)**

The term “dry needling” is regarded by ACAOM as synonymous with the definition of Acupuncture and is a treatment modality that involves the insertion of thin, non-medicated solid needles into muscles or connective tissues.

### **Educational Effectiveness**

Producing the intended results in an educational endeavor. Educational effectiveness includes clear and appropriate educational objectives and design at the institutional and program level; as well as processes of reviews, including the collection and use of data, which ensure delivery of programs and learner accomplishments at a level of performance appropriate for the degree awarded.

### **Educational Objectives**

A detailed list of expected student outcomes, the achievement of which can be measured and used to assess the degree to which the program is achieving its goals, (e.g., graduates of the program will treat patients safely and effectively with acupuncture and herbal therapies).

### **Elective Courses**

Courses whose content is not a required component of the program curriculum, but which may be taken by a student at his/her option. Completion of elective courses may be required by a program.

### **Eligibility Requirements**

Eligibility Requirements are ACAOM's basic threshold requirements for master's-level and doctoral programs to achieve and maintain ACAOM pre-accreditation and accreditation status.

### **Executive Director**

The Executive Director of the Commission.

### **Formal Institutional Response (FIR) to Site Visit Report (SVR)**

The institution's official written communication responding to the SVR and is included as part of the accreditation record for the institution/program. The FIR is to include any alleged substantive inaccuracies in the findings of the SVR that the program believes do not accurately reflect the institution/program at the time of the site visit, indicating the Standard and/or the Criterion, and providing a narrative statement as to the evidence that was available to the site visit team that could potentially affect the finding(s).

The FIR consists of two parts: (1) verification of factual accuracy (such as spelling of names, credentials, titles, etc.) and (2) responses to alleged substantive inaccuracies in the findings.

### **For-Profit Education (see also Proprietary Education)**

Educational institutions operated by private, profit-seeking businesses.

### **Glossary**

A list of definitions of terms used in the body of a text to help explain terms.

### **Goals**

A written statement of what the institution and its program intends to do to achieve its mission and carry it out conceptually.

## Guidelines

Guidelines are suggestions provided by the Commission for the purpose of consistently interpreting and meeting the *Criteria for Accreditation*.

## Hybrid or Blended Courses

(See Distance Education)

## Independent Study

- (1) An intensive independent investigation, directed by a member of the faculty, of selected topics;
- (2) Independent research in the student's area(s) of special interest under the guidance of a member of the faculty; or
- (3) Completion of a major project where the student will concentrate on an area of specialized interest under faculty supervision. An independent study for which credit can be granted shall culminate in an approved paper or project. An independent study entails considerably more than a paper or project that might be required as homework in a course, e.g., for each credit awarded for independent study in a program that runs on a 15-week semester or trimester, the independent study should be expected to require a minimum of 45 clock hours from the student.

## Interim Reports (See also Monitoring Actions)

The Commission or its staff may direct the program or institution to describe in an *Interim Report* its progress relative to remediating findings of the Commission. The Commission or its staff may also require a program or institution to address activities that were being planned or implemented at the time of an on-site evaluation to enhance institutional or program effectiveness. The Commission may direct the institution/program to describe in an interim report its progress relative to remediating findings of the Commission on pre-accreditation/(re) accreditation or at any time during the pre-accreditation/accreditation period. The Commission also may require the institution/program to address activities that were being planned or implemented at the time of the on-site evaluation to enhance institutional/program effectiveness.

## Interim Site Visit (See also Monitoring Actions)

The Commission or its staff may require that an interim site visit be conducted in conjunction with things like a request for a *Monitoring (Progress) Report*, *Interim Report* or *Supplemental Information Report*. A visit may also be required if verification of program or institutional status and/or progress requires an on-site review, in addition to a paper review. A visit is often required with a *Show Cause* action. A visit may be conducted by a staff or individual evaluator, by a small site visit team, or by a full site visit team, depending on the nature and number of the Commission or staff concerns.

## Letter of Intent

A master's level or doctoral program must submit a *Letter of Intent* and any required attachments to pursue pre-accreditation status, which has been authorized by the institution's governance structure. (See *ACAOM Accreditation Procedures*.)

## Main Campus

The primary location of an institution accredited by ACAOM.

## Minimum Core Curriculum

Curriculum composed of principles with which all students should be familiar to engage in the safe and effective practice of acupuncture and Oriental medicine. The minimum core curriculum also represents fundamental elements of all major Oriental medicine traditions, ensuring that all acupuncturists are generally familiar with the various traditions while permitting the respective program to focus on the achievement of its own mission, goals and objectives. The curriculum, thus, allows diversity in meeting the precise, yet evolving, outcomes and professional competencies to be attained by a graduate

## Mission

An institution's formally adopted statement of its fundamental reasons for existence, expressive of its shared purposes and values, and central to its decisions about priorities and strategic objectives.

## Monitoring Actions

An action issued when the Commission or its staff identifies one or more *ACAOM Eligibility Requirements* and/or *Standards and Criteria for Accreditation* with which a program or institution may not be or remain in compliance unless the program or institution gives careful attention and commitment to continuing progress. Types of *Monitoring Actions* include, but are not limited to,

requiring programs or institutions to submit *Interim Reports*, *Annual Reports*, *Biannual Progress Reports*, *Supplemental Information Reports*, *Monitoring (Progress) Reports* and/or hosting interim site visits.

### **Monitoring (Progress) Report**

The Commission or its staff may request a *Monitoring (Progress) Report* when it has been determined that the program or institution is noncompliant with any *Eligibility Requirements* or *Standards and Criteria for Accreditation*, or it is concerned about the potential for future non-compliance with one or more requirements of pre-accreditation or accreditation, when issues are very complex or numerous, or when the issues require a more substantive, detailed response. Institutions or programs that are required to submit *Monitoring (Progress) Reports* must address compliance with specific eligibility requirements, or standards and criteria, at designated times prescribed by the Commission or its staff (e.g., quarterly, bi-annually).

### **Motor point needling (See “Dry Needling”)**

### **Myofascial trigger point needling (See “Dry Needling”)**

### **Nonprofit (Not-for-Profit) Institutions**

An organization whose purposes are other than making a profit. In economic terms, a non-profit institution uses its surplus revenues to further achieve its purpose or mission, rather than distributing its surplus to the organization's shareholders (or equivalents) as profit or dividends.

### **Observation**

Observation involves opportunities for students to observe acupuncturists and, in more limited instances, senior student interns performing acupuncture and/or Oriental medicine therapies in appropriate clinical settings.

### **Order to Show Cause**

An *Order to Show Cause* is a non-compliance action by the Commission to terminate the accreditation of a program or institution within a maximum period of one year from the date of the Order, unless the program or institution can show cause why such action should not be taken. (See *ACAOM Commission Actions Policy*.)

### **Oriental medicine**

A collective term for systems of medicine, incorporating fundamental principles, physiological concepts, theoretical foundations, diagnostic procedures, and treatment modalities, whose fundamental theory originated in China and further developed in a variety of other predominantly Asian cultures. Treatment modalities include acupuncture, herbal medicine, manual therapy, diet/lifestyle counseling, and therapeutic exercise. In the context of ACAOM accreditation, “Oriental medicine” programs incorporate comprehensive training in herbal medicine, while “acupuncture” programs provide only introductory herbal content.

### **Outcomes**

The intended results for any unit or department of an institution or program. In the context of the Commission's *Standards and Criteria for Accreditation*, primary emphasis is placed on student learning outcomes which set forth the anticipated or achieved results of courses of programs or the accomplishment of institutional objectives, as demonstrated by such indicators as student attitudes, knowledge, skills, and performance. Outcome measures may also address student access, success, and other indicators aligned with institutional and programmatic mission and goals.

### **Pre-accreditation (or Candidacy)**

The status of public recognition that ACAOM grants to an institution or program for a limited period of time that signifies ACAOM has determined that the institution or program is progressing towards accreditation and is likely to attain accreditation before the expiration of that limited period of time.

### **Prerequisite**

Prerequisites are the required courses that must be taken to qualify for advanced study, or for entrance into a certain program or course. For example, the Commission requires for entry into the professional Master's program that a program admit only students who have met the prerequisite requirement, which is at least two academic years of accredited, postsecondary, baccalaureate-level education achieved in an educational institution accredited by an accrediting agency recognized by the US



Secretary of Education. The content of these two academic years of studies is not specified by the Commission allowing the program to determine what particular prerequisite course work is appropriate to its mission, goals and objectives.

### **Preceptorship**

(See, *Externship*)

### **Probation**

*Probation* reflects the Commission's findings that a program or institution fails to meet one or more of the ACAOM *Standards and Criteria for Accreditation*. *Probation* is a clear warning that if the program or institution does not substantially correct the deficiencies noted by the Commission by the end of the probationary period, pre-accreditation or accreditation status will be withdrawn. (See *ACAOM Commission Actions Policy*.)

### **Professional Doctoral Program (previously referred to as the First Professional Doctorate program)**

A clinical doctorate program that trains acupuncture and Oriental medicine professionals who are able to practice as independent health care providers in a variety of settings. The professional doctoral program provides an advanced education in core didactic and core clinical areas, with an emphasis on: clinical assessment, diagnosis, and intervention; engagement in collaborative interactions involving AOM practitioners and other health care practitioners; critical thinking and creative knowledge synthesis; and the use of research findings and the scientific and scholarly literature to support AOM professional practice. The professional doctoral program requires at least three (3) academic years of accredited postsecondary education, or its equivalent prior to entrance, and additionally at least four (4) academic years of professional study, for a total of at least seven (7) academic years of study. The program meets or exceeds all existing ACAOM standards and criteria required for master's level acupuncture or Oriental medicine programs, in addition to meeting the defined ACAOM professional doctoral standards, criteria, and professional competencies.

### **Professional Master's Level Acupuncture Program**

A program with an emphasis in acupuncture (plus closely related specialties) preparing a graduate to work independently and collaboratively with other health professionals. The professional master's level acupuncture program requires at least two (2) academic years of accredited postsecondary education or its equivalent, prior to entrance, and additionally at least three (3) academic years of professional study in acupuncture, for a total of at least five (5) academic years of study. The program provides the foundation for students to make independent judgments regarding the diagnosis and treatment of patients using acupuncture therapy. A professional master's degree or professional master's level certificate or diploma may be granted to designate successful completion of the program.

### **Professional Master's Level Oriental Medicine Program**

A program with an emphasis in acupuncture (plus closely related specialties) and herbal therapies, as well as course work in manual therapy, exercise/breathing therapy, and diet counseling preparing a graduate to work independently and collaboratively with other health professionals. The professional master's level Oriental medicine program requires at least two (2) academic years of accredited postsecondary education or its equivalent, prior to entrance, and additionally at least four (4) academic years of professional study in acupuncture and herbal therapies, for a total of at least six (6) academic years of study. The program provides the foundation for students to make independent judgments regarding the diagnosis and treatment of patients using acupuncture and herbal therapies as well as other adjunctive treatment modalities of Oriental medicine. A professional master's degree or professional master's level certificate or diploma may be granted to designate successful completion of the program.

### **Professional Postgraduate - Doctor of Acupuncture & Oriental Medicine (DAOM) Program**

A post-master's program with an emphasis on advanced graduate studies in core, clinical, and specialty areas in acupuncture and/or Oriental medicine. The postgraduate doctoral program in acupuncture and/or Oriental medicine typically requires graduation from an accredited acupuncture and/or Oriental medicine program at the master's level, followed by a minimum of 1200 hours of didactic and clinical instruction at the doctoral level. The Doctor of Acupuncture and Oriental Medicine (DAOM) degree is conferred for successful completion of the professional doctoral program.

### **Program**

A postsecondary educational program offered by an institution of higher education that leads to an academic or professional degree, certificate, or other recognized educational credential.

## **Progress Report (See Monitoring Report)**

## **Proprietary Education (See also For-Profit Education)**

Educational institutions operated by private, profit-seeking businesses.

## **Public Disclosure**

Publication of information to help ensure that members of the public are provided full and accurate information. (See *ACAOM Public Disclosure Policy*.)

## **Recognized Accrediting Agency**

A recognized accrediting agency is one whose accreditation standards, policies, procedures, and practices are reviewed and monitored by the U.S. Secretary of Education or the Council for Higher Education Accreditation (CHEA), and that is listed by these entities as a reliable authority regarding the quality of education and training in a given field or profession. To achieve recognition, accrediting agencies must demonstrate that they conduct effective and responsible accreditation practices that meet established provisions and standards for recognition.

## **Revocation/Termination of Pre-accreditation or Accreditation**

An adverse action (Sanction) taken by the Commission when a program or institution has been found to be seriously out of compliance with one or more of ACAOM's *Eligibility Requirements* and/or *Standards and Criteria for Accreditation*. (See *ACAOM Commission Actions Policy*.)

## **Rubric**

An assessment tool used to measure the effectiveness of a process, work product, or student work. It is a scoring guide that seeks to evaluate performance based on a full range of criteria rather than a single numerical score, and which sets forth the criteria on which work will be judged.

## **Sanction**

The Commission uses sanctions to inform the program or institution and the public of the severity of its concerns about the program or institution's failure to meet one or more of ACAOM's *Standards and Criteria for Accreditation*. All sanctions are made public and published on ACAOM's website. When the Commission issues a sanction, a public notice is prepared to inform the public about the nature of the Commission's concerns and the procedures that will follow. Examples of Commission "sanctions" include but are not limited to: Probation, Order to Show Cause, Termination/Revocation of Pre-accreditation or Accreditation. (See *ACAOM Commission Actions Policy*.)

## **Self-Study Report (Eligibility, Pre-accreditation and Accreditation Phases)**

An institution-wide, self-assessment, examination, and evaluation of an entire institution/program by its educational communities of interest -- board, faculty, students, administration, and staff -- based on applicable *ACAOM Eligibility Requirements* and *Accreditation Standards*. The process culminates with the drafting of the findings and recommendations of the self-study for the institution/program's own action. The collected findings and recommendations includes an assessment of the institution/program's educational activities and the identification of program strengths, weakness, opportunities for further development, as well as future plans for capitalizing on the strengths and addressing identified weaknesses. Self-studies, and their related documentation, are required components of applications for pre-accreditation, initial accreditation, and re-accreditation. (See *ACAOM Accreditation Procedures*.)

## **Self-Study Report Training (See ACAOM Accreditation Procedures)**

Following submission of a *Letter of Intent*, a representative or representatives of the institution seeking accreditation must attend or complete ACAOM's *Self-Study Report Training* typically conducted by the Commission, either as part of a national acupuncture and Oriental Medicine (AOM) meeting or as a separate workshop, and may include online modules.

## **Significant Program Change**

The objectives of a program reflecting revisions no longer indicative of previously approved outcomes, scope, or content.

## **Significant Changes in Clock Hours, Hours, or Program Length**

A change from clock to credit hours, or vice versa, and/or a 20% or greater increase or decrease in the number of clock or credit hours required for the successful completion of an ACAOM-accredited program.

### **Significant Changes to an Accredited AOM Program**

Changes to an ACAOM-accredited program that affect program outcomes, program length (time), course titles, or an essential assessment component.

### **Significant Change to Present Facilities**

Changes to a presently approved facility that impact the instructional or administrative oversight of the ACAOM accredited programs offered.

### **Significant Changes to the Mission or Objectives of an ACAOM-Accredited Institution**

A change to the mission or objectives of an institution that depart from previously approved outcomes, scope, or content.

### **Site Team**

A team of peers from the higher education community that is selected and trained to review an institution or program's presentation and other documents, and conduct an on-site evaluation visit to an institution.

### **Site Visit**

An on-site evaluation, conducted by Commission-appointed peers or staff, intended to obtain in-depth information concerning all administrative and educational aspects of the program to assess a program's compliance with the ACAOM Standards and the achievement of its own stated mission, goals and objectives. The site visit confirms and complements the information contained in the comprehensive pre-accreditation/accreditation self-study report, substantive change application, or relevant monitoring report completed by the institution's stakeholders. The site visitor(s) issue a site visit report of findings to the program and the Commission. Site visits may also be required for interim, focused, compliance and staff visits.

### **Site Visit Report (SVR)**

During a site visit, the site visit members prepare a written *Site Visit Report (SVR)* of their findings for the Commission. The team chair submits a copy of the *SVR* to the ACAOM office within five (5) business days of the completion of the visit. ACAOM staff conduct an editorial review of the *SVR* and report any inconsistencies noted to the team chair. Any editorial changes to the report are made, and/or approved, by the team chair prior to staff distribution of the final *SVR* and *SVR Instruction Letter* to the institution.

### **Substantive Change**

A change that may significantly affect an institution's quality, scope, or control. Substantive changes require prior approval by the Commission to assure that the proposed change will not adversely impact the institution, the Acupuncture and Oriental Medicine (AOM) program, or compliance with ACAOM standards or policies (See *ACAOM Notification of Change Policy*.)

### **Supplemental Information Report (See also Monitoring Actions)**

In the event there is insufficient information to substantiate institutional or program compliance with one or more of *ACAOM's Policies, Eligibility Requirements or Standards and Criteria for Accreditation*, the Commission or staff may request a *Supplemental Information Report* for review.

### **Specialized or Programmatic Accreditation Agency**

An accrediting agency that is national in scope and accredits higher education programs or institutions that prepare individuals for entry into practice in a specialized discipline or defined profession or educates individuals in a concentrated area of study. Specialized accreditation assures that a program is educationally sound and relevant to current practice in the professional field.

### **Supervised Clinical Practice**

Clinical training conducted under the supervision of program-approved supervisors.

### **Teach-out Plan**

A written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 100 percent of at least one program offered, ceases to operate before all enrolled students have completed their program of study, and may include a teach-out agreement between institutions. (See *ACAOM Teach-Out Plan and Agreement Policy*.)

### **Teach-out Agreement**

A written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 100 percent of at least one program offered, ceases to operate before all enrolled students have completed their program of study. (See *ACAOM Teach-Out Plan and Agreement Policy*.)

### **Termination of pre-accreditation or accreditation**

An adverse action taken by the Commission when a program or institution has been found to be seriously out of compliance with one or more of *ACAOM's Eligibility Requirements and/or Standards and Criteria for Accreditation*. (See *ACAOM Commission Actions Policy*.)

### **Vitae**

A faculty or staff member's resume that includes an appropriate summary of educational history and, if applicable, certification/licensure information, work history, research and publication history, professional consultation responsibilities, recent continuing education, membership and responsibilities in professional organizations, and honors or achievements.

### **Warning**

A warning reflects the Commission's finding that a program or institution fails to meet one or more of *ACAOM's Eligibility Requirements and/or Standards and Criteria for Accreditation*.

### **Withdrawal of Candidacy**

The Commission may withdraw Pre-accreditation status from an institution/program directly, after due notice, for a variety of reasons outlined in the *Commission Actions Policy*. An institution/program whose Pre-accreditation status has been withdrawn, or that withdraws from Pre-accreditation, may not reapply for Pre-accreditation until, in the judgment of the Commission, the reasons for the withdrawal of Candidacy have been satisfactorily addressed.

#### **Revision History**

<b>Date Revised</b>	<b>Summary of Revisions</b>	<b>Approved By</b>
161207	Glossary reformatted, some old definitions revised and some new definitions added to clarify and reflect current ACAOM policies and procedures	ACAOM Executive Director
170214	Addition of certificate & continuing education program definitions, minor reformatting	ACAOM Executive Director
170307	Addition of "clinical setting" definition; addition of hyperlinks	ACAOM Executive Director
170515	Addition of "advanced standing" definition	ACAOM Executive Director

