

Catalog

The catalog is a published document that describes all aspects of the institution including the courses offered, rules and regulations of the institution, graduation requirements, etc. Each prospective and enrolled student ***must*** receive a copy of the catalog and it must be published in the principle language used in the sales presentation to the student.

What follows on the next page is a checklist which indicates all of the required components for a catalog to be approved.

	Catalog Requirements	Acceptable	Deficient
(1)	Identifying Data (volume and date of publication)		
(2)	Name of school, governing body, officials and faculty, and other instructional personnel and their qualifications		
(3)	Calendar (including legal holidays, beginning and ending dates of each term, quarter, etc.)		
(4)	School policy and regulations on enrollment dates and entrance requirements for each course		
(5)	School policy on leaves of absence, class cuts, make-up work, tardiness, etc.		
(6)	Standards of progress including marking periods, grading system, minimum satisfactory grade, conditions for interruption, probationary period, etc.		
(7)	School policy on student conduct and dismissal		
(8)	Detailed schedule of fees, tuition, books, supplies, etc.		
(9)	Refund policy on unused portion of tuition, fees, etc.		
(10)	Description of available space, facilities and equipment including any special facilities for handicapped access		
(11)	Description of each course or curriculum including program objectives		
(12)	Policy for granting credit for previous education and training		
(13)	Financial assistance information or statement:		
	(a) detailed description of all aid available		
	(b) statement of student rights, responsibility and eligibility		
	(c) designated employee or group of available employees to assist students in obtaining above information		
(14)	Data regarding student completion and job placement for the two most recent reporting periods (OEDS Data)		
(15)	Pass rate of school's graduates for license of any certificate exam required by state or city for employment		
(16)	Names of associations, agencies and governmental bodies which accredit, approve, register or license the school including the NYS Ed. Department.		
(17)	Description of complaint procedure		
(18)	Description of process for obtaining a tuition refund		
(19)	Disclosure statement – indicates student should review approved catalog for factual information		
(17)	Statement, "the failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law."		

Every catalog should contain a table of contents that correctly identifies the page number for each of the items listed above. **Two copies of the proposed catalog must be submitted.**

Due to the length of a catalog, the variety of the possible programs, entrance requirements, etc., presenting a sample catalog is impossible. When developing your catalog, attempt to satisfy all of the requirements listed above. If you have specific questions, contact the Education Team liaison to whom you are assigned when you file your school application and fee.