

Catalog Requirements

Administration/Staff:

- Governing Body
- Schools Administration
- School's Faculty

School Resources:

- Facilities in the school
- Equipment available for use
- Branch/off campus teaching sites listed

Fees:

- Tuition
- Instructional fees
- Registration fees
- Other fees
- Refund policy

Schedule:

- Calendar
- Classroom Hours
- Holidays

Policies:

- Admissions
- Standards of Conduct
- Conditions for Dismissal for Unsatisfactory progress
- Conduct

- Transfer Credit Policy
- Grading System
- Minimum Grades Considered Satisfactory
- Conditions for Interruption for Unsatisfactory progress
- Grades/progress
- Probation policy If any

Form requirements

- W-9
- Catalog statement

Additional Policies for Non-Accredited Programs:

- Enrollment dates
- Leave policy, tardiness policy
- Class-cut policy
- Make-up work policy
- Policy for interrupting a student for unsatisfactory progress
- Attendance policy
- Policy for granting a certificate upon satisfactory completion of program,
- Teacher/student ratio
- Conditions for reentrance, attendance policy (NCD only)

Additional policies for certificate diploma programs:

- Diploma/certificate name
- Theory/lab breakdown
- Schedule per week
- Curriculum/course descriptions

Practical training/distance learning:

- If offered description needed

Sample Catalog

School Name

Address

Phone Number

Year of Catalog

and/or

Volume Number

I do hereby certify information contained in this school catalog is true and correct in content:

Signature and title of school certifying official