



Non-Degree School- Policy Documents

Powers, Duties and Responsibilities

The postsecondary school shall have a current, written document available to students and the general public upon request that accurately states the powers, duties, and responsibilities of: (1) The governing board or owners of the school; (2.) The chief operating officer, president, or director; (3.) The principal administrators and their credentials; and (4.) The students, if students participate in school governance.

Curriculum

The school must have a clearly defined process by which the curriculum is established, reviewed and evaluated. Evaluation of school effectiveness must be completed on a regular basis and must include, but not be limited to: An explanation of how each program is consistent with the mission of the school. An explanation of the written process for evaluating each degree level and program, or career-technical program, once initiated and an explanation of the procedures for assessing the extent to which the educational goals are being achieved. Documented use of the results of these evaluations to improve the degree and career-technical programs offered by the school.

Internship, externship, or production work Policy document (if applicable)

A document that accurately describes a compliant policy applicable to programs that require an internship, externship, or production work. The policy must adhere to 8VAC-40-31-160 P.

Telecommunications or Distance Education Policy document (if applicable)

A document that provides:

- Description of online platform
- Policy guidelines regarding attendance; assignment submission; passing grades; plagiarism; etc.
- Rules by which the school will ensure regular student-faculty interaction by computer, telephone, mail, or face-to-face meetings.
- Description of training and support services specific to distance education.
- Means by which school ensures students have sufficient background, knowledge, and technical skills to successfully undertake a telecommunications program.
- Narrative that includes all states in which they will target prospective students and how they intend to comply with the state approval process for those states.

Recruitment and Admissions Policy Document

The postsecondary school shall have, maintain, and provide to all applicants a policy document accurately defining the minimum requirements for eligibility for admission to the school and for acceptance at the specific degree level or into all specific degree

programs offered by the postsecondary school that are relevant to the school's admissions standards. In addition, the document shall explain:
The standards for academic credit or course completion given for experience;
The criteria for acceptance of transfer credit where applicable;
The criteria for refunds of tuition and fees;
Students' rights, privileges, and responsibilities; and
The established grievance process of the school.
The school shall be responsible and liable for the acts of its admissions personnel.
The policy must adhere to 8VAC-40-31-160 D.

Library Resources

The school shall maintain and ensure that students have access to a library with a collection, staff, services, equipment and facilities that are adequate and appropriate for the purpose and enrollment of the school.

Library resources shall be current, well distributed among fields in which the institution offers instructions, cataloged, logically organized, and readily located.

The school shall maintain a continuous plan for library resource development and support, including objectives and selections of materials.

Current and formal written agreements with other libraries or with other entities may be used. Career-technical/non-degree schools shall provide adequate and appropriate resources for completion of course work.