

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Index to Catalog, Supplements, and Handbooks

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

SCHOOL: _____

DATE: _____

PAGE NUMBER

- 1. Table of Contents and/or Index
2. Name and Street Address of School
3. Identifying Data
a. Catalog Volume Number
b. Date of Publication
c. Effective Date
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. Policy for Granting Credit.....
13. Cancellation and Refund Policy
 - a. Cancellation Policy.....
 - b. Career Schools and Colleges Refund Policy
 - c. VA Refund Policy (if applicable).....
14. Programs
 - a. Title of each Program
 - b. Objective/Purpose of each Program
 - c. Complete Listing of Subjects
 - (1.) Identifying Number
 - (2.) Title
 - d. Clock (and Credit, if applicable) Hours per Subject
 - e. Total Clock (and Credit, if applicable) Hours required for completion of the Program
 - f. Length of Time required for completion of each Program.....
 - g. Additional or Special Requirements for completion
 - h. Type of Certificate, Diploma, or Degree awarded
 - i. Printed Disclaimer for Programs not regulated by TWC
15. A Synopsis of Each Subject Offered
 - a. Identifying Number
 - b. Title
 - c. Theory/Lab/Externship Contact Hours and Total Clock 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. Approved and Regulated Statement.....
- 24. True and Correct Statement (Catalog and **ALL** Supplements).....

TWC USE ONLY

COMMENTS:

Reviewed by: _____ Date: _____

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 104T, 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.
