

School Catalog – General Content Outline

Institutional Information

Legal name, addresses, contact information, ownership and governance, year founded, and authorization to operate.

Mission, Vision, and Educational Philosophy

Mission statement, educational objectives, and commitment to student learning and workforce readiness.

Regulatory and Licensing Disclosure

State licensing authority information, program approvals, and required consumer disclosures.

Facilities, Equipment, and Learning Resources

Classrooms, labs, clinics or workshops, equipment, technology platforms, and learning resources.

Administration, Faculty, and Staff

Ownership, executive leadership, administrative staff, instructor qualifications, and advisory committees.

Programs of Study

Program titles and descriptions, hour requirements, program length, schedules, delivery format, and outcomes.

Admissions Policies and Procedures

Non-discrimination policy, admissions requirements, enrollment process, transfer and re-entry policies.

Tuition, Fees, and Financial Obligations

Tuition rates, fees, payment schedules, refund and cancellation policies, and teach-out provisions.

Academic Policies

Attendance, tardiness, grading, academic progress, leave of absence, withdrawal and termination.

Instructional Methods and Evaluation

Teaching methodologies, lab or clinic requirements, assessments, and online instruction policies.

Student Conduct and Professional Standards

Code of conduct, dress standards, academic integrity, and disciplinary procedures.

Health, Safety, and Physical Requirements

Safety and sanitation standards, infection control, emergency preparedness, and physical demands.

Student Support Services

Orientation, advising, career readiness services, and accommodations.

Licensure and Employment Information

Licensure requirements, exam eligibility, reciprocity considerations, and employment disclosures.

Grievance and Complaint Resolution

Internal grievance procedures, appeals, and external complaint contacts.

Student Records and Privacy

Records retention, privacy practices, and release of information policies.

Student Acknowledgments

Acknowledgment of receipt and understanding of catalog policies.

Catalog Disclosures and Amendments

Right to revise policies, effective dates, and update procedures.

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