Policy IV.04 – Admission Policies and Procedures: Catalog Requirements and Checklist

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

Prior to signing an enrollment agreement (contract), an institution is required to provide each applicant with access to a written publication that is readily identifiable as a catalog. The catalog provided to the student must be written in the language in which the program(s) will be taught. The catalog is designed, written and printed to convey an accurate and dignified impression of the institution. It avoids false, misleading and exaggerated statements. Illustrations and copy pertain directly to the institution, and sources of illustrations are clearly identified.

A copy of this checklist (or the abbreviated version found in the NACCAS *Sample Forms and Guidelines* booklet, found on the NACCAS website under "Other Key Documents") is to accompany each catalog copy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study (ISS). The cross-referenced catalog submitted with the ISS must be translated into English. For each of the items below, review the relevant section of your catalog to determine if it contains all of the information required by the item in the NACCAS Catalog Requirements. Write the item number from the Catalog Requirements next to the requirement in the catalog and list the appropriate page number(s) from the catalog on this checklist where the information can be found.

The catalog must be an organized collection of the items listed below; however, it is not necessary to adhere to any particular sequence or phrasing when including this information.

_____ 1. The catalog must be written in the language in which the course and/or program(s) will be taught.

_____ 2. Name and address of the institution for each location. An unaccredited institution must be identified as such or omitted from the catalog.

_____ 3. Date of publication.

_____ 4. The school's mission statement.

_____ 5. The admission requirements (criteria) used by the institution for each program or course. The institution's admission policy must comply with the NACCAS *Ability-To-Benefit Policy* (see page 28).

_____ 6. The admission requirements used by the institution state how training or education received at another institution is applied.

_____ 7. The admission requirements used by the institution state whether they allow students to re-enter a program after they have withdrawn.

_____ 8. The name of each course and/or program and the name, nature and level of occupation for which training is provided must be identified.

_____ 9. Length of course and/or program: Total number of clock hours, credit hours, or competencies in each course and/or program offered by the institution to show the scope of units included.

_____ 10. Description of the institution's general facilities and equipment.

_____ 11. The grading system used by the institution. Identify the full range of grades that students may earn. (Must be consistent with the institution's Satisfactory Academic Progress Policy for _Programs Measured in Clock Hours or Competencies_ (see page 51) or for _Programs Measured in Credit Hours_ (see page 54).

_____ 12. Graduation requirements for each course and/or program. List any special conditions or requirements.

_____ 13. Type of document (certificate, diploma, etc.) awarded upon graduation from each program.

_____ 14. Refund Policy: Refund policy must comply with the NACCAS _Withdrawal and Settlement Policy and Checklist_ (see page 41) and _Minimum Tuition Adjustment Schedule_ (see page 43) and state- or federal- mandated policies.

_____ 15. Employment Assistance: A clear statement that the institution does not guarantee employment. Describe employment assistance.

_____ 16. A school calendar of beginning dates of classes for each course and/or program. Indicate holidays and school closures.

_____ 17. Statement that the institution does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.

_____ 18. Name(s) of the owner(s).

_____ 19. The institution's policy guaranteeing the right of students to gain access to their files.

_____ 20. The institution's policy for releasing information about an individual student.

_____ 21. Scholarship and fee waiver policies (if applicable).

_____ 22. Specifics describing the extent of other available services, such as housing (if applicable), career counseling, etc.

_____ 23. The name(s), address(es), and telephone number(s) of the appropriate state agency(ies) that license the institution, as well as the name(s), address(es) and telephone number(s) of the agency(ies) which accredit the institution.

_____ 24. Any other material facts concerning the institution or the program of instruction that are likely to affect the decision of the student to enroll therein.

The following items may appear on a dated catalog insert as long as there is a clear indication in the catalog's table of contents that this information is so provided. _If an institution chooses to use a catalog format that is comprised of inserts or separate pages, all pages or inserts must be dated and numbered. The main body of the catalog must contain a complete table of contents that clearly indicates all inserts or separate pages and the corresponding page numbers._

_____ 25. Policies related to tardiness, excused and unexcused absences, make-up work, conduct, termination and other rules and regulations of the institution.

      _____ a.   Tardiness

      _____ b.   Excused and unexcused absences

      _____ c.   Make up work

      _____ d.   Conduct

      _____ e.   Termination

      _____ f.   Other rules and regulations of the institution

_____ 26. Administrative staff and faculty.

_____ 27. Costs for each course and/or program:

      _____ a.   Tuition – Total tuition for each course.

      _____ b.   Books and Supplies – Must be actual cost to the student.

      _____ c.   All fees – Must be separately identified.

      _____ d.   Other Costs.

      _____ e.   Payment – Methods and terms of payment of monies owed to the institution must be identified.

If One Catalog Is Used For Several Institutions

_____ 28. All institutions that use a common catalog must be of common ownership and this must be indicated.

_____ 29. Any pictures of the physical facilities must be captioned to identify the particular institution depicted.

_____ 30. The members of the headquarters administration who have supervisory responsibilities for the institutions must be clearly identified.

_____ 31. Any information contained in the catalog that is not common to all institutions must be clearly identified.

_____ 32. The names and addresses of the institutions which utilize the catalog must be included.