

Catalog Instructions and Sample Catalog

SCHEV is providing this document to help clarify the requirements and format needed for institutions to create a well-designed student catalog. Over the next six pages, you will find instructional guidance and requirements as found in both the Code of Virginia and the Virginia Administrative Code. On the last five pages, you will find an example of a school catalog.

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General Information

The General Information section should include the following:

- The name and address of the accrediting body, if applicable.
- The name and address of the professional organizations related to the programs of study offered by the school with which the school has membership or other relationship, if applicable.
- Mission Statement. The mission statement must be unambiguous and distinct in its wording, clearly identifying the purpose of the postsecondary school, including a statement of the relative degree of emphasis on instruction, research, and public service. The mission statement should demonstrate the school's proposed offerings are consistent with its stated purpose.
- Description of the Facilities and Equipment.
 - Briefly describe the facilities. Include the names and addresses of additional training locations.
 - Briefly describe the type of equipment that is available to train your students.
- Description of the Library and all other additional academic resources.
- A listing of all programs offered by the school and official name of the credential conferred.
- A description of the school's activities including telecommunications activities away from its principal or main location.
- A listing of all locations in Virginia at which the school will offer courses.
- The school's hours of operation.
- A calendar of the school, showing beginning and ending dates for each school year, semester, quarter, term or sessions, vacation periods, and holidays observed by the school.
- If the institution's headquarters or corporate office is in another state or jurisdiction, the following information must be disclosed about the school's headquarters or corporate office:
 - A statement that the school's governing body has approved each course, degree, diploma, or certificate program offered in Virginia,
 - The name of the appropriate state agency that has granted the necessary approval to offer the course, degree, diploma, or certificate program in Virginia, and
 - A statement that all credit or coursework earned at the Virginia location can be transferable to a location outside of Virginia as part of an existing degree, diploma, or certificate program offered by the school.
- A statement regarding the availability of the Student Right-To-Know and Campus Security Act information.

Admission and Entrance Requirements

The Virginia Administrative Code requires all postsecondary schools to accurately define the minimum eligibility requirements for admission to the school and, if applicable, for each individual program offered that has different admissions requirements. For degree granting institutions, admissions policies must be defined for each degree level offered. In addition, the Admission and Entrance Requirements must explain:

- The standards for academic credit or course completion given for professional or life experience(if applicable) ;
- The criteria for acceptance of transfer credit where applicable;

For clarity within this section, be sure to include the following:

- A description of the school's admission policies and entrance requirements.
- Additional entrance requirements for specific programs, if applicable.
- Application deadlines for the enrollment periods covered by the catalog publication dates, if applicable
- A statement describing how a student is accepted and notified of acceptance.
- Conditions of provisional acceptance and the necessary requirements to satisfy the conditions and the deadline for determination of full acceptance as of the terms of the school's admissions policy.
- The criteria for transfer credit accepted by the school, if applicable.
- A statement regarding the transferability of credits earned at the school pertaining to the acceptance by another institution.
- Policy concerning granting of credit for professional or life experience and how these credits will be documented on the student's official transcript (if applicable).

Student Disclosure Information

Please provide the following within this section:

- The grading or progress system.
- The standards and requirements for satisfactory progress and the course of action taken when the satisfactory progress is not met.
- The required grades or other criteria required for satisfactory completion of the program.
- A description of how and when students receive their grades or progress reports.
- The rights, privileges, and responsibilities of the students.
- The procedure for handling student complaints and grievances.
- A statement indicating SCHEV is the agency of last resort in the grievance process.
- A statement that ensures students will not be subject to unfair action or treatment by any school official as a result of initiating a complaint.

Probation, Dismissal and Readmission

Please provide the following information within this section:

- The specific criteria that will result in a student being on probation.
- The length of the probationary period.
- The criteria for discontinuing the probationary status.
- School policy regarding whether a student is dismissed for unsatisfactory grades or progress.
- The specific criteria which results in a student being dismissed.
- If a student may be readmitted, the criteria for readmission after dismissal.
- The conditions under which a student will not be allowed readmission.

Student Records

Please be sure to include the following in this section:

- A description of student records the school will maintain while a student is enrolled and after the student is no longer enrolled.
- The length of time that student records are maintained after the student is no longer enrolled.
- A description of how the school maintains student confidentiality.
- An explanation as to how a student may obtain a copy of his/her academic and financial records.
- An explanation as to under what circumstances an academic record, transcript, or financial history of a student will not be released.

Student Conduct

The postsecondary school may want to provide students with a description of the type of conduct expected and the type of conduct that will not be tolerated. For clarity, this section should detail the following:

- A statement on actions the school will take when a student violates the school's standards of conduct. The statement should include how the student will request information from the school, and how the school will handle, communicate, and respond to the student under these conditions.
- A statement on whether the school will dismiss students for unsatisfactory conduct.
- The appeal process and the conditions for readmission if a student is dismissed due to unsatisfactory conduct.
- Student guidelines and policies, including any specific prohibitions or requirements.
- Student dress code, if applicable.
- Any additional ethical standards required by the school or the program industry, at large, necessary for the success of the student.

Attendance – Leave of Absence Policy

The postsecondary school should provide students with a description of the school's policy on different types of absences such as excused, unexcused, late arrival, early dismissal, or class absences. For clarity, this statement should detail the following:

- The standards the school uses to determine types of absences and the method in which the absences are recorded.
- How the school will define tardiness.
- A statement of how tardiness affects attendance.
- Disclosure of the policy that students will be withdrawn from the program 14 calendar days after the student's last date of attendance if the student has not contacted the school during that period.
- A statement on how the school will handle assigning and grading make-up work due to absences.
- Policy on the consequences of unsatisfactory attendance (e.g. probation, dismissal) and the policy on readmission.
- A detail description of the school's policy on granting leaves of absence.
- A statement explaining the actions taken by the school when the student does not resume attendance on the return date.

Tuition, Fees and Refunds

As required by 8VAC40-31-160, the postsecondary school shall:

- Establish, disclose, and utilize a system of tuition and fee charges for each program of instruction. These charges shall be applied uniformly to all similarly circumstanced students.
- Define the minimum criteria for refunds of tuition and fees.
- Establish a tuition refund policy and detail this policy within the student catalog.

For clarity, please verify the school's refund policy conforms to the requirements of 8VAC40-31-160(N), and includes the following:

- A statement of tuition and fees and other charges related to enrollment, such as deposits, fees, books and supplies, tools and equipment, and any other charges for which a student may be responsible. The school must identify all nonrefundable fees.
- A description of all financial assistance available to student. Please identify if the school participates, or does not participate, in the federal student aid program.
- A statement of whether the school permits or requires installment payments, the conditions of the installments, and the disclosure of the truth-in-lending statement.
- An explanation of the withdrawal and cancellation policy.
- The school's refund policy for tuition and fees.
- Disclosure that the school shall provide a period of at least three business days, excluding weekends and holidays, during which a student applicant may cancel his enrollment without financial obligation other than the nonrefundable fee.
- Disclosure that a student applicant (one who has applied for admission to a school) may cancel, by written notice, his enrollment at any time prior to the first class day of the session for which application was made. When cancellation is requested under these circumstances, the school is required to refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less.

Program Curriculum

The course, program, curriculum and instruction must be of quality, content and length to adequately achieve the stated objective.

If an internship, externship, or production work is necessary as a part of the school's education program, the professional training must be identified as part of the approved curriculum.

All programs offered via telecommunications or distance education must be comparable in content, faculty, and resources to those offered in residence.

For clarity, please include the following within each program curriculum description:

- The educational objective of each program.
- Prerequisites for each subject, if required.
- A listing of all required courses for each program offered and the credential awarded upon completion. The listing must also include: the number of contact hours of lecture, lab, and externship and total credit/clock hours for each course.

- A brief description of each course offered. Include course number and clock/credit hours awarded for each course.
- Explain the expectations and requirements for successful completion of an internship/externship or production work deemed part of the curriculum for any program.
- The measures the school takes to evaluate and to improve the program..
- A statement on faculty accessibility for academic or course advising at stated times outside a course's regularly scheduled class hours.
- A statement as to the availability of all academic support services (i.e., tutoring services, student services, academic, and personal advising).
- Graduation requirements.
- If the institution offers programs leading to the A.A.S. or A.O.S. degree, a statement that these programs are terminal/technical programs and the credit generally earned in these programs are not applicable to other degrees.
- A statement that accurately details the type and amount of career advising and placement services offered by the school.
- For all courses and programs offered via distance education, the school must provide a statement informing students of the minimum technology specifications required, available student support services, available navigation training, methods for timely interaction between students and faculty, and the privacy and safety policy. It must also specify if students are able to complete any programs entirely via on-line instruction.

Ownership and Faculty Information

The postsecondary school shall have a clear, accurate, and comprehensive written statement, which shall include the identification of any persons, entities, or institutions that have a controlling ownership or interest in the postsecondary school;

When including information on the school's ownership and faculty members within the catalog, please be sure to include the following:

- A list of all trustees, officers, entities or institutions that have a controlling ownership or interest in the school, including academic credentials.
- Names of chief school officers.
- The names of administrators for each branch location, including academic credentials. The powers, duties and responsibilities of the governing board, chief operating officers, president, director, chief administrators, and owners.
- The powers, duties and responsibilities of students, if students participate in the institutional governance.
- A listing of chief administrators, advisors and faculty members of the institution, stating academic/professional/licensure credential held and awarded, and all specialized training relating to the areas of instruction.

The Acme School of Design

Catalog

123 Apuleius Blvd, Suite 100
Richmond, VA 23223
804-321-4567

2014 - 2015

The Acme School of Design is certified to operate by the State Council of Higher Education for Virginia (SCHEV).

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SAMPLE

General Information:

The Acme School of Design
123 Apuleius Blvd, Suite 100
Richmond, VA 23223

Accredited by the Council on Occupational Education.
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

The Acme School of Design is an authorized Training Provider Partner of the American Institute of Building Design, 529 14th Street NW, Suite 750, National Press Building, Washington, DC 20045

Mission Statement:

The Acme School of Design, a career – technical school, provides students with learning experiences that offer opportunities to obtain innovative insights into the developing field of design, while satisfying the requirements for the EMCA certification and eventual licensure by the Commonwealth of Virginia. Acme School of Design’s comprehensive curriculum and opportunities to apply fundamental knowledge through externships in the design field prepare students to become successful certified and licensed design practitioners.

The facility consists of five classrooms, one computer lab, a library, student lounge area and administrative offices. Training is also conducted in a classroom at the Science Museum of Virginia, 2500 West Broad Street, Richmond, VA 23220-2057.

The school has fourteen Apple Macintosh II computers with the latest in CAD software, one Emerson television set, a laserdisc player, two analog videocassette players, and one overhead projector. The design lab includes miscellaneous equipment and supplies that would be used in a design studio.

The school’s Imperial Design Library has over a thousand books and periodicals for the regular use by the students.

The Acme School of Design will only offer and will only confer a design diploma to graduating students who have satisfied all of the diploma requirements of 1200 clock hours of instruction. All graduating students will satisfy the requirements for the EMCA certification. Students who have graduated will be able to sit for the state licensure exam.

The Acme School of Design only offers instruction for students seeking a career in architectural design. The Acme School of Design does not engage in any type of telecommunications activities away from its principal or main location. The Acme School of Design offers courses at the Platonic Campus, located at 123 Apuleius Blvd, Richmond Virginia, and the Science Museum of Virginia, 2500 West Broad Street, Richmond VA.

The Acme School of Design maintains regular business hours, Monday – Friday. 8am – 5pm.

The Acme School of Design Calendar

Opening and Closing Dates

Fall 2013	August 26—December 13	
Spring 2016	January 6—May 2	
Summer 2014	First 6 Week Session	May 12—June 20
	Second 6 Week Session	June 23—August 1

Legal Holidays (School Closed)

January 1	New Year’s Day	January 20	Martin Luther King, Jr. Day
February 17	George Washington Day	May 26	Memorial Day
July 4	Independence Day	September 1	Labor Day

Admission and Entrance Requirements

An applicant who desires admission after graduating from a regionally accredited high school (or comparable international institution) and before attending an accredited post-secondary institution must provide the Office of Admissions with the following:

Application for Admission. The completed application for admission and a nonrefundable \$30.00 processing fee should be submitted by check or money order, it must be made payable to The Acme School of Design and drawn on a U.S. bank. The application will not be processed without this fee, and there are no provisions to waive or postpone it.

Secondary School Record. An official high school transcript (sent directly by the high school to the Office of Admissions) reflecting all attempted high school credit is required. Test Scores. Official results from the ACT or SAT are required of all applicants for admission. Since the highest combination of scores is always considered, students should feel free to repeat a test.

Most students accepted to The Acme School of Design present at least a 3.7 grade point average (GPA) in all academic subjects (grades 9 through 12) and test scores of at least 26 (composite) on the ACT or 1740 (total) on the SAT. Letters of recommendation are not required and will not be used in the decision-making process. The Acme School of Design will not accept transfer credit from another institution.

Student Disclosure Information

A student's academic progress will be measured according to the following scale:

Pass Grades (P)

The grade of P is used to indicate successful completion of a course. A grade of P carries credit.

Pass grades require a level of performance at least equal to a letter grade of B.

Low Pass (LP)

The grade of LP is used to indicate satisfactory completion of a course. A grade of LP carries credit. LP grades require a level of performance at least equal to a letter grade of C-.

No-Pass Grades (NP)

The grade of NP is used to indicate unsatisfactory performance in a course. A grade of NP results in no credit earned.

Incomplete Grade (I)

The instructor may issue a grade of I (for Incomplete) when certain criteria have been met and satisfactory student-instructor arrangements have been made.

The deadline for completion of an Incomplete is one calendar year. The instructor may set a shorter deadline, which is binding. Failure to make up the Incomplete by the end of one year will result in the mark of I automatically changing to a grade of NP.

Successful completion of a minimum of one thousand two hundred clock hours of course credit with grades of LP or better is required for graduation.

Students will be mailed their official grade report within fourteen days of the last day of each semester.

Appeals and Grievances from Students

Overview

Students may appeal negative decisions about enrollment, grades, or general academic policies of to The Acme School of Design according to the procedures that follow. Only students may submit appeals. Appeals must be made in a timely manner.

Deadlines

Students who wish to appeal penalties attached to missed deadlines must made in writing to the to Academic Dean of the Acme School of Design.

Grading and Classroom Issues

Students who wish to appeal a grade must first attempt to resolve the issue with the instructor of the course. Absent a satisfactory outcome, the student consults with the program director. If this

path proves unsuccessful in the resolution of the matter, the student may appeal to the President of the Acme School of Design.

Appealing to The Acme School of Design Rules

Students whose petitions for exemption from the Acme School of Design rules and have been denied by the Program Director may appeal to the President of to The Acme School of Design.

The student should follow the above process and may contact the State Council of Higher Education as a last resort.

State Council of Higher Education for Virginia (SCHEV)
Private and Out-of-State Postsecondary Education
101 N. 14th Street
Richmond VA 23219

Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

Probation, Dismissal and Readmission

A grade average of LP must be maintained at a minimum by all students.

A student whose grades fall below the minimum satisfactory requirement of LP will be placed on probation for one term. If the student does not achieve a grade of LP or above after the term of program, then the student will be dismissed from the school.

A student will be permitted to re-enter the program at the beginning of the next term if the student petitions the school's admission committee with an explanation of how the student has resolved the problems causing the unsatisfactory progress or conduct.

Student Records

The school will retain permanently a transcript of the student's academic and course work. This record will include the academic and course progress at the school including programs of study, dates of enrollment, courses taken and completed, grades, and indications of the student's states (graduated, probation, etc.). The admission records for each student will be maintained by the school for three years after the student's last date of attendance. The financial records for each student will be maintained by the school for three years after the student's last date of attendance.

The School will afford students certain rights with respect to their education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

Student Conduct

The postsecondary school may want to provide students with a description of the type of conduct expected by each student. The school may want to address the following topics: Sexual Misconduct, Endangerment, Harassment, Hazing, Retaliation for Reporting Hazing, Weapons, Fire and Safety, Alcohol, Controlled Substances, and Illegal Drugs, Disruption, Misrepresentation or Misuse of Identity or Identification, Property, Computers, Recording of Images without Consent, Recording of Oral Communications without Consent, Gambling, and the Academic Honor Policy.

Attendance – Leave of Absence Policy

If a student's absences exceed 180 clock hours of the scheduled hours in a program, the school will withdraw the student from the program.

The school does not allow for a leave of absence. A student would be required to withdraw and re-enroll at the beginning of the next term.

A student reporting over 10 minutes late for a scheduled class will be considered absent.

Tuition, Fees and Refunds

The Application for Admission fee is \$30.

	<u>Tuition</u>	<u>Books + Supplies</u>
Diploma – Design program	\$1,200	\$300

Refund policy *Use the SCHEV refund policy. In some cases, schools will need to use the refund policy approved by the accrediting agency.*

Program Curriculum

Diploma – Architectural Design

This program prepares students for certification and licensure as an architectural design specialist. Students study the basic elements of design and how design is perceived visually and conceptually. Studies are undertaken in two and three dimensions using various materials and tools. Inquiries are focused on the process of design, discovering, through experiment, methods of working that develop aesthetic judgment and means of self-evaluation.

<u>Course</u>	<u>Theory</u>	<u>Lab</u>	<u>Total Clock Hours</u>
ARCH 2015-2016 Architecture	250		250
ARCH 2044 Building Materials		250	250
ARCH 2034 The Art of Building	250		250
ARCH 3054 Building Analysis		250	250
ARCH 4075 Building Structures	100		100
ARCH 4044 Professional Practice		100	100
TOTAL CLOCK HOURS	600	600	1200

Course Descriptions

ARCH 2015-2016 Architecture (250 Clock Hours)

Introduction to the discipline of architecture, isolating and intertwining fundamentals that contributes to the complex totality that constitutes a work of architecture. Explores how architecture concentrates and conveys natural and cultural forces through means specific to the discipline. Focus on fundamentals realized artistically and practically in works by selected architects.

ARCH 2044 Building Materials (250 Clock Hours)

Introduction to the attributes of materials with which buildings are built such as masonry, reinforced concrete, steel, stone, timber, glass and insulation; introduction of the impact of soil, vegetation, watersheds and other natural conditions on buildings and their material fabrication. Hands-on interaction with the materials in the lab is a core component of this course.

ARCH 2048 The Art of Building (250 Clock Hours)

Lecture/seminar introduction to the discipline of architecture, isolating and intertwining fundamentals that contributes to the complex totality that constitutes a work of architecture. Explores how architecture concentrates and conveys natural and cultural forces through means specific to the discipline. Focus on fundamentals realized artistically and practically in works by selected architects

ARCH 3054 Building Analysis (250 Clock Hours)

Study of exemplary built works of architecture through analysis of design documents, interviews, and inspection of actual construction. Course is completed as a group project resulting in both an oral presentation and a written document.

ARCH 4075 Building Structures (100 Clock Hours)

Building structures in steel, timber, and reinforced concrete; design of typical components: beams, slabs, columns, beam-columns, connections, and foundations; design of retaining walls; the resistance of buildings to gravity and lateral force action; building stability; floor/roof framing systems; design of simple buildings.

ARCH 4044 Professional Practice (100 Clock Hours)

This is a required externship course. The expected learning outcomes include practical experience with the diversity of the building enterprise, addressing private and public macroeconomic, industrial, technical, professional, and regulatory institutions. Within the 100 clock hours of experience, the student will have had the opportunity to produce a qualitative analysis of historic evaluation of professional roles and practices; emergence of new modes of practice, including innovative facilities procurement methods. The student may not be considered as a graduate or issued a graduation credential until the externship has been satisfactorily completed.

Ownership and Faculty Information

Private schools should list the names of the owners or Board of Directors here.

List the names and titles of administrators and staff.

List the names of faculty members and their credentials.

Example:

Chanel Bulfinch, Ph.D.

Francis Wright, 15 years experience as a certified architectural design specialist

Roberta Venturi, MFA, Commonwealth of Virginia licensed design specialist