

## DEFINITIONS

### 1. **ADMINISTRATIVE HEADQUARTERS/CORPORATE OFFICE**

A recognized but unaccredited operational facility located away from accredited educational and training sites and from which the principal executive and administrative oversight activities are conducted and general control is exercised over all campus(es) and teaching site(s) of the institution.

### 2. **AUXILIARY CLASSROOM**

An instructional site, geographically apart from, but operated under the direction of the main or branch campus. An auxiliary classroom has the same ownership and management as the main campus, offers one or more courses/programs, and/or provides a specialized training facility required for one or more programs. All admissions/enrollment activities and students services are provided at the main or branch campus to students attending the satellite site; therefore an auxiliary classroom has minimal administrative staff with limited administrative responsibilities. For institutions offering vocational programs/courses and/or Intensive English Programs, the auxiliary classroom must be located within a reasonable distance from the main or branch campus, based on documented evidence that students at the satellite site have appropriate access to student services provided at the main or branch campus.

### 3. **AVOCATIONAL INSTITUTION**

A post-secondary institution that offers courses/programs designed exclusively for personal or professional development and enhancement.

### 4. **BRANCH CAMPUS**

A full-service facility, geographically apart from, but operated under the direction of the main campus. A branch has the same ownership and management as the main campus, is permanent in nature, offers complete educational programs, and has its own budget and sufficient administrative and instructional personnel to provide comprehensive educational and student services.

### 5. **COURSE**

A defined instructional unit which may be offered as a component of a program of study or as a stand-alone unit for personal and professional development.

### 6. **DAYS**

When used to designate a due date or a time within which an action must occur, the term refers to calendar days. If the last date falls on a recognized U.S. federal holiday or a weekend, the time frame will be extended to the next business day.

## **7. DEFERRAL OF ACCREDITATION**

Refer to ACCET Document 11 – Policies and Practices of the Accrediting Commission for a detailed definition of the term Defer Accreditation.

## **8. DENIAL OF ACCREDITATION**

Refer to ACCET Document 11 – Policies and Practices of the Accrediting Commission for a detailed definition of the term Deny Accreditation.

## **9. GRANT OF ACCREDITATION**

Refer to ACCET Document 11 – Policies and Practices of the Accrediting Commission for a detailed definition of the term Grant of Accreditation.

## **10. E-LEARNING**

Refer to ACCET Document 25 – Policy for New, Revised and Existing Programs/Courses for a detailed definition of e-learning.

## **11. EXTENSION**

A grant of additional time formally approved by ACCET that postpones the date for meeting a requirement or completing an action, which may include a continuation of accredited status under specified conditions.

## **12. EXTERNSHIP/INTERNSHIP/PRACTICUM**

Training-related work or practical experience which is: (1) formally part of a program; (2) based upon a preplanned outline of experience/skills to be acquired; (3) an application of previously studied knowledge and skills; (4) formalized through a signed agreement between the institution and site; (5) systematically supervised by a qualified individual at the institution and the externship site; and (6) evaluated by both the on-site supervisor and the institution's staff member based on established criteria.

## **13. INSTITUTION**

A clearly defined, appropriately authorized entity, which has or seeks accreditation, and conducts activities within the scope of the accrediting authority of ACCET.

## **14. INSTITUTIONAL ACCREDITATION**

A term that describes the extent of ACCET's grant of accreditation of an entity, including all education and training activities of the institution that are within the scope of ACCET's accrediting authority. By contrast, the term "programmatic accreditation," which is not offered

by ACCET, refers to the accreditation that is granted to a program rather than an institution as a whole. See Document 11 – Policies and Practices of the Accrediting Commission for a detailed definition of institutional accreditation.

#### **15. INTERACTIVE DISTANCE LEARNING**

Refer to ACCET Document 25 – Policy for New, Revised and Existing Programs/Courses for a detailed definition of interactive distance learning (IDL).

#### **16. LABORATORY/PRACTICE**

Educational activity, conducted under the direction of the institution, consisting of supervised student practice through the completion of exercises relevant to previously introduced subject matter, and during which practical skills and knowledge are developed and reinforced.

#### **17. LECTURE/CLASS**

Educational activity conducted under the direction of an instructor during which subject matter, theories, and concepts are introduced through such methods as presentation, simulation, demonstration, debate, role-playing, discussion, and tutorial exercises, and/or guest presenters.

#### **18. MAIN CAMPUS**

The location of the operational facility designated by the institution and recognized by ACCET as the controlling entity responsible for meeting and maintaining ACCET's standards for accreditation for the entire institution, including branches, and auxiliary classrooms. The main campus provides comprehensive administrative and support services for continuing education and training programs recognized by ACCET.

#### **19. PROGRAM**

A series of sequentially combined courses which has a terminal objective and leads to a certificate of completion, diploma, or occupational associates degree.

#### **20. SHOW CAUSE**

Refer to Document 11 – Policies and Practices of the Accrediting Commission for a detailed definition of the term Show Cause.

#### **21. TEMPORARY AVOCATIONAL CLASSROOM**

A temporary avocational instructional site, geographically apart from, but operated under the direction of the main or branch campus of an institution offering only avocational programs/courses and utilized as a supplemental classroom for a maximum period of six months. A temporary classroom has the same ownership and management as the main/branch

campus and offers instruction in one or more courses/programs on a temporary basis. All admissions/enrollment activities and students services are provided at the main or branch campus to students attending the satellite site; therefore a temporary classroom has minimal administrative staff with limited administrative responsibilities. If a classroom is to be used for more than six months, the institutions must seek approval for an auxiliary classroom.

## **22. TITLE IV INSTITUTION**

An institution that has been approved by the U.S. Department of Education to be eligible and certified to participate in the Title IV Federal Student Aid programs, whether or not it chooses to access Federal Title IV funds.

## **23. VOCATIONAL INSTITUTION/PROGRAM**

A postsecondary vocational institution that offers at least one program that is designed to prepare students for gainful employment in a recognized occupation. The program will be sufficiently comprehensive to train or retrain an individual for employment/occupational advancement. Recognized occupations under this definition are usually listed in the latest edition of the Directory of Occupational Titles, published by the U.S. Department of Labor.

Some programs may be classified as either vocational or avocational/professional development based on whether the purpose of the program is to prepare students for employment or to provide skill enhancement and continuing education to those working in the field or with related prior experience/training. By way of example, a phlebotomy program may be identified as either:

- Vocational – The institution promotes and/or offers the phlebotomy program as job preparatory training for a career as a phlebotomist. Program outcomes, including completion and placement, must be tracked and reported in accordance with ACCET Document 28 – Completion and Placement Policy.
- Avocational/Professional Development – The institution promotes the phlebotomy program as avocational training for the purpose of continuing education and skill enhancement. Additionally, all enrolled students are required to provide documented evidence of prior/current work experience in the healthcare field, as a prerequisite for enrollment.

## **24. WITHDRAWAL OF ACCREDITATION**

Refer to Document 11 – Policies and Practices of the Accrediting Commission for a detailed definition of the term Withdrawal of Accreditation.