Index to Catalog and Supplements

Texas Workforce Commission – Career Schools and Colleges

NOTE: Submit a copy of the draft school catalog, supplements and addendums which are used to complete this checklist. <u>Do not submit final printed copies until you have been notified of the approval status of the documents submitted with this checklist.</u>

Name of School: _____ DATE (mm/dd/yy):_____

PAGE NUMBER

1. Name of School and Physical Address.....____
2. Identifying Data
   a. Catalog Volume Number.....____
   b. Date of Publication.....____
   c. Effective Date.....____
3. Table of Contents and/or Index.....____
4. History, including any/all Accreditations/Approvals.....____
5. Description of Available Space, Facilities, and Equipment.....____
6. A Listing of:
   a. Officers, Directors, Trustees, or.....____
   b. Partners, or.....____
   c. Individual Owner.....____
7. A Listing of Key Staff and Faculty
   a. Degrees Held.....____
   b. Specialized Training.....____
   c. Area(s) of Instruction.....____
8. Fees, Tuition, and/or Special Charges
   a. Tuition Fee.....____
   b. Registration Fee.....____
   c. Book Fee.....____
   d. Supplies Fee.....____
   e. Tools Fee.....____
   f. Laboratory Fee.....____
   g. Total Charges for the Program.....____
   h. Scholarship Terms (if any are given).....____
   i. Any other expenses.....____
   j. Individual Subject Fee (if offered).....____
9. School Calendar
   a. Holidays to be observed.....____
   b. Enrollment Periods.....____
   c. Beginning and Ending Dates of Terms.....____
   d. Scheduled Vacation Periods.....____

10. Normal Hours of Operation
    a. School.....____
    b. Office.....____
    c. Definitive Class Schedules (Morning, Afternoon, Evening)
        (1.) Breaks.....____
        (2.) Mealtimes.....____
        (3.) VA Statement (if applicable).....____

11. Admission/Enrollment Policies
    a. Minimum Age.....____
    b. Specific Entrance Requirements (HS, GED, ATB).....____
        (1.) Name of Entrance Test (if applicable).....____
        (2.) Required Score for each Program (if applicable).....____
        (3.) Other requirements, if any.....____

12. Credit
    a. Credit for previous education, training, or experience.....____
    b. Limitations on transferability of earned credit.....____

13. Cancellation and Refund Policy
    a. Cancellation Policy.....____
    b. Career Schools and Colleges Refund Policy.....____

14. Programs
    a. Title of each Program.....____
    b. Printed Disclaimer for Programs not regulated by TWC.....____
    c. Objective/Purpose of each Program.....____
    d. Complete Listing of Subjects.....____
        (1.) Identifying Number.....____
        (2.) Title.....____
    e. Contact Hours (and Credit Hours, if applicable) per Subject.....____
    f. Total Contact Hours (and Credit Hours, if applicable) required for completion of the Program.....____
    g. Explanation of credit hour conversion, if applicable.....____
    h. Length of Time, in weeks, required for completion of each Program.....____
    i. Additional or Special Requirements for completion.....____
    j. Type of Certificate, Diploma, or Degree awarded.....____

15. A Synopsis of Each Subject Offered
    a. Identifying Number.....____
    b. Title.....____
    c. Theory/Lab/Externship Contact Hours and Total Contact Hours (or Total Credit Hours, if applicable).....____
    d. Prerequisites.....____
    e. Complete Synopsis of the Contents of the Subject.....____

16. Grading and Marking System Used.....____

17. School's Policy Concerning Satisfactory Progress
    a. Definition of Satisfactory Progress.....____
    b. Definition of:
        (1.) Grading Period.....____
        (2.) Frequency.....____
    c. Probation Policy.....____
    d. Conditions for Termination.....____
    e. Conditions for Readmittance.....____

f. System for providing Progress Reports.....____
g. Policy on:
(1.) Incompletes.....____
(2.) Withdrawals.....____
(3.) Repeat Subjects, and.....____
(4.) Remedial Work.....____

18. School's Attendance Policy
a. Policies regarding:
(1.) Absences.....____
(2.) Tardies.....____
(3.) Make-up work.....____
(4.) Leaves of Absence.....____
b. Conditions for Probation.....____
c. Conditions for Termination.....____
d. Conditions for Readmittance.....____

19. School's Policy Regarding Student Conduct
a. Causes for Termination.....____
b. Causes for Readmission.....____

20. Requirements for Graduation
a. GPA.....____
b. Maximum Time Allowed.....____
c. Other.....____

21. Description of School's Placement Assistance Policy.....____

22. Policies and Procedures to Resolve Student Grievances/Complaints.....____

23. True and Correct Statement (Catalog and **ALL** Supplements).....____

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.