

PPCS CATALOG CHECKLIST

Name of School _____ Date: _____

Rule 41, 004.09 Publication of Catalogs. Each school shall publish a catalog which shall include at least the following information:

- Name and address of the school (004.09A) Page # _____
- Identifying data - catalog number and date of publication (004.09B) Page # _____
- Table of contents (004.09C) Page # _____
- Names of owners and officers, including any governing boards (004.09D) Page # _____
- School calendar - holidays, enrollment periods, beginning and ending dates of terms (004.09E) Page # _____
- Description of the school's facilities and equipment used for training (004.09F) Page # _____
- Specific statement of program objectives for each program offered (004.09G) Page # _____
- Description of educational services offered - tuition, fees, length of program (004.09H) Page # _____
- Enrollment procedures and entrance requirements, including late enrollment if permitted (004.09I) Page # _____
- Description of the school's placement assistance. If no assistance is offered, the school must state this fact (004.09J) Page # _____
- Attendance policy including minimum attendance requirements (004.09K) Page # _____
- Satisfactory progress policy – how measured & evaluated, including grading system (004.09L) Page # _____
- Readmission policy (004.09L2) Page # _____
- Probation policy (004.09L3) Page # _____
- System of making progress reports to students (004.09M) Page # _____
- Student conduct policy, including causes for dismissal and conditions for readmission (004.09N) Page # _____
- Credit granted policy for previous education, training or experience (004.09O) Page # _____
- Refund policy which shall also include the school's method of determining the official date of termination (004.09P) Page # _____
- Procedure for addressing student complaints including the statement, "The student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education." (004.09Q) Page # _____
- Supplemental pages (if used) - effective date (004.09R) Page # _____