

SCHOOL CATALOG CHECKLIST

Wis. Stats. 38.50 (7) (f)
Form EAB 1.05 (Rev. 11/15)



STATE OF WISCONSIN
EDUCATIONAL APPROVAL BOARD
431 CHARMANY DRIVE, SUITE 102
MADISON, WI 53719
(608) 266-1996

Under Wis. Admin. Code EAB 4.03 (2), every school is required to have a catalog. This checklist must accompany a proposed catalog as part of a new school application or a proposed catalog revision for an already approved school.

I. GENERAL INFORMATION

Name of School: _____

Date of publication, volume number, or other identifying data: _____

Page: _____ The school name as it appears on the school's current application for approval.

Page: _____ Date of publication, volume number, or other identifying data.

Page: _____ The school's mission statement.

Page: _____ A description of the school's facilities and equipment.

Page: _____ Name of school owner(s) or controlling entity.

Page: _____ Names of chief school administrator and of the administrator for each teaching location.

Page: _____ Dates of all holidays and vacation periods during which the school does not provide instruction.

Page: _____ Names of all faculty members and qualifications.

II. ADMISSIONS AND ENTRANCE REQUIREMENTS

Page: _____ A description of the school's admission policies and entrance requirements (high school diploma, GED, age, specific training, etc.).

Page: _____ Additional entrance requirements for specific programs, if applicable.

Page: _____ A description of the training the school will provide and how a student will benefit from this training.

Page: _____ A statement regarding the school's admission policy on enrolling ability-to-benefit students, if applicable.

Page: _____ A statement describing how a student is accepted and notified of acceptance.

Page: _____ The school's application deadline.

Page: _____ The beginning and ending dates for each session or term.

III. ADVANCED STANDING

Page: _____ A statement describing the school grants advanced standing for prior education and training.

Page: _____ If the school does offer advanced standing, information telling a student what proof they will need (transcripts, letters of reference, etc.) and how the school will determine whether credits will transfer.

Page: _____ The effect advanced standing has on their program cost and length.

Page: _____ If the school measures its program in vocational credits, a disclosure stating the school does not award a degree to students who complete the program.

IV. STUDENT PROGRESS

Page: _____ The school's grading or progress system.

Page: _____ The school's required grades or other criteria required for satisfactory progress.

Page: _____ The school's required grades or other criteria required for satisfactory completion of the program.

Page: _____ A description of how and when students receive their grades or progress reports.

V. STUDENT RECORDS

Page: _____ Description of student records the school maintains while a student is enrolled and after a student is no longer enrolled.

Page: _____ The length of time that student records are kept after a student leaves (State law requires a minimum of at least 6 years. Student transcripts are to be kept permanently).

Page: _____ A description of how the school maintains confidentiality.

VI. ACADEMIC PROBATION, DISMISSAL AND READMITTANCE

Page: _____ The school's policy regarding whether a probationary period is given for unsatisfactory grades or progress.

Page: _____ The specific criteria which results in a student being placed on probation.

Page: _____ The length of the probationary period.

Page: _____ The criteria for readmittance from probation.

Page: _____ The school's policy regarding whether a student is dismissed for unsatisfactory grades or progress.

Page: _____ The specific criteria which results in a student being dismissed.

Page: _____ The appeals process and the conditions for readmittance if a student is dismissed.

VII. STUDENT CONDUCT

Page: _____ A description of what type of conduct is expected of students and what type of conduct will not be tolerated.

Page: _____ A statement on whether your school dismisses students for unsatisfactory conduct.

Page: _____ The appeals process and the conditions for readmittance if a student is dismissed.

VIII. LEAVE OF ABSENCE

Page: _____ Your school's policy on whether or not it grants leave of absence.

Page: _____ The specific conditions when a leave is granted.

Page: _____ Any limitations on the time limit of a leave of absence

IX. ATTENDANCE

Page: _____ The school's policy on types of absences, if distinguished, such as excused, unexcused, full day, part day or class absences.

Page: _____ The standards the school uses to determine the way absences are recorded.

Page: _____ A statement on how the school will handle assigning and grading of make-up work due to absences.

Page: _____ The school's policy on the consequences of unsatisfactory attendance (e.g. probation, dismissal) and its policy on readmittance.

Page: _____ How the school maintains records for attendance.

X. TARDINESS

Page: _____ The school's definition of tardiness (e.g., ten minutes late).

Page: _____ How tardiness affects attendance (e.g., two tardies equal one unexcused absence).

XI. STUDENT COMPLAINTS

Page: _____ The school's procedure for handling student complaints.

Page: _____ Other ways the school handles student concerns.

Page: _____ Who students can contact if complaints are not satisfactorily resolved with the school (must contain EAB contact information, including address, phone number, e-mail, and website).

XII. TUITION AND FEES

Page: _____ A schedule of all charges the school is going to assess a student.

Page: _____ A statement on whether the school permits or requires installment payments and the conditions of these installments.

Page: _____ A statement regarding whether books, materials and supplies must be purchased from the school

XIII. CANCELLATION AND REFUNDS

Page: _____ Explanation of withdrawal/cancellation policy that includes the following:

- A description of the three-business-day cancellation
- A statement notifying students who utilize the cancellation privilege that a full refund will be made in 10 business days

Page: _____ The refund policy the school will follow under EAB rules (check one):

- Wis. Adm. Code EAB 8.04* (no refund – fixed class schedule for program shorter than six days and costing less than \$150)
- Wis. Adm. Code EAB 8.05* (partial refund)

Page: _____ Disclosure of appropriate provisions regarding when a student is deemed to have provided constructive notice of withdrawal. It is also required that there be:

- **No** language requiring or implying that the student must provide a written notice of withdrawal
- **No** language requiring or implying that the student must ask the school to issue a refund

Page: _____ A statement in accordance with *Wis. Adm. Code EAB 8.05(3)* notifying students that they will receive their refund within 40 days after dismissal or notification of withdrawal

XIV. PROGRAM CURRICULUM

Page: _____ A listing of all titles of subjects or units for each program curriculum.

Page: _____ The educational objectives of each program.

Page: _____ The time spent on each subject, course, unit and/or topic.

Page: _____ How the time is broken out either by clock or credit hours, lessons per program or some combination.

Page: _____ A brief description of each course, subject, topic or unit.

XV. EMPLOYMENT SERVICES

Page: _____ A statement indicating the type of employment services the school intends to offer:

- None
- Employment Advisory Services (refer to *Wis. Adm. Code EAB 9.05* for definition of these services).
- Placement Services (refer to *Wis. Adm. Code EAB 9.02* for the minimum requirements which must be met to offer these services).

Page: _____ A statement describing the nature and extent of services offered.

Page: _____ A statement that the school does not guarantee employment.

Page: _____ A statement that student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

FOR EAB USE ONLY

Name of Reviewing Consultant:

Complying

Non-Complying/Needs Revision

Date of Review:

Notes/Comments: