



## School Catalog Checklist

A prospective student is entitled to sufficient data to make a rational choice of training opportunities and institutions. A school is therefore obligated to provide sufficiently detailed data in advance of enrollment to assure that prospective students clearly understand their opportunities, limitations and obligations.

Prior to an applicant signing an enrollment agreement, a school is required to provide the applicant with a publication, which is readily identifiable as a catalog. The catalog is designed, written, and printed to convey an accurate and dignified impression of the school. It must avoid false, misleading, or exaggerated statements.

To assist the school in the development of a school catalog, SCHEV has created the following School Catalog Checklist. Complete this checklist by listing the page where the catalog addresses each required element and submit it with a draft of your school catalog. It is the school's responsibility to ensure the school catalog is compliant with 8 VAC 40-31 et seq. of the *Virginia Administrative Code*.

### General Information

<input type="checkbox"/>	A table of content, an index, or both	Page
<input type="checkbox"/>	The school name as it appears on the application for certification	Page
<input type="checkbox"/>	Date of publication, volume number or other identifying data.	Page
<input type="checkbox"/>	School's mission statement and/or philosophy.	Page
<input type="checkbox"/>	School's complete mailing address, office and fax telephone numbers in Virginia, and, website addresses, if available	Page
<input type="checkbox"/>	A statement of the relative degree of emphasis on instruction, research and/or public service.	Page
<input type="checkbox"/>	A statement demonstrating that the school's proposed program offerings is consistent with its stated purpose.	Page
<input type="checkbox"/>	A description of the school's facilities and equipment.	Page
<input type="checkbox"/>	A calendar of the school, showing beginning and ending dates for each school year, semester, quarter, term and/or sessions, vacation periods, and holidays observed by the school.	Page
<input type="checkbox"/>	History and development of the school.	Page
<input type="checkbox"/>	A listing of all locations in Virginia at which the school will offer courses.	Page
<input type="checkbox"/>	A listing of all programs offered by the school and the credential conferred.	Page
<input type="checkbox"/>	If the institution's headquarters are in another state or jurisdiction, the street address, mailing address, office and fax telephone numbers of the headquarters.	Page
<input type="checkbox"/>	A description of the school's activities including telecommunications activities away from its principal location.	Page
<input type="checkbox"/>	A statement regarding the availability of the Student Right-To-Know and Campus Security Act information.	Page
<input type="checkbox"/>	A description of the school's facilities and equipment.	Page
<input type="checkbox"/>	A calendar of the school, showing beginning and ending dates for each school year, semester, quarter, term and/or sessions, vacation periods, and holidays observed by the school.	Page
<input type="checkbox"/>	History and development of the school.	Page

<b>Ownership and Faculty Information</b>		
<input type="checkbox"/>	A list of all trustees, directors, officers, entities or institutions that have a controlling ownership or interest in the school, including academic credentials.	<b>Page</b>
<input type="checkbox"/>	Name(s) of chief school administrators, the names of administrators for each branch location, including academic credentials.	<b>Page</b>
<input type="checkbox"/>	The powers, duties and responsibilities of the governing board, chief operating officer, president, director and/or owners.	<b>Page</b>
<input type="checkbox"/>	The powers, duties and responsibilities of students, if students participate in the institutional governance.	<b>Page</b>
<input type="checkbox"/>	A listing of key staff and faculty of the institution, showing degrees held, and all specialized training relating to the areas of instruction.	<b>Page</b>
<input type="checkbox"/>	A statement on faculty accessibility for academic or course advising at stated times outside a course's regularly scheduled class hours.	<b>Page</b>

<b>Admissions and Entrance Requirements</b>		
<input type="checkbox"/>	A description of the school's admission policies and entrance requirements.	<b>Page</b>
<input type="checkbox"/>	Additional entrance requirements for specific programs, if applicable.	<b>Page</b>
<input type="checkbox"/>	A statement regarding the school's admission policy on enrolling ability-to-benefit students, if applicable.	<b>Page</b>
<input type="checkbox"/>	A statement describing how a student is accepted and notified of acceptance.	<b>Page</b>
<input type="checkbox"/>	Application deadlines for the enrollment periods covered by the catalog publication dates, if applicable	<b>Page</b>
<input type="checkbox"/>	The beginning and ending dates for each session or term.	<b>Page</b>
<input type="checkbox"/>	School's policy concerning granting of credit for previous education, training or experience.	<b>Page</b>

<b>Student Disclosure Information</b>		
<input type="checkbox"/>	The school's grading or progress system.	<b>Page</b>
<input type="checkbox"/>	The school's required grades or other criteria required for satisfactory progress.	<b>Page</b>
<input type="checkbox"/>	The school's required grades or other criteria required for satisfactory completion of the program.	<b>Page</b>
<input type="checkbox"/>	A description of how and when students receive their grades or progress reports.	<b>Page</b>
<input type="checkbox"/>	The criteria for transfer credit, if applicable.	<b>Page</b>
<input type="checkbox"/>	A statement of the transferability of credits earned at the school.	<b>Page</b>
<input type="checkbox"/>	Students' rights, privileges, and responsibilities.	<b>Page</b>
<input type="checkbox"/>	The measures the school takes to evaluate program success.	<b>Page</b>
<input type="checkbox"/>	School procedure for handling student complaints/grievances.	<b>Page</b>
<input type="checkbox"/>	A statement similar to the following must be included: If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia. The student should submit written complaints to: State Council of Higher Education for Virginia Private and Out-of-State Postsecondary Education 101 N. 14 <sup>th</sup> Street, 9 <sup>th</sup> Floor James Monroe Building Richmond, VA 23219	<b>Page</b>
<input type="checkbox"/>	A statement that ensures students are not subject to unfair action/treatment as a result of the initiation of a complaint.	<b>Page</b>
<input type="checkbox"/>	The name and address of the school's accrediting body, if applicable.	<b>Page</b>
<input type="checkbox"/>	The name and address of professional organizations related to the programs of study offered by the school with which the school has membership or other relationship, if applicable.	<b>Page</b>
<input type="checkbox"/>	A statement that accurately details the type and amount of career advising and placement services offered by the school.	<b>Page</b>

<b>Probation, Dismissal and Readmittance</b>		
<input type="checkbox"/>	School policy regarding whether a probationary period is given for unsatisfactory grades or progress.	Page
<input type="checkbox"/>	The specific criteria which results in a student being placed on probation.	Page
<input type="checkbox"/>	The length of the probationary period.	Page
<input type="checkbox"/>	The criteria for clearing probationary status.	Page
<input type="checkbox"/>	School policy regarding whether a student is dismissed for unsatisfactory grades or progress.	Page
<input type="checkbox"/>	The specific criteria which results in a student being dismissed.	Page
<input type="checkbox"/>	If a student may be readmitted, the criteria for readmittance from dismissal.	Page

<b>Student Records</b>		
<input type="checkbox"/>	A description of student records the school maintains while a student is enrolled and after the school is no longer enrolled.	Page
<input type="checkbox"/>	The length of time that student records are maintained after the school is no longer enrolled.	Page
<input type="checkbox"/>	A description of how the school maintains student confidentiality.	Page
<input type="checkbox"/>	An explanation as to how a student may obtain a copy of his/her academic records.	Page
<input type="checkbox"/>	An explanation as to under what circumstances an academic record/transcript will not be released.	Page

<b>Student Conduct</b>		
<input type="checkbox"/>	A description of the type of conduct expected of students and the type of conduct that will not be tolerated.	Page
<input type="checkbox"/>	A statement on action(s) school will take when student conduct violates schools standards of conduct.	Page
<input type="checkbox"/>	A statement on whether the school will dismiss students for unsatisfactory conduct.	Page
<input type="checkbox"/>	The appeal process and the condition(s) for readmittance if a student is dismissed due to unsatisfactory conduct.	Page
<input type="checkbox"/>	Student guidelines and policies, including any specific prohibitions.	Page
<input type="checkbox"/>	Student dress code, if applicable.	Page

<b>Attendance/Leave of Absence Information</b>		
<input type="checkbox"/>	School's policy on distinguishing types of absences such as excused, unexcused, full day, part day or class absences.	Page
<input type="checkbox"/>	The standards school uses to determine types of absences and the way absences are recorded.	Page
<input type="checkbox"/>	A statement that student will be withdrawn after missing seven (7) consecutive instructional days.	Page
<input type="checkbox"/>	A statement on how school will handle assigning and grading of make-up work due to absences.	Page
<input type="checkbox"/>	School's policy on the consequences of unsatisfactory attendance (e.g. probation, dismissal) and policy on readmittance.	Page
<input type="checkbox"/>	School's policy on granting leaves of absence.	Page
<input type="checkbox"/>	The specific condition(s) when a leave of absence is granted.	Page
<input type="checkbox"/>	Any limitations on the time or number of leaves of absence.	Page
<input type="checkbox"/>	School's definition of tardiness.	Page
<input type="checkbox"/>	How tardiness affects attendance.	Page

<b>Tuition, Fees and Refunds</b>		
<input type="checkbox"/>	A statement of tuition and fees and other charges related to enrollment, such as deposits, fees, books and supplies, tools and equipment, and any other charges for which a student may be responsible.	Page
<input type="checkbox"/>	The school's refund policy for tuition and fees.	Page
<input type="checkbox"/>	A description of all financial assistance available to students.	Page
<input type="checkbox"/>	A statement on whether the school permits or requires installment payments and the conditions of the installments.	Page
<input type="checkbox"/>	An explanation of the withdrawal/cancellation policy that includes the three (3) day cancellation period.	Page
<input type="checkbox"/>	The school's refund policy for tuition and fees.	Page

<b>Program Curriculum</b>		
<input type="checkbox"/>	A listing of all subject titles or units for each program curriculum.	<b>Page</b>
<input type="checkbox"/>	The educational objective of each program.	<b>Page</b>
<input type="checkbox"/>	A brief description of each course, subject, topic or unit.	<b>Page</b>
<input type="checkbox"/>	The number of contact hours of lecture, lab, and externship and total credit hours fore ach subject.	<b>Page</b>
<input type="checkbox"/>	Prerequisites for each subject, if required.	<b>Page</b>
<input type="checkbox"/>	If the institution offers programs leading to the A.A.S. or A.OS. degree, a statement that these programs are terminal/technical programs and the credit generally earned in these programs are not applicable to other degrees.	<b>Page</b>
<input type="checkbox"/>	A statement as to the availability of all academic support services.	<b>Page</b>
<input type="checkbox"/>	Graduation requirements.	<b>Page</b>