

**Name of Institution:**  
**d/b/a (if applicable):**  
**Address:**  
**Current Catalog Publication Date:**

## CATALOG GUIDELINES AND CHECKLIST

### Policy Requirements

An institution must ensure that clear and accurate information is provided to prospective and current students relative to the institution's educational program offerings, charges, and services. Prospective students are entitled to sufficient, accurate data to make a rational choice of training opportunities offered at ACCET accredited institutions. Therefore, an institution must provide full disclosure of such information in advance of enrollment to assure that prospective students clearly understand the expectations, rights, responsibilities, and/or obligations of each party. The catalog must provide a clear, accurate, and professional description of the institution and its programs and policies. The catalog must not contain false, misleading, or exaggerated statements.

### Instructions for Completion

The following components must be incorporated into the catalog though not necessarily in the order indicated in this checklist. Identify below the page number where each item on the checklist is located in the catalog or catalog addendum. Certain items may not apply, such as a list of branches or advisory board members. If so, place "N/A" in the blank and reference the numbered item with an explanatory narrative at the end of the checklist. Additionally, the checklist numbers must be noted in the appropriate sections of the catalog and catalog addendum.

**For multi-site institutions utilizing the same version of the catalog, specific differences among the campuses (e.g., program offerings, facilities, staff, etc.) must be clearly delineated, where applicable.** For all institutions, program names and number of clock/credit hours listed in the catalog must be consistent with state and ACCET approvals.

**NOTE:** **Effective January 1, 2017,** the current catalog must be publicly available on the institution's website(s).

- \_\_\_ 1. Complete name, address, website, and telephone number of the institution on the front cover or the inside cover.
- \_\_\_ 2. Date or month/year of current catalog publication on the front cover or inside cover.
- \_\_\_ 3. A list of all branches and auxiliary classrooms including the complete name, address, and telephone number for each site.
- \_\_\_ 4. A statement of the institutional mission.
- \_\_\_ 5. A brief history of the institution.

- \_\_\_ 6. A specific statement of institutional ownership that clearly identifies the legal name and type of entity that owns or controls the institution. Names of governing board members, general partners, and/or owners, as applicable, must be included. If the institution is non-profit, include a list of the members of the board of trustees.
- \_\_\_ 7. A clear and accurate representation of ACCET accreditation. (Refer to ACCET Document 30 – Policies on Recruiting, Advertising, and Promotional Practices.)
- \_\_\_ 8. A general description of the institution’s physical facilities and instructional equipment.
- \_\_\_ 9. The admission requirements, including: (a) the minimum age and level of education; (b) entrance tests and cut-off scores; and (c) any other factors relevant to the program offering(s) that may be required.
- \_\_\_ 10. Identification (by program) of any additional requirements such as immunizations, medical physical exams, background checks, and/or drug tests, etc.
- \_\_\_ 11. Summary (by program) of any conditions and relevant state requirements that may adversely impact the students’ ability to benefit from training, sit for certification/licensure examinations, if applicable, and/or work in the field (e.g. felony conviction), in accordance with ACCET Document 30 – Policy on Recruiting, Advertising, and Promotional Practices.
- \_\_\_ 12. A complete description of the admission process.
- \_\_\_ 13. The admission procedures for students with special needs, including a description of any special accommodations offered to facilitate enrollment and training.
- \_\_\_ 14. A statement that the institution does not discriminate on the basis of sex, race, ethnic origin or religion.
- \_\_\_ 15. If applicable, a statement affirming that non-immigrant foreign students will be enrolled under the appropriate visa status, which is: (a) a M visa for vocational and/or technical programs, (b) a J visa for visitor exchange programs, and (c) a F visa for academic and language (avocational) programs, consistent with federal requirements. Note: An institution may enroll students in other visa categories in accordance with the requirements of the specific visa, such as B visa holders in programs that are avocational or recreational in nature..
- \_\_\_ 16. A transfer of credit policy that addresses all required elements in accordance with ACCET Document 16 – Transfer of Credit Policy, including provisions that facilitate students transferring both from and to institutions.

- \_\_\_ 17. A complete description of all types of financial aid and/or financial assistance available. If tuition scholarships are offered, the selection and award processes must be described.
- \_\_\_ 18. The educational objectives of each program, including the name, nature, and level of occupations for which training is provided. Prerequisites and other information showing scope and sequence of training must be included.
- \_\_\_ 19. The number of clock hours and credit hours (if applicable) of instruction for each program of study offered. If the institution awards credits, indicate if they are quarter credits or semester credits.
- \_\_\_ 20. A breakdown of the clock hours and, if applicable, the credit hours for lecture, lab, and externship/internship in each program. Course/module descriptions identifying the breakdown of clock hours and, if applicable, the credit hours for lecture, lab, and externship/internship for the course/module.
- \_\_\_ 21. For institutions measuring their program(s) in credit hours, the institution's policies and procedures for determining credit hours that the institution awards to its courses and programs and the institution's definition of the clock-to-credit hour conversion to be utilized for academic purposes and for financial aid purposes.
- \_\_\_ 22. The length of time in weeks or months normally required for completion of each program. (Preferably stated with the individual programs of study and the objectives of these programs.)
- \_\_\_ 23. The maximum number of students in a classroom and laboratory situation for each program; indicate the maximum student/teacher ratio(s) for each setting, as applicable.
- \_\_\_ 24. The minimum requirements for graduation, including academic performance (e.g. GPA) and attendance.
- \_\_\_ 25. Type of credential (certificate, diploma, or degree) awarded upon graduation.
- \_\_\_ 26. For each avocational and vocational program, a full and accurate description of the following: (Refer to ACCET Document 38 – Certification and Licensing Policy):
  - \_\_\_ A. Identification of any certification, licensing, registration, or examination requirements that are mandatory and/or optional for program graduates.
  - \_\_\_ B. Any measures taken by the institution to prepare graduates to obtain mandatory and/or optional certification, licensing, registration, or examination, including: (i) any related coursework; (ii) test prep, test review, and/or test materials for certification/licensing; (iii) test vouchers; (iv) on-site testing for certification/licensing exams; and/or (v)

payment or reimbursement of any certification/ licensure/registration fees.

- \_\_\_ 27. The institution's guarantee of the students' right to access their records and its policy for releasing information about an individual student, in accordance with the Family Education Rights and Privacy Act (FERPA).
- \_\_\_ 28. Copyright infringement policies and civil/criminal liabilities the student may face for unauthorized use/distribution of materials.
- \_\_\_ 29. Policy and procedures for assessing and tracking satisfactory academic progress. The policy must address all required elements in accordance with ACCET Document 18 – Satisfactory Academic Progress Policy.
- \_\_\_ 30. The grading system/scale consistent with sound educational practices.
- \_\_\_ 31. Attendance policy that specifically indicates the minimum standards for student progress and for completion/graduation, including provisions for tardies and early departures, in accordance with ACCET Document 35 – Policy on Attendance Requirements. The policy also indicates the maximum number of consecutive days absent at which point a student will be automatically withdrawn.
- \_\_\_ 32. Policy relating to make-up work with specific time frames defined.
- \_\_\_ 33. A leave of absence policy that addresses all required elements in accordance with ACCET Document 36 – Leave of Absence Policy.
- \_\_\_ 34. Policy relating to student conduct and termination.
- \_\_\_ 35. Drug and alcohol prevention/awareness policies and programs available to students **(Title IV institutions only)**.
- \_\_\_ 36. A detailed and explicit description of the extent and nature of placement assistance provided to students and/or graduates. Include a clear statement that the institution does not guarantee employment.
- \_\_\_ 37. A description of other available student services, such as housing, counseling, etc., as applicable.
- \_\_\_ 38. A detailed description of the institution's student complaint policy/procedure. Member institutions must also reference ACCET as the institution's accrediting agency and as a contact for conflict resolution, and include ACCET's current address and phone number. (Refer to ACCET Document 49 – Policy for Processing Complaints Against ACCET Institutions and Applicant Institutions.)

- \_\_\_ 39. An academic calendar for the school year that includes beginning and ending dates of classes or programs, and that lists all scheduled holidays/breaks, etc. If an open-enrollment policy is utilized, a clear statement to that effect must be provided, including the standard frequency of class/program start dates (e.g., every Monday, every four weeks, etc.)
- \_\_\_ 40. Costs for each program and/or course.
- \_\_\_ A. Total tuition price for each program and/or course.
  - \_\_\_ B. Itemized costs for books, supplies, and other extras. If such charges are included in the total tuition price, so indicate.
  - \_\_\_ C. Application or registration fee for each program (must be separately identified and cannot exceed \$200).
  - \_\_\_ D. Administrative costs associated with withdrawal or termination (not to exceed \$100), if applicable.
  - \_\_\_ E. Payment methods and terms of payment of monies owed to the institution must be identified, including both cash and financial aid students, as applicable.
- \_\_\_ 41. If any institution charges tuition by payment periods or periods of obligation (e.g. term, semester, module, or session), a description of how/when all the program costs identified above are charged students to include:
- \_\_\_ A. The schedule of payment; and
  - \_\_\_ B. The impact of these payment periods or periods of obligation on the institution's cancellation and refund policy.
- \_\_\_ 42. The cancellation and refund policy. (Refer to ACCET Document 31 – Cancellation and Refund Policy.) The institution's policy must also comply with state licensing requirements, as applicable. Include in the cancellation and refund policy, the terms and conditions regarding:
- \_\_\_ A. Cancellations due to: (i) rejection of enrolled applicant by the institution; (ii) program cancellation by the institution; (iii) cancellation by students during any established cancellation period; and (iv) no shows/students never start training.
  - \_\_\_ B. Withdrawals or terminations after the start of class and after the cancellation period.

- \_\_\_ 43. The method used for collecting delinquent tuition and/or any other monies owed, which must be consistent for all students.
- \_\_\_ 44. A list of the names and titles of the administrative staff and faculty and their titles and/or programs taught.
- \_\_\_ 45. A list of the advisory board members, if applicable.

Explanatory Narrative (as applicable)

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized School Representative/Title

\_\_\_\_\_  
Signature

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_