



Institutional Catalog Checklist - Institutions of Higher Education

In Virginia, each postsecondary school is required to provide or make available to students, prospective students, and other interested persons a clear, accurate, and comprehensive Catalog, Bulletin, Brochure, or Electronic Media. The school must provide a Catalog, Bulletin, Brochure, or Electronic Media with all of the required disclosures before the prospective student signs the enrollment agreement.

The information provided within School Catalog Checklist is to assist persons who will create a new Catalog, Bulletin, Brochure, or Electronic Media. It is of necessity abbreviated at times. If there is any conflict between any language within this School Catalog Checklist and the Code of Virginia or the Virginia Administrative Code (rules), then the rules will prevail.

The following School Catalog Checklist will assist each postsecondary school in the development of a school catalog, bulletin, brochure, or electronic media that will contain the required disclosures. All postsecondary schools must submit a school catalog accompanied by a completed checklist indicating the page number where the required information is found.

While the items below must be included in the catalog, institutions may use their discretion to include additional items they feel are relevant to their own institutions.

References to the Virginia Administrative Code have been provided for ease of reference to the requirements. Please DO NOT use these references in the catalog.

Required Information for all Catalogs, Bulletins, Brochures, and Electronic Media

<p>8VAC40-31-30(A)</p> <p>A school certified to operate by SCHEV must include in any print and electronic catalogs:</p> <ul style="list-style-type: none"> • A clear statement that the State Council of Higher Education for Virginia has certified the school to operate in Virginia, and • The complete address of the main campus and all branch locations within Virginia 	Page
<p>8VAC40-31-30(C)</p> <p>A school with its main campus not located in Virginia must provide a statement in the print and electronic catalog distributed in Virginia that:</p> <ul style="list-style-type: none"> • Confirms that each course or degree, diploma, or certificate program offered in Virginia is approved by the governing body of the school; and • Confirms that the appropriate state agency, in the state where the main campus of the school is located, has approved the school to offer courses or degree, diploma, or certificate programs at the level for which credit is being awarded for those courses or programs in Virginia; and • Ensures that any credit earned for coursework offered by the school in Virginia may be transferred to another of the school's locations outside Virginia as part of an existing, diploma, or certificate program offered by the school. 	Page
<p>8VAC40-31-140 (B)(6)</p> <p>A statement informing students they must complete a minimum of 30% of course work at the institution to be granted a degree from the institution.</p>	Page
<p>8VAC40-31-140 (B)(7)</p> <p>A statement that informs students whether the institution awards life or work experience credit. For institutions granting life or work experience credit, a statement that informs students that no more than 30% of the credit in a student's degree program may be awarded for life or work experience.</p>	Page
<p>8VAC40-31-140(D)(5)</p> <p>Description of how the school ensures interaction between student and faculty, and among students.</p>	Page

VAC40-31-140 (E)(4)(ii) A statement confirming that the institution provides: <ul style="list-style-type: none"> a credentialed and course qualified academic advisor for each program of study <ul style="list-style-type: none"> student contact by any method will elicit a response from the advisor within a reasonable timeline information on how the student may obtain the name of his/her academic advisor 	Page
VAC40-31-140 (E)(4)(iv) The names of the program directors designated to oversee each program area	Page
VAC40-31-140 E (5) A description of how the institution ensures interaction between students and faculty, and among students.	Page
8VAC40-31-160 (B)(1) The history and development of the postsecondary school.	Page
8VAC40-31-160 (B)(3) The purpose of the postsecondary school, including a statement of the relative degree of emphasis on instruction, research, and public service as well as a statement demonstrating that the school's proposed offerings are consistent with its stated purpose	Page
8VAC40-31-160 (B)(4) A description of the postsecondary school's activities including telecommunications activities away from its principal location, if applicable, and a list of all program areas in which courses are offered away from the principal location.	Page
8VAC40-31-160 (B)(5) A list of all programs offered in Virginia	Page
8VAC40-31-160 (D) Description of the minimum requirements for admission to the school <ul style="list-style-type: none"> for each level of degree offered for acceptance into programs with special requirements for international students (if applicable) NOTE that the qualification for admission should commensurate with the degree level being sought; ie: the admission's criteria should include reasonable means to determine whether a candidate has the ability to do graduate level work.	Page
8VAC40-31-160 (D)(2) A statement that explains how credits earned at other institutions are evaluated for transfer credit.	Page
8VAC40-31-160 (D)(4) Description of students' rights, privileges, and responsibilities	Page
8VAC40-31-160 (F) (3) A description of any financial aid offered by the school including repayment obligations, standards of academic progress required for continued participation in the program, sources of loans or scholarships, the percentage of students receiving federal financial aid (if applicable) and the average student indebtedness at graduation.	Page
8VAC40-31-160 (F)(4) Description of each program offered, the number of hours of instruction in each subject, total number of hours required for course completion, course descriptions, and credential awarded. Please note the following: <ul style="list-style-type: none"> For programs leading to a degree, the number of credits to achieve the degree must conform to requirements of VAC40-31-140 (B)(1-4) For programs culminating in AAS, AOS, AA or AS degrees, curriculum must meet the requirements of VAC40-31-140 (C) All instructional courses for degree credit must meet contact hour requirement in VAC40-31-140 (E)(1) 	Page
VAC40-31-160 (F)(5) A statement of tuition, fees, deposits, books, and other charges for which a student may be responsible.	Page

<p>8VAC40-31-160 (D)(5) and (F)(7) The school's process for handling complaints, including:</p> <ul style="list-style-type: none"> • statement that a student will not be subject to unfair actions as a result initiating a complaint proceeding; • statement that students may contact council staff as a last resort if the school does not resolve the complaint to the student's satisfaction; • full contact information for filing a complaint with SCHEV 	Page
<p>8VAC40-31-160 (F)(8) The name and address of the school's accrediting agency, if applicable.</p>	Page
<p>8VAC40-31-160 (F)(10) (11) A statement that accurately describes the transferability of any courses, diplomas, certificates or degrees earned at the institution to another institution of higher education.</p>	Page
<p>8VAC40-31-160 (F)(12) If the institution offers programs leading to the Associate of Applied Science or Associate of Occupational Science degree, a statement that these programs are terminal occupational or technical programs and that credits generally earned in these programs are not applicable to other degrees.</p>	Page
<p>8VAC40-31-160 (F)(13) The academic or course work schedule for the period covered by the publication.</p>	Page
<p>8VAC40-31-160 (F)(14) A statement that accurately details the type and amount of career advising and placement services offered by the school.</p>	Page
<p>8VAC40-31-160 (J) Policy on faculty accessibility that ensures instructional faculty are accessible to students for academic or course advising at stated times outside a course's regularly scheduled class hours at each branch and throughout the period during which the course is offered.</p>	Page
<p>8VAC40-31-160 (L) Requirements for all programs offered via telecommunications or distance education pursuant to 8VAC40-31-160 (L)</p>	Page
<p>8VAC40-31-160 (M) Description of Library resources available to students pursuant to 8VAC40-31-160 (M)</p>	Page
<p>8VAC40-31-160 (N) The school's leave of absence policy pursuant to 8VAC40-31-160 (N)(6) (a-g)</p>	Page
<p>8VAC40-31-160 (N) The school's refund policy for tuition and fees pursuant to 8VAC40-31-160 (N)(1-15) including information on</p> <ul style="list-style-type: none"> • non-refundable fees • cancellation of enrollment • withdrawal information • minimum refund policy 	Page
<p>8VAC40-31-160(P) The school's Internship, Externship, or Production Work policy pursuant to 8VAC40-31-160(P)</p>	Page