

## INSTRUCTIONS

- Save as Word 2010
- Keep Document protected
- Use Times 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, 2016. Ms. Singer holds bachelor's degrees in political science and English from Illinois State University and a master's degree in criminal justice from Chicago State University.

## QUICK STYLE GUIDE

on-site (if used as an adjective, such as on-site administrator)  
bi-weekly  
e-mail  
in-service  
campus's (possessive)

campuses (plural)  
online  
website  
grade book

## FINDINGS

The first sentence should be a statement of the area requiring an explanatory response followed by a clear and detailed description of the issue.

8.03 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. 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.

**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, write degree levels in the following manner: nondegree credential, associate’s degree, bachelor’s degree; master’s degree; juris doctorate; and doctoral degree (low to high).
- The following widely familiar abbreviations are acceptable to use in lieu of spelling out the degree to describe degrees earned by faculty and staff.
  - BFA bachelor of fine arts
  - BSN bachelor’s degree in nursing
  - JD juris doctorate
  - MBA master of business administration
  - MFA master of fine arts
  - MD doctor of medicine
  - MSN master of nursing
  - PhD doctor of philosophy
  - RN registered nurse
  - LPN licensed practical nurse