Term/Committee	Definitions (Committee Approved)	IU Practice
Academic Program Definitions		
Classification of Instructional Programs (CIP)	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010, and 2020. Updates/additions to CIP codes are made every ten years. The most current official CIP listing can be found here on the NCES website: https://nces.ed.gov/ipeds/cipcode/.	
CIP Code	A six-digit code in the form of xx.xxxx that identifies instructional program specialties within educational institutions. The National Center of Education Statistics (NCES) developed an organized list of these codes (a "taxonomy") for the official reporting of student enrollment and degree completions by area of study. These codes are used for reporting students' programs of study to the federal government and the State of Indiana. The CIP taxonomy is organized on three levels (2-digit, 4-digit, 6-digit), and IU uses two of these: (1) a 2-digit series (sometimes called a CIP family), and (2) a 6-digit program level code. The 2-digit series represents the most general groupings of related programs. The 6-digit codes represent the specific instructional programs.	IU assigns one CIP code per program and degree level.
Academic Program Inventory (API) - IU	Provides the most current listing of approved, suspended, eliminated, or deleted program offerings for each Indiana University campus. The information can be filtered by degree level, CIP code, title, credit hours, start/end year, distance education. IU specific data points include: online collaborative degree flag, gainful employment flag, STEM category flags, unique degree level (graduate certificate equals post-bacc at ICHE), and historical comments. IU API website: https://uirr.iu.edu/resources/acad-prog-inv/index.html .	Programs can have a status of approved, suspended and eliminated status. Area Certificates are not included in the API as they do not need ICHE approval.
Academic Program Inventory (API) - ICHE	A comprehensive listing of all active and inactive certificate and degree programs at all levels offered by Indiana public universities and community colleges. The programs are listed by national Classification of Instructional Programs (CIP) fields using the CIP assigned codes.	

Term/Committee	Definitions (Committee Approved)	IU Practice
Academic Program Definitions		
Program Participation Agreement (PPA)	A written agreement between a postsecondary institution and the Secretary of Education. This agreement allows institutions to participate in any of the Title IV student assistance programs other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs. The PPA conditions the initial and continued participation of an eligible institution in any Title IV program upon compliance with the General Provisions regulations, the individual program regulations, and any additional conditions specified in the program participation agreement that the Department of Education requires the institution to meet. Institutions with such an agreement are referred to as Title IV institutions.	
Certificate - Area	Undergraduate or graduate credential in a specialized area awardable only in the context of pursuing a baccalaureate, masters, doctoral or professional degree. As area certificates may only be pursued in the context of an existing degree program, they are not required to seek approval by the Indiana Commission for Higher Education (ICHE), are not included in state or federal reporting, and are not eligible for financial aid if the student is not also enrolled as a degree-seeking student.	
Artist/Performer Diploma	Credential in the School of Music reserved for exceptional and experienced performers, with emphasis on repertoire designed to meet the needs of performers who are preparing and qualified to embark upon a professional career. Students can enroll regardless of other secondary and post-secondary credentials.	
Associate's Degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. Conforms to commonly accepted minimal program length of 60 semester credits of course work.	Credit hour information pulled from HLC assumed practices.
Bachelor's/Baccalaureate Degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires 4 but not more than 5 years of full-time equivalent college-level work. Conforms to commonly accepted minimal program length of 120 semester credits of course work.	Credit hour information pulled from HLC assumed practices.

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Academic Program Definitions		
Certificate-Standalone	Undergraduate or graduate credential in a specialized area awardable outside the context of pursuing a baccalaureate, masters, doctoral or professional degree, included in IU and ICHE API, approved by the Commission, and included in degree completion reports to state and federal agencies. These certificates may be eligible for financial aid or gainful employment. Certificates can be undergraduate (either less than one year (12-29 credits required) or awards of at least 1 but less than 2 academic years (30+ credits required)), post-baccalaureate, graduate, or post-masters certificates. Standalone certificates differ from area certificates in that they may be offered independent of a degree.	Certificates may be posted to the student's transcript upon completion of their requirements. Within the SIS system, a certificate is known as a plan.
Graduate Certificate	A Graduate Certificate is a credential that requires a baccalaureate degree for admission. Curriculum for these certificates remains at the graduate level. May or may not be eligible for financial aid. Requires a minimum of 12 credit hours.	At IUPUI, Purdue certificates are defined differently.
Cognate	A cognate is a set of related courses in an area of study outside the discipline of the undergraduate major and is considered a required component of the degree program. A cognate typically consists of 12 to 18 credit hours of courses. Courses from the student's major cannot be used for the cognate area.	Valid option on the SIS academic subplan table. Typically at IU this only falls under the Informatics program.
Accelerated Degree	An accelerated program is a dual or combined degree program that allows a qualified student to obtain two credentials with a reduction in credit hours, in an accelerated timeframe.	
Combined Degree	When two degrees are pursued simultaneously at different academic levels, it is considered a combined degree. This typically involves a reduction in credit hours and many schools require simultaneous degree completion. These need to be approved by the Board of Trustees. (Examples: BA/MA, MBA/JD, PhD/MD)	
Options	An option is primarily used for advising purposes in guiding curricular selection. At the graduate level, is often used to distinguish between students pursuing a thesis option vs. those who are not.	
Specializations	A specialization is a curricular path option within a degree program available to students to meet their specific education or career needs. It may be mandatory or optional within the primary major; be referred to by analogous terms "concentration" or "track" and may appear on the student's transcript, depending on departmental needs and regulations (these can be discipline specific). Choosing a sub-set of curriculum in a major (tracks/concentrations/specializations) allows for students to choose a narrower path within a broader major, thus indicating a specific area of interest and expertise. See Tracks, Concentrations.	

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Term/Committee	Definitions (Committee Approved)	IU Practice
Academic Program Definitions		
Concentration	A concentration is a curricular path option within a degree program available to students to meet their specific education or career needs. It may be mandatory or optional within the primary major; be referred to by analogous terms "track" or "specialization" and may appear on the student's transcript, depending on departmental needs and regulations (these can be discipline specific). Choosing a sub-set of curriculum in a major (tracks/concentrations/specializations) allows for students to choose a narrower path within a broader major, thus indicating a specific area of interest and expertise. See Tracks, Specializations.	
Degree	An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies. (Examples: AS, BA, BS, MA, PhD).	
Doctor's/Doctoral Degree	The highest award a student can earn for graduate study. For further classification see Doctor's/Doctoral Degree - Professional Practice and Doctor's/Doctoral Degree - Research/Scholarship.	
Doctor's/Doctoral Degree - Professional Practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution. Credit hours vary by discipline.	
Doctor's Degree - Research/Scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some additional examples of this type of degree may include Ed.D., D.B.A., or D.M. This credential requires a dissertation and defense of dissertation, with a minimum of 90 credit hours.	

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Academic Program Definitions		
Gainful Employment	Gainful employment is a financial aid eligibility standard applied to standalone certificates. Standards were designed to ensure that students do not take on large amounts of debt for programs that lead to jobs with earnings too low for them to repay their loans. Only a program that prepares completers for gainful employment in a recognized occupation will be submitted to the Department of Education for approval as an aid-eligible program. Indiana University has a rigorous evaluation process that reviews how and why the program was developed, the job market, wage analysis, and the overall value of the credential.	The financial aid office is responsible for evaluating and approving the need for financial aid access.
Double Major	A term describing a student pursuing two majors within the same degree under the same school level requirements. The students must obtain prior approval from both departments/divisions.	
Dual Degree	With a dual degree program, separate application must be made to each of the two programs. Admission requirements for each program are identical to those for each program separately. Study for the two degrees may require total hours fewer than required by the programs separately (example: 51 credits rather than the 66; 60 rather than 72, etc.). May require simultaneous awarding of the degrees. Required courses for one program may (or may not) be used for the second program as electives. (Examples include BA/BSE, MBA/MPA, MLS/MA, or dual MA/MA degrees).	
Joint Degree	A joint degree is a single degree offering, which is offered by two or more schools on a single campus. All joint degrees require an MOU between participating schools. (Example: BA in Environmental and Sustainability Studies co-owned by SPEA and the College.)	
Major	A Major is a student's primary area of study leading to an approved academic degree. The major may or may not be part of the conferred degree title, depending on whether the degree will be listed separately by the Indiana Commission for Higher Education in its degree inventory. A major for a baccalaureate degree usually requires 30 or more credits of specialized study within the plan of study for the degree. In some academic programs, major requirements can make up a large portion of the requirements for the degree. At the graduate level, a major is often referred to as a concentration.	
Master's Degree	An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Master's degrees require 30 credits minimum of course work. May include thesis or portfolio expectations but not required.	

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Academic Program Definitions		
Minor	A minor is a secondary area of study that supplements or complements the major. It is a structured program that is generally 12-18 credit hours, and is only posted to the student's transcript concurrent with the degree. A minor does not result in a separate credential. A student cannot major and minor in the same discipline.	
Academic Program	An instructional program leading toward an associate's, bachelor's, master's, doctor's, or professional degree or resulting in credits that can be applied to one of these degrees.	
Program	An organizational structure located within school hierarchy formed to pursue an intellectual area of inquiry through teaching, research and/or service activities typically bringing together faculty and students.	
Centers, Institutes	Research centers and Institutes provide an important mechanism to facilitate the highest quality of inter- and multi-disciplinary teaching, research, and/or service activities around themes that involve multiple units across disciplines, departments, schools, and campuses. Typically, they are based on shared interests in addressing specific issues or problems of current interest not covered in their disciplines.	
Departments	A subdivision of a school or college which has dedicated faculty lines and support staff organized to give instruction and conduct research in a particular field of study.	
Post-Baccalaureate Certificate	A credential that requires a baccalaureate degree for admission. For IU, curriculum for these certificates remains at the baccalaureate level. May or may not be eligible for financial aid. Requires a minimum of 12 credit hours.	At IUPUI, Purdue certificates are defined differently.
Post-Master Certificate	A Post-Masters Certificate is a credential that requires completion of curriculum beyond the Master's degree. Curriculum for these certificates remain at the graduate level. They may or may not be eligible for financial aid. Require a minimum of 12 credit hours.	
Specialist	Graduate credential requiring 58 hours minimum of course work, usually oriented towards development of applied professional knowledge and skill.	
Track	A track is a curricular path option within a degree program available to students to meet their specific education or career needs. It may be mandatory or optional within the primary major; be referred to by analogous terms "concentration" or "specialization" and may appear on the student's transcript, depending on departmental needs and regulations (these can be discipline specific). Choosing a sub-set of curriculum in a major (tracks/concentrations/specializations) allows for students to choose a narrower path within a broader major, thus indicating a specific area of interest and expertise. See Concentrations, Specializations.	

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Academic Program Definitions		
Co-Majors	A co-major is an optional supplement to the student's primary major, completed simultaneously with the primary major. A product unique to the Kelley School of Business, as Kelly students are unable to pursue Kelley minors due to the overlap in content.	
Undergraduate 'Standalone' Certificate; <30 credit hour requirement	An undergraduate credential that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters) or designed for completion in less than 30 semester credit hours by a student enrolled full time. May or may not be eligible for financial aid. Require a minimum of 12 credit hours. Standalone certificates differ from area certificates in that they may be offered independent of a degree.	
Undergraduate 'Standalone Certificate'; >=30 credit hour requirement	An undergraduate credential that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester credit hours. May or may not be eligible for financial aid. Standalone certificates differ from area certificates in that they may be offered independent of a degree.	
Professional Licensure	Any educational program designed to meet state educational requirements for a specific professional license that is required for employment in an occupation or is advertised as meeting such requirements. Federal regulations now require these licensure programs be disclosed for eligibility for Title IV HEA funding, and institutions are required to inform prospective students whether a degree program will prepare them to obtain licensure in their home state.	
Distance Education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The interaction may be synchronous (student and instructor are in communication at the same time) or asynchronous. Used interchangeably with online education.	IU further sub-classifies distance or online education via coding on individual class sections (see OA, OI, HY, HD, and DO definitions) and online programs (see Online Program/Plan Options).
Online Education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The interaction may be synchronous (student and instructor are in communication at the same time) or asynchronous. Used interchangeably with distance education.	IU further sub-classifies distance or online education via coding on individual class sections (see OA, OI, HY, HD, and DO definitions) and online programs (see Online Program/Plan Options).

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Academic Program Definitions		
Asynchronous Online Education	A type of online education that provides flexible access to content and instruction at any time, from any place. Students do not have to be physically or electronically present simultaneously with the instructor. Instructional content is intentionally designed and delivered asynchronously to replace classroom instruction time (contact hours) between the student and instructor.	
Synchronous Online Education	A type of online education that provides flexible access to content from any place, but at specific times. Students must be electronically present simultaneously with the instructor to receive instruction typically through live video.	
Online Collaborative Program	An online degree or certificate course of study designed, approved, and offered collaboratively between 2 or more campuses of Indiana University, managed by the IU Office of Collaborative Academic Programs (OCAP). For additional information see https://uaa.iu.edu/academic-affairs/approval-process/index.html.	Proposal for a new fully online program or for migrating an existing degree program to be promoted as fully online, must be reviewed by OCAP for potential collaborative development and delivery. The full process is available on the website.
Correspondence Education	Home study classes in which schools send physical instructional materials and examinations to participating students' homes, where they pace themselves through the curriculum. Interaction between the instructor and student is limited, not regular and substantive, and initiated primarily by the student. These courses do not qualify for federal financial aid. Correspondence education is not distance education.	IU does not offer correspondence courses.
Online Program/Plan Options	A parameter that denotes the percentage of courses in a program of study that can be completed online, where Y = 100% online ; Y8 = 80%-99% online; Y5 = 50%-79% online; N = < 50% (not an online program).	
Online All (OA)	A class instructional mode where 100% of instruction is provided entirely through asynchronous online education in which the student is not bound by place or time. No on-campus meetings are required. Any synchronous live video course activities should be optional and/or recorded for later viewing with no additional penalties or hardships for the student (e.g.., having to write a paper to "make up" for missing a live video lecture).	
Online Interactive (OI)	A class instructional mode where 76% to 99% of instruction is provided through asynchronous online education. Students are required to come to a physical campus location at least once during the semester. Like 100% online classes, any synchronous live video course activities should be optional and/or recorded for later viewing.	

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Hybrid, Traditional (HY)	A class instructional mode where 26% to 75% of the instruction is provided through asynchronous online or synchronous live video instruction. The remainder of the instruction is provided through traditional face-to-face instruction. Regular on-campus meetings are required.	
Hybrid, Distance (HD)	A class instructional mode where 26% to 75% of the instruction is provided through asynchronous online education. The remainder of the instruction is provided by synchronous live video instruction. No on-campus meetings are required.	
Distance, Other (DO)	A class instructional mode where 76% or more of the instruction is provided by synchronous live video instruction. Some on-campus class meetings may be required.	
Closed Circuit TV (CT)	A class instructional mode where 76% or more of the instruction is provided by synchronous Closed Circuit TV. This is a legacy code that is no longer used.	IU does not offer closed circuit TV courses.
Correspondence (OC)	A class instructional mode where 75% or more of the instruction is provided by correspondence education. This is a legacy code that is no longer used.	IU does not offer correspondence courses.
In-Person (P)	A class instruction mode that identifies traditional campus-based face to face instruction. Only 0% to 25% of the instruction may be offered online.	
Internship/Practica (IN)	A class instruction mode that identifies internships, externships, or practica, as defined below.	
Internship	Experiential learning in a work setting, generally related to a student's career objective. Internships must be supervised by a qualified professional at the organization where the internship is being conducted. The internship may consist of full-time or part-time work, be paid or unpaid and may be taken for credit or independently for no credit by the student for the purpose of gaining practical experience.	
Externship	Externships are educational experiences in which the student and placement agree to rules and guidelines to ensure student learning and development, which is also supervised by a faculty member. Students may work for academic credit in non-profit organizations, government offices, courts, companies or other organizations across the globe. They are supervised, off-site work experiences.	
Practicum	Course consisting of practical work in a particular field that is conducted concurrently or consecutively with educational instruction.	
Co-op	A program that provides for alternate class attendance and employment in business, industry, or government. Co-ops are a three way partnership between employers, students, and the institution and generally are full-time, paid positions that last anywhere from three to twelve months.	
Clinical	Placement of the student in a licensed practitioner location medical facility by the student's school for the purpose of hands-on experience or employment in the area of the student's chosen field of study.	

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Student Teaching	Placement of the student in an elementary or secondary educational setting by the student's school for the purpose of hands-on experience or employment in the educational concentration of the student's chosen field of study.	
Community Based Service Learning	School placement of a student into a community service activity or community partnership (e.g. non-profit organization, for-profit business, government agency) that is directly connected to the student's academic coursework and related to the expected learning outcome of the community based learning assignment or client vision.	
Research Experience	A research project/initiative supervised by or in collaboration with a faculty member that is geared toward a discipline specific/interdisciplinary topic.	
Independent/Directed Study (IS)	A class instructional mode for courses in which students engage in individualized study of specialized topics chosen in consultation with a faculty supervisor and which may be conducted through a flexible format.	
Capstone/Project Based	Capstone courses are generally designed to both help students integrate or connect concepts and coursework into a meaningful whole and to encourage students to think about translating their learning into application. Such courses may involve practical application of concepts and practices relevant to working in industry. They are intended to be the culminating experience for completing major requirements in programs that use them.	
Intent to Offer Financial Aid Eligible Certificate Program	Based largely around the former Gainful Employment rules, this form should accompany all other required documentation for a proposed Standalone certificate program if 1) a new program proposal is intended for financial aid eligibility, or 2) an existing Standalone certificate program is intended to become eligible for financial aid.	
Administrative Action Report (AAR - Board of Trustees)	Administrative Action Report (AAR) items are informational and include approvals by the University President. AARs are prepared monthly and accepted by the Trustees at the next scheduled meeting.	
Routine Staff Action Approval (RSA - ICHE)	Routine Staff Action Approval (RSA) items are credential and program changes and additions that go to ICHE for Routine Staff Approval.	

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Academic Program Definitions		
Memorandum of Agreement Definition (MOA)	Referred to by the acronym MOA, this is a formal, executed document used to outline an agreement made between two or more separate entities, groups or campuses to define the terms under which they shall work collaboratively toward a common enterprise. In the context of IU Online collaborative programs, there is a 3 phase MOA development process that includes the Office of Online Education, the Office of Collaborative Academic Programs, campus leadership (Chancellors, Provosts, Vice-Chancellors and Vice Provosts for Academic Affairs), and faculty. The three MOAs each focus on distinct aspects of the collaboration. See MOA1, MOA2 MOA 3.	
Collaborative Program Memorandum of Agreement 1 (MOA1)	The Collaborative Academic Program (CAP) Memorandum of Agreement 1 (MOA1) documents the interests and responsibilities of the participating campuses, outlining program goals, target audience, and compliance commitments as well as setting a deadline for completing the CAP MOA process. MOA1 is negotiated and signed by campus Chief Academic Officers.	
Collaborative Program Memorandum of Agreement 2 (MOA2)	The Collaborative Academic Program (CAP) Memorandum of Agreement 2 (MOA2) defines the curriculum and related academic policies for a collaborative program. The completed MOA2 includes the program's learning outcomes, a curricular framework, and list of required courses. In addition to establishing the curriculum, the MOA2 also sets academic policies typically under faculty purview including admission standards, transfer credit procedures, minimum GPA, faculty selection criteria, and a preliminary student assessment plan. MOA2 is negotiated and signed by faculty representatives from each of the participating campuses. For existing degrees adding an online mode of instruction, the MOA2 is the primary proposal document that goes through the curriculum approval process at each participating campus. For new degree proposals, the MOA2 is an attachment to full ICHE proposal forms.	
Collaborative Program Memorandum of Agreement 3 (MOA3)	The Collaborative Academic Program (CAP) Memorandum of Agreement 3 (MOA3) determines the schedule and other administrative aspects of the CAP, such as the structure of both the Deans and Faculty Committees, provision of student services, student campus assignments, tuition, fees, and revenue sharing. The MOA3 also documents the participating campuses instructional and compliance commitments.	

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Academic Program Definitions		
IU Online: A Collaborative Model for Online Educat	The IU Online approach seeks to protect and advance the all-important academic integrity of an IU degree, permit broad sharing in the opportunities presented by online education, and take advantage of IU's scale, resources, reputation, and diversity of offerings. Collaboration is a key feature of IU's model for developing new online degrees. Faculty members from participating campuses work together to create a shared curriculum, leveraging IU's considerable scale, resources, and faculty expertise. In this way, IU avoids internal competition and unnecessary duplication of online degrees, and provides clear choices to potential students. Students in a collaborative degree always have a home campus of enrollment, but they are able to take courses offered by any participating campus.	