

SCHOOL CATALOG CHECKLIST

EAP Form 1.05 (Rev. 10/22)



STATE OF WISCONSIN
EDUCATIONAL APPROVAL PROGRAM
P.O. Box 8366
MADISON, WI 53708-8366
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Under *Wis. Admin. Code s. SPS 404.03 (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 will appear on the school's application for approval.

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

Page: _____ The school's mission statement.

Page: _____ A statement that the school provides equal opportunity for all persons regardless of age, race, creed, disability, sex, religion, sexual preference, or political affiliation.

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.

Page: _____ A description of the school's self-evaluation process. Evaluations shall include student, alumni and employer feedback on the effectiveness of the curriculum.

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 applicable) 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. Student records retained must minimally include student contact information, dates and records of attendance, progress and grade reports, enrollment agreement or other instrument related to payment of services, date of completion or termination and the reason(s) thereof, and any student grievances/resolution.

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

- Wis. Admin. Code s. SPS 408.04* (no refund – fixed class schedule for program shorter than six days and costing less than \$150)
 - Wis. Admin. Code s. SPS 408.05* (partial refund)
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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
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Page: _____ A statement in accordance with *Wis. Admin. Code s. SPS 408.05(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. Admin. Code s. SPS 409.05* for definition of these services).
- Placement Services (refer to *Wis. Admin. Code s. SPS 409.02* 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 EAP USE ONLY

Name of Reviewing Consultant:

Complying

Non-Complying/Needs Revision

Date of Review:

Notes/Comments:
