

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 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](#).
- ___ 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. Program Outline(s) must include the following:
 - ___ a. The name of program(s)
 - ___ b. The nature and level of occupation for which training is provided
 - ___ c. Program description
 - ___ d. Program educational objectives
 - ___ e. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit

- ___ *f.* Instructional methods used to teach the program
- ___ *g.* 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 or for Programs Measured in Credit Hours).
- ___ 9. The number of hours per week required for each schedule offered toward completion of the program.
- ___ 10. Description of the institution's general facilities and equipment.
- ___ 11. Graduation requirements for each course and/or program. List any special conditions or requirements.
- ___ 12. Type of document (certificate, diploma, etc.) awarded upon graduation from each program.
- ___ 13. Refund Policy: Refund policy must comply with the [*NACCAS Withdrawal and Settlement Policy and Checklist*](#) and Minimum Tuition Adjustment Schedule and state or federal mandated policies.
- ___ 14. Employment Assistance: A clear statement that the institution does not guarantee employment. Describe employment assistance.
- ___ 15. A school calendar of beginning dates of classes for each course and/or program. Indicate holidays and school closures.
- ___ 16. Statement that the institution does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.
- ___ 17. Name(s) of the owner(s).
- ___ 18. The institution's policy guaranteeing the right of students to gain access to their files.
- ___ 19. The institution's policy for releasing information about an individual student.
- ___ 20. Scholarship and fee waiver policies (if applicable).
- ___ 21. Specifics describing the extent of other available services, such as housing (if applicable), career counseling, etc.
- ___ 22. 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.
- ___ 23. 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.

- ___ 24. 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.* Makeup work

- ___ *d.* Conduct
- ___ *e.* Termination
- ___ *f.* Other rules and regulations of the institution
- ___ **25.** Administrative staff and faculty.
- ___ **26.** 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.
 - ___ *f.* Competency-Based Programs with a Clock Hour Component – Notice to the student that, should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.
 - ___ *g.* Verification of Student Identity – The projected additional student charges associated with the verification of student identity must be identified to include the cost of verifying the identity of distance learning students at each session of instruction.

If One Catalog is Used for Several Institutions

- ___ **27.** All institutions that use a common catalog must be of common ownership and this must be indicated.
- ___ **28.** Any pictures of the physical facilities must be captioned to identify the particular institution depicted.
- ___ **29.** The members of the headquarters administration who have supervisory responsibilities for the institutions must be clearly identified.
- ___ **30.** Any information contained in the catalog that is not common to all institutions must be clearly identified and separated by state, subject, and program, to include all policies, disclosures, etc.
- ___ **31.** The names and addresses of the institutions which utilize the catalog must be included.