

**CATALOG CHECKLIST**  
(Minimum Standards, C.R.S. 12-59-106)

School \_\_\_\_\_ Catalog Volume & Date \_\_\_\_\_

- \_\_\_\_\_ 1. Name and physical address of the school
- \_\_\_\_\_ 2. Catalog volume number \_\_\_ and date of publication \_\_\_
- \_\_\_\_\_ 3. Out-of-state school statement: "Agents licensed by the Colorado Department of Higher Education, Private Occupational **School Board**"
- \_\_\_\_\_ 4. Table of contents with applicable page nos.
- \_\_\_\_\_ 5. Names of owners and officials, including any governing boards
- \_\_\_\_\_ 6. School calendar: \_\_\_ holidays; \_\_\_ enrollment periods; \_\_\_ beginning & ending dates of term; \_\_\_ courses or programs
- \_\_\_\_\_ 7. Entrance requirements: \_\_\_ enrollment procedures; \_\_\_ including late enrollments if permitted
- \_\_\_\_\_ 8. Description of placement assistance **OR** disclosure of no placement assistance
- \_\_\_\_\_ 9. Attendance policy: \_\_\_ requirements; \_\_\_ unsatisfactory attendance; \_\_\_ re-admittance; \_\_\_ probation policy; \_\_\_ leaves of absence; \_\_\_ minimum assignments required for correspondence courses (if applicable)
- \_\_\_\_\_ 10. Progress policy: \_\_\_ measurement and evaluation; \_\_\_ grading system; \_\_\_ unsatisfactory progress; \_\_\_ probation; \_\_\_ leaves of absence; \_\_\_ dismissal; \_\_\_ re-admittance; \_\_\_ probation policy; \_\_\_ fees due to absence
- \_\_\_\_\_ 11. System of reporting grades to students
- \_\_\_\_\_ 12. Conduct policy (dismissal, re-admission, etc.)
- \_\_\_\_\_ 13. Description of facilities, equipment and teaching aides exclusive of basic supplies
- \_\_\_\_\_ 14. Description of each approved educational program: \_\_\_ objectives; \_\_\_ tuitions; \_\_\_ fees; \_\_\_ length; \_\_\_ number of lessons or units of instruction [type of instruction, i.e. correspondence, on-line, classroom]; and, (if applicable) \_\_\_ additional costs to the student for make-up hours required for completion of program; and \_\_\_ designation of credit hours as semester or quarter
- \_\_\_\_\_ 15. Credit for **previous** training, education, or experience; transferability of credit statement (see 17)
- \_\_\_\_\_ 16. A statement that the "*school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.*"
- \_\_\_\_\_ 17. Proper identification of catalog addenda, if applicable
- \_\_\_\_\_ 18. Refund Policy
- \_\_\_\_\_ a. Provides a full refund if student is not accepted by the school
- \_\_\_\_\_ b. Provides 3-day cancellation right except when student has started training
- \_\_\_\_\_ c. Identifies penalty fee after 3-day cancellation right and prior to beginning of program
- \_\_\_\_\_ d. Provides a full refund if education service is discontinued by the school, except if the school ceases operation.
- \_\_\_\_\_ e. Identifies method of determining the official date of termination
- \_\_\_\_\_ f. Refund formula including cancellation charge is consistent with statute
- \_\_\_\_\_ g. Provides refund within 30-days of termination
- \_\_\_\_\_ h. Policy is easily understood and clearly visible to applicant
- \_\_\_\_\_ i. Statement that the policy for the granting of credit for previous training shall not impact the refund policy
- \_\_\_\_\_ j. Identifies basis for refund (**time-based for residential training OR lesson-based for distance education**)
- \_\_\_\_\_ 19. School's "Student Grievance Procedure" clearly identified
- \_\_\_\_\_ 20. A statement informing students that complaints may be filed **online** with the Division of Private Occupational Schools and there is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints. **Include** the Division's website address: [higher.ed.colorado.gov/dpos](http://higher.ed.colorado.gov/dpos) and phone number: 303/866-2723.
- \_\_\_\_\_ 21. Disclose that apprenticeship councils do not accept training from trade schools for advanced placement if program is in the apprenticeship area, if applicable
- \_\_\_\_\_ 22. The school's policy regarding postponement of starting date and the effect on student's right to a refund

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(Signed)

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(Title)