

Institutional Policy Requirements

Admissions Requirements

SAP Policy Requirements		
Program Name	Actual or Scheduled?	Evaluations Periods

Graduation Requirements

Current Student Grid Additional Notes

Graduate Grid Additional Notes

Withdrawn Student Grid Additional Notes

File Review Grid Checklist

Please discuss any questionable items with the NACCAS Team and make a note of any inconsistencies.

CURRENT STUDENT GRID

	YES	NO	N/A	IF NO, EXPLAIN BELOW
1. Were 15% (or at least 4 in cases of small enrollment) of the files of the total current students selected for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the Date of Pre-Enrollment before or on the same day as the Date the Contract was Signed by Applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the Date the Contract was Signed before or on the same day as the Class Start Date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Was each student's SAP evaluations completed at the periods indicated by the institution's SA Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Was the type of proof of education identified on the grid (i.e., high school diploma, GED, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Was the type of proof of age identified on the grid (i.e., drivers license, State ID, Passport), etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Were any additional admission requirements identified (i.e., entrance exam, essay) and written in box on Page 1? Was the box checked to indicate "Yes", as applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Were the enrollment agreements fully executed (per definition in NACCAS Glossary of Terms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Were any of the current students on a Leave of Absence? If yes, were their contracts amended reflect the LOA period? Please include the beginning and ending dates of the LOA as notes on the Current student additional notes page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

GRADUATE GRID

	YES	NO	N/A	IF NO, EXPLAIN BELOW
1. Were 10% (or at least 2 in cases of small enrollment) of the files of the graduates selected for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the Date of Pre-Enrollment before or on the same day as the Date the Contract was Signed by Applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the Date the Contract was Signed before or on the same day as the Class Start Date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Was each student's SAP evaluation(s) completed at the periods indicated by the institution's SA Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Was the type of proof of education identified on the grid (i.e., high school diploma, GED, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Was the type of proof of age identified on the grid (i.e., drivers license, State ID, Passport, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Were any additional admission requirements identified (i.e., entrance exam, essay) and written in box on Page 1? Was the box checked to indicate "Yes", as applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Were all the graduation requirements met by each student who graduated or was otherwise awarded a certificate of completion?
9. Were any additional graduation requirements identified in the box on Page 1 (i.e., completion of state required practical Applications, etc.). Was this listed by checking a box to indicate “Yes”, as applicable?

WITHDRAWN STUDENT GRID

- | | YES | NO | N/A | IF NO, EXPLAIN BELOW |
|---|--------------------------|--------------------------|--------------------------|-----------------------------|
| 1. Were 10% (or at least 2 in cases of small enrollment) of files of the total withdrawn students selected for review? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Is the Date of Pre-Enrollment before or on the same day as the Date the Contract was Signed by Applicant? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Is the Date the Contract was Signed before or on the same day as the Class Start Date? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Was each student’s SAP evaluations completed at the periods indicated by the institution’s SAP Policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Was the type of proof of education identified on the grid (i.e., high school diploma, GED, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Was the type of proof of age identified on the grid (i.e., drivers license, State ID, Passport, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Were any additional admission requirements identified (i.e., entrance exam, essay) and written in box on Page 1? Was the box checked to indicate “Yes”, as applicable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Is the Withdrawal Determination Date no more than 30 days (or less than 30 days based on the school’s policy) after the Last Day of Attendance (LDA)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Is the Refund Date no more than 45 days (or less than 45 days based on the school’s Policy) after the Withdrawal Determination Date? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Were any of the withdrawn students on a Leave of Absence? If yes, please include the beginning and ending dates of the LOA as notes on the Withdrawn student additional notes page. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |