



## School Catalog Checklist for Non-Degree Schools

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) A school certified to operate by SCHEV must include in any print and electronic catalogs:</p> <ul style="list-style-type: none"> <li>• A clear statement that the State Council of Higher Education for Virginia has certified the school to operate in Virginia, and</li> <li>• The complete address of the main campus and all branch locations within Virginia</li> </ul>	<b>Page</b>
<p>8VAC40-31-30(C) A school with its main campus not located in Virginia must state in the print and electronic catalog distributed in Virginia that:</p> <ul style="list-style-type: none"> <li>• Each course, diploma, or certificate program offered in Virginia is approved by the governing body of the school; and</li> <li>• The appropriate state agency, in the state where the main campus of the school is located has granted approval for the school to offer courses, diploma, or certificate programs at the level for which credit is being awarded for those courses or programs in Virginia; and</li> <li>• Provide a statement ensuring 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.</li> </ul>	<b>Page</b>
<p>8VAC40-31-150(D)(2) Description of how the school ensures interaction between student and faculty, and among students.</p>	<b>Page</b>
<p>8VAC40-31-160 (B)(1) The history and development of the postsecondary school.</p>	<b>Page</b>

8VAC40-31-160 (B)(3) The purpose of the postsecondary school, including a statement demonstrating that the school's proposed offerings are consistent with its stated purpose.	<b>Page</b>
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.	<b>Page</b>
8VAC40-31-160 (B) (5) A list of all programs offered in Virginia	<b>Page</b>
8VAC40-31-160 (D) Description of the minimum requirements for <ul style="list-style-type: none"> <li>• admission to the school;</li> <li>• acceptance into programs with special requirements; and</li> <li>• the criteria for acceptance of work experience (if applicable)</li> </ul>	<b>Page</b>
8VAC40-31-160 (D)(4) Description of students' rights, privileges, and responsibilities	<b>Page</b>
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.	<b>Page</b>
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. Note: In creating curriculum for non-degree programs, schools must ensure that programs meet the requirements of 8VAC40-31-150 (B) and 8VAC40-31-150 (D)(1)	<b>Page</b>
8VAC40-31-160 (F)(5) A statement of tuition, fees, deposits, books, and other charges for which a student may be responsible.	<b>Page</b>
8VAC40-31-160 (D)(5) and (F) (7) The school's process for handling complaints, including: <ul style="list-style-type: none"> <li>• statement that a student will not be subject to unfair actions as a result initiating a complaint proceeding;</li> <li>• statement that students may contact council staff as a last resort if the school does not resolve the complaint to the student's satisfaction;</li> <li>• full contact information for filing a complaint with SCHEV</li> </ul>	<b>Page</b>
8VAC40-31-160 (F)(8) The name and address of the school's accrediting agency, if applicable.	<b>Page</b>
8VAC40-31-160 (F)(10) A statement that accurately describes the transferability of any courses to another school.	<b>Page</b>
8VAC40-31-160 (F)(11) A statement that accurately represents the transferability of any diplomas, or certificates completed at the school to another school.	<b>Page</b>
8VAC40-31-160 (F)(13) The academic or course work schedule for the period covered by the publication.	<b>Page</b>
8VAC40-31-160 (F) (14) A statement that accurately details the type and amount of career advising and placement services offered by the school.	<b>Page</b>
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.	<b>Page</b>

8VAC40-31-160 (L) Requirements for all programs offered via telecommunications or distance education pursuant to 8VAC40-31-160 (L)	<b>Page</b>
8VAC40-31-160 (M) Description of Library resources available to students pursuant to 8VAC40-31-160 (M)	<b>Page</b>
8VAC40-31-160 (N) The school's leave of absence policy pursuant to 8VAC40-31-160 (N)	<b>Page</b>
8VAC40-31-160 (N) The school's refund policy for tuition and fees pursuant to 8VAC40-31-160 (N)(1-15) including information on <ul style="list-style-type: none"> <li>• non-refundable fees</li> <li>• cancellation of enrollment</li> <li>• withdrawal information</li> <li>• minimum refund policy</li> </ul>	<b>Page</b>
8VAC40-31-160(P) The school's Internship, Externship, or Production Work policy pursuant to 8VAC40-31-160(P)	<b>Page</b>