

STATE OF OHIO  
BOARD OF CAREER COLLEGES AND SCHOOLS  
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**Catalog List**

Each registered school must publish a catalog per Administrative Rule 3332-1-08(E). This list, along with a current school catalog, must be submitted in a new school or renewal packet. Please indicate the page number of your catalog where each item listed below can be found.

Name of School \_\_\_\_\_

Address of School \_\_\_\_\_

**General Information:**

\_\_\_\_\_ Date of catalog publication.

\_\_\_\_\_ Name and address of school and certificate of registration number.

\_\_\_\_\_ School calendar showing legal holidays, beginning and ending date of each term and other important information.

\_\_\_\_\_ Tuition Refund policy. (IS POLICY IN COMPLIANCE WITH RULE 3332-1-10?)

\_\_\_\_\_ A list of all institutional and programmatic accreditation approvals that the school has received for any of its programs.

**School policies and/or regulations for:**

\_\_\_\_\_ Enrollment dates.

\_\_\_\_\_ Entrance requirements, special admission requirements if other than general, program requirements, graduation requirements.

\_\_\_\_\_ Student leave, absences, tardiness, makeup work.

\_\_\_\_\_ Suspension or termination for unsatisfactory work, attendance or disciplinary issues.

\_\_\_\_\_ Grading system, minimum grades considered satisfactory.

\_\_\_\_\_ Description of any unsatisfactory progress probationary period.

\_\_\_\_\_ Conditions of re-entrance for students dismissed or suspended for unsatisfactory progress.

(See Next Page)

\_\_\_\_\_Description of content of programs.

\_\_\_\_\_Sequence of courses.

\_\_\_\_\_Course descriptions with number of clock and/or credit hours.

\_\_\_\_\_Standards of academic progress for purposes of federal and state financial aid programs.

\_\_\_\_\_Schedule of fees, charges for student tuition, student activities, laboratory fees, rentals, deposits, late fees, interest charges, and all other charges imposed by the school.

\_\_\_\_\_Granting of credit for previous education, training, or experience.

\_\_\_\_\_List of faculty and administrators including related qualifications. (Changes from one catalog period to another should be reflected in an insert.)

\_\_\_\_\_Institutional scholarship award plans or institutional grants. (Must be approved by the Board 3332-1-11.)

\_\_\_\_\_Grievance procedure, including the right for the student to contact the State Board. Procedure must include the toll free telephone number and address of the Board.

BOARD STAFF COMMENTS:

DATE OF REVIEW: \_\_\_\_\_

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COMPLETION OF THIS FORM IS REQUIRED BY SECTION 3332 OF THE OHIO REVISED CODE. ALL ITEMS MUST BE COMPLETED! ALL QUESTIONS MUST BE ANSWERED AND ALL MATERIALS REQUESTED MUST ACCOMPANY THE APPLICATION (FAILURE TO DO SO WILL RESULT IN THE RETURN OF THE APPLICATION, WITHOUT ACTION, TO THE SCHOOL AND ANY FEES PAID ARE SUBJECT TO FORFEITURE). YOU ARE REQUIRED TO FILL IN ALL BLANKS. IF NOT APPLICABLE, PLEASE PUT N/A.

PSR 0067 (Revised 10/11)