

## **INSTRUCTIONS ON COMPLETING THIS ELECTRONIC FORM**

I have read and understand these instructions

1. Under “File” on the toolbar, click on “Save As” to FIRST *save this form to your computer*.
2. The input fields can be navigated FORWARD by tabbing, using the right or down arrows on the keyboard, or by left clicking on the field. Should you wish to move BACK in the form, use the left or up arrows, or left click on the field.
3. Should a box need to be checked, such as for a “Yes” or “No” answer, left click on the appropriate box. An “X” should appear. To remove the “X”, click it again.
4. Once the form has been completed, save it a final time and email it, along with all required additional materials included as attachments, to your Commission staff liaison.
5. Wherever a signature is required, you must first complete everything on that page electronically and then print out that page and sign. ***All original signed signature pages must be mailed to Commission staff***; however, the remainder of the form may be emailed as an attachment.
6. Should the form require additional documents to be submitted, then the School must either include those items as hard copies with the mailed signature pages, or include them as PDF or Word attachments with the emailed electronic form.

Maryland Higher Education Commission  
Private Career Schools  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21202

[www.mhec.state.md.us](http://www.mhec.state.md.us)

(Staff Directory: <http://www.mhec.state.md.us/higherEd/about/stafcomb.asp>)

Catalog Checklist for a Private Career School

**SCHOOL NAME:** \_\_\_\_\_

**CATALOG CHECKLIST  
FOR A PRIVATE CAREER SCHOOL**

The Code of Maryland Regulations, Section 13B.01.01.15 A. states:

*Each school shall have a catalog that shall be given to all students at the time of enrollment. The catalog shall describe comprehensively the school's facilities, educational offerings, activities, policies, and other information prescribed by the Secretary, and shall state the estimated length of each of the school's programs and courses in clock hours, weeks, and months.*

The following is the catalog checklist as prescribed by the Secretary. To meet minimum standards, all the items listed below must be included in the catalog.

Please complete this checklist by listing next to each item the page or pages in the school catalog that contain this information. Put "N/A" if the item is not applicable to the school.

In order to provide current information to the student, updated information such as faculty lists or program costs may be printed on a catalog insert or addendum. A recently approved program modification or new program may also be described with a catalog insert until the new printing of the catalog occurs.

**Please note: *Catalog pages must be numbered.***

*Date of Catalog (Month and Year Published):* \_\_\_\_\_

Page #

- \_\_\_\_\_ 1. Name, complete street address, and telephone number of the school. May include facsimile number, school email contact, and website identification.
- \_\_\_\_\_ 2. Date of publication of the catalog (month and year published).
- \_\_\_\_\_ 3. A full description of the ownership and control of the school, including names of any corporate officers, general partners, managing members, stockholders, partners or members who make decisions concerning the operation of the school or directly or indirectly have a controlling ownership interest.
- \_\_\_\_\_ 4. Names and titles of:
  - \_\_\_\_\_ a. The school director;
  - \_\_\_\_\_ b. Administrative staff; and
  - \_\_\_\_\_ c. Instructional staff (include subject matter each teaches).
- \_\_\_\_\_ 5. Description of the school's facility, which includes at a minimum a description of instructional and student service space such as classrooms, lab rooms, administrative

**Catalog Checklist for a Private Career School**

areas, restrooms, and break rooms. Classrooms and lab room should include square footage

- \_\_\_\_\_ 6. General description of the school's instructional equipment (for instance, white boards, student computers, audio-visuals, etc.). If any portion of a program is delivered via distance education, student home equipment minimum requirements must be disclosed.
- \_\_\_\_\_ 7. Statement of the mission of the school.
- \_\_\_\_\_ 8. A calendar, which identifies
  - \_\_\_\_\_ a. The academic calendar:
    - \_\_\_\_\_ 1) Program start and end dates.
    - \_\_\_\_\_ 2) Beginning and end dates of each term or module.
  - \_\_\_\_\_ b. The school calendar:
    - \_\_\_\_\_ 1) All holidays observed.
    - \_\_\_\_\_ 2) Any vacation time or known periods of school closure.
    - \_\_\_\_\_ 3) Closing policy due to inclement weather to include how students and staff are notified and how missed classes are made up.
- \_\_\_\_\_ 9. Description of the school's policy for granting credit for previous training or experience to include information collection, evaluation, and notification process. Should a school not grant credit for previous training or experience, there must be a statement to that effect.
- \_\_\_\_\_ 10. For each program dually approved in credit hours, the definition of a credit hour and the formula used to convert clock hours to credit hours. Identify the institutions accepting these transfer of credit hours as well as a breakdown of the specific transferrable credit hours. Include the statement: *"Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institution."*
- \_\_\_\_\_ 11. Overview of each program, which includes:
  - \_\_\_\_\_ a. Title and total program length in clock hours (and credit hours, if applicable).
  - \_\_\_\_\_ b. Vocational objectives of the program which include identifying the specific occupations for which graduates will qualify, along with occupational descriptions in accordance with the Bureau of Labor Statistics Occupational Outlook Handbook (<http://www.bls.gov/ooh/>).
  - \_\_\_\_\_ c. Description of process relative to how and when a student may enroll to include location, days of the week, times available and whether by appointment or walk-in.
    - \_\_\_\_\_ 1) Entrance requirements (for instance, minimum age requirement, educational level, health tests or reports, etc.)

**Catalog Checklist for a Private Career School**

- \_\_\_\_\_ 2) Training programs for occupations requiring state licensing, certification or registration must contain the following disclosure statement: *Criminal convictions may affect a student's ability to be licensed, certified or registered.*
  
- \_\_\_\_\_ d. Program outline identifying each course or subject and the following:
  - \_\_\_\_\_ 1) Total hours of instruction for each course or subject.
  - \_\_\_\_\_ 2) Total hours for each course designated for lecture/theory.
  - \_\_\_\_\_ 3) Total hours for each course designated for lab/practical.
  - \_\_\_\_\_ 4) Total hours for each course designated for clinic/externship.
  - \_\_\_\_\_ 5) If any portion of the program is delivered via distance education, 1-4 must be individually broken out by instructional delivery method: residential or distance education.
  
- \_\_\_\_\_ e. Brief summary description of each topic area or course within the program.
  
- \_\_\_\_\_ f. Brief summary description of clinic/externship to include identifying the sites and locations, capacities, and distances from the school.
  
- \_\_\_\_\_ g. Schedule options. Identification of the following for each schedule; i.e., full-time day schedule, part-time evening schedule, etc.
  - \_\_\_\_\_ 1) Specific times and number of hours of instruction per day,
  - \_\_\_\_\_ 2) Specific days required each week,
  - \_\_\_\_\_ 3) Number of hours required each week, and
  - \_\_\_\_\_ 4) Number of weeks required to complete the program.
  - \_\_\_\_\_ 5) If any portion of the program is delivered via distance education, 1-4 must be individually broken out by instructional delivery method: residential or distance education.
  
- \_\_\_\_\_ h. Maximum student-to-instructor ratio(s) for lecture, lab/practical, clinic/externship.
  
- \_\_\_\_\_ i. Graduation requirements including all academic, attendance, and financial requirements.
  
- \_\_\_\_\_ 12. Program performance. A statement which clearly discloses that students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and (if applicable) pass rate of graduates on any licensure examination. The web site address of the Maryland Higher Education Commission must be provided in this statement ([www.mhec.state.md.us](http://www.mhec.state.md.us)).
  
- \_\_\_\_\_ 13. Cost for the programs to include the amount of the:

**Catalog Checklist for a Private Career School**

- \_\_\_\_\_ a. Application fee;
- \_\_\_\_\_ b. Registration or enrollment fee (cannot exceed 10% of the tuition or \$150, whichever is less);
- \_\_\_\_\_ c. Books and supplies;
- \_\_\_\_\_ d. Tuition;
- \_\_\_\_\_ e. Other costs, specifically identified and described, to include to whom payable, when, and for what purpose. (Please note: COMAR Section 13B.01.01.12G: “*Other mandatory fees charged shall be requested by a school and approved by the Secretary prior to implementation....*”)
- \_\_\_\_\_ f. Total cost for the program as payable to the school.
- \_\_\_\_\_ g. For a combined resident-distance education program, the tuition price for the distance education portion and the tuition price for the resident portion shall be separately stated on the enrollment agreement. The total of the two shall be the total tuition charge.
- \_\_\_\_\_ h. Any direct costs to be assumed by the student (e.g., supplies and materials, uniforms, etc.).

- \_\_\_\_\_ 14. School’s attendance policy that must address items a through g below (if any portion of the program is delivered via distance education, policies regarding the two delivery methods must be separated out):
- \_\_\_\_\_ a. Absences, including tardiness and leaving early (reminder: all time missed must be tracked by the school).
  - \_\_\_\_\_ b. If a program prepares students for a licensed occupation which requires completion of all program hours, a make up policy must describe the number of hours which can be made up while maintaining the required attendance rate and the time frame for such make up, along with the manner in which these hours can be made up.
  - \_\_\_\_\_ c. Description of early and frequent evaluation points in the program(s) when student attendance will be evaluated and reported in writing to students. Identify the minimum attendance standard that each student must achieve at these evaluation points.
  - \_\_\_\_\_ d. The number of hours and percentage of hours absent allowed before a student will be placed on probation or terminated.
  - \_\_\_\_\_ e. Description of the probationary period, if any. If the school does not have a probationary period, then a statement must be included to that effect.
  - \_\_\_\_\_ f. The action the school will take if a student fails to achieve the minimum attendance standards.
  - \_\_\_\_\_ g. Attendance requirement to graduate. Note: The Maryland regulations require that a student shall have a minimum attendance rate of 80 percent of the total program, in order to be graduated from a program.
  - \_\_\_\_\_ h. Identification of whether the school has a Leave of Absence policy, and what that policy is, dependent upon program length and educational soundness. Note that by Maryland regulation, an “official leave of absence” means any leave of absence granted by a school under the terms set out in Section 13B.01.01.09M of the Code of Maryland Regulations.<sup>1</sup>

---

<sup>1</sup> 13B.01.01.09M. Leaves of Absence.

**Catalog Checklist for a Private Career School**

A leave of absence must be requested in writing by a student, documented in the student's file, and granted by the school in accordance with sound educational practice for a maximum of 180 cumulative days.

- \_\_\_\_\_ 15. The school's policy on student conduct and the conditions for dismissal for unsatisfactory conduct. (At a minimum, address inappropriate interactions and behavior, dishonestly, violent acts, and policy violations.)
  
- \_\_\_\_\_ 16. The school's policy regarding academic progress must include the following (if any portion of the program is delivered via distance education, policies regarding the two delivery methods must be separated out):
  - \_\_\_\_\_ a. The grading system and the grading scale.
  - \_\_\_\_\_ b. Minimum grades considered satisfactory.
  - \_\_\_\_\_ c. The school's policy regarding make up work.
  - \_\_\_\_\_ d. Description of early and frequent evaluation points in the program(s) when student academic achievement will be evaluated and reported in writing to students. Identify the minimum academic standard that each student must achieve at these evaluation points.
  - \_\_\_\_\_ e. Description of the probationary period, if any. If the school does not have a probationary period, then a statement must be included to that effect.
  - \_\_\_\_\_ f. The action the school will take if a student fails to achieve the minimum academic standards.
  - \_\_\_\_\_ g. Conditions of re-entrance for students dismissed for unsatisfactory progress, including costs, conditions, and time limits associated with re-enrolling.
  - \_\_\_\_\_ h. The minimum grades or grade average that must be maintained if the student is to graduate.
  - \_\_\_\_\_ i. A statement verifying that the school maintains permanent grade records for as long as the school exists.
  - \_\_\_\_\_ j. A statement verifying that, on a regular basis which is at least every evaluation point, the school will record on an approved individual student permanent record form each student's daily attendance and record of academic achievement.

- 
- (1) Official leaves of absence may be granted by a school only under a written leave policy that is published in the school's catalog. The policy shall require a student to provide a written, signed, and dated request for a leave of absence. The school shall document the leave of absence in the student's file, report the student's last date of attendance as the start of the leave, record the reason for the leave, and specify, with the consent of the student, an end date for the leave of absence.
  - (2) The school shall grant a leave of absence in accordance with sound educational practice. There shall be space and resources available for the student to resume instruction upon conclusion of the leave of absence. There shall also be a reasonable expectation that the student will return to the school and complete the program successfully. If a student does not resume attendance at the school on or before the end of the leave of absence, the school shall treat the student as a withdrawal in accordance with section 13B.01.01.12M(3) of this chapter.
  - (3) Additional charges may not be imposed upon the student related to an official leave of absence. Any effects on student loan repayment terms, including possible exhaustion of available grace periods, shall be explained to the student before a leave of absence is granted. Evidence of compliance shall be maintained by the school as part of the student's permanent record.
  - (4) In total, a student may not be granted cumulative leave from the school for more than 180 days.

**Catalog Checklist for a Private Career School**

\_\_\_\_\_ 17. The school’s refund policy which addresses the items listed below and is **consistent** with the **minimum** requirements in the Code of Maryland Regulations. While it is recommended that it be quoted exactly for the school’s policy, the school may certainly exceed these minimum requirements to make the refund policy more beneficial to the student. The refund policy stated within the catalog enrollment must be the same as the language on the enrollment agreement.

\_\_\_\_\_ a. If the school closes or discontinues a course<sup>1</sup> or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

\_\_\_\_\_ b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student.]

\_\_\_\_\_ c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.

\_\_\_\_\_ d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

<b>Proportion of total course or program taught by date of withdrawal</b>	<b>Tuition refund</b>
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20 % refund
More than 50 %	No refund

\_\_\_\_\_ e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

---

<sup>1</sup> "Course" means a *portion* of a program of study covering specific subject matter. [COMAR 13B.01.01.02B(10)]

**Catalog Checklist for a Private Career School**

- \_\_\_\_\_ f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
- \_\_\_\_\_ g. Identification of any non-refundable items.
- \_\_\_\_\_ h. For a program or portion of a program delivered by distance education, the minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun shall be prorated based on the proportion of the program completed by the student. The proportion of the program completed via distance education shall be the percentage of submitted lesson assignments completed by the student compared to the total number of lesson assignments in the program or portion of the program delivered by distance education.
- \_\_\_\_\_ 18. Description of student services including the nature and extent of placement assistance available to students and/or graduates.
- \_\_\_\_\_ 19. Identification of school-specific student rights, privileges and responsibilities (for instance, parking, transcripts and costs (if any), work-station clean-up, dress code, etc.).
- \_\_\_\_\_ 20. Student grievance procedure, which includes the information that the student has the right to appeal in writing to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations. Other agencies or boards that must also be identified by name, address, and telephone number in the grievance policy include applicable State licensing boards and commissions, accrediting bodies, and the Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, MD 21202, 888-743-0023/410-528-8662.
- \_\_\_\_\_ 21. Pages numbered in the school catalog.

Catalog Checklist for a Private Career School

**Note: Items 22a. – g. apply only to those schools approved for students to receive veterans education benefits.** (After a school has been approved by the Secretary and successfully operated for a two-year period, it may elect to apply for and obtain approval from the Maryland Higher Education Commission/State Approving Agency to accept Veterans Education Benefits for their enrolled students.)

\_\_\_\_\_ 22. VA APPROVED SCHOOLS: For schools approved to offer VA education benefits, the catalog must meet the minimum state requirements outlined in items 1 through 21 above, and must also include each item listed below. These may be incorporated into the catalog or published in a catalog addendum.

- \_\_\_\_\_ a. On or inside the front cover of catalogs submitted to the Commission, the following statement which must be *signed and dated* by the school director or other authorized representative: **“CERTIFIED TRUE AND CORRECT AS TO CONTENT AND POLICY.”**
- \_\_\_\_\_ b. Statement of approval: “The school is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit programs.”
- \_\_\_\_\_ c. The school’s policy for granting credit for previous training or experience (#10 above) which must indicate that the school will obtain written records on a VA beneficiary’s previous education and experience, complete a documented evaluation, grant credit where appropriate, advise the VA claimant and the Department of Veterans Affairs accordingly, and maintain records
- \_\_\_\_\_ d. Identification of which programs are approved for VA educational benefits and which are not.
- \_\_\_\_\_ e. Statement verifying that the school will notify the VA of any change in the enrollment status of students certified to receive veterans education benefits. This would include when the student is placed on attendance and/or academic probation, changes schedules, or terminates training.
- \_\_\_\_\_ f. Statement verifying that the school maintains permanent grade records and an indication as to when grade reports will be furnished to each student.
- \_\_\_\_\_ g. Statement that all refunds due to students who receive veterans education benefits will be paid within 40 days of the last date of attendance.
- \_\_\_\_\_ h. If the school is *not* nationally accredited, a refund policy which must state that the amounts charged a recipient of VA education benefits for tuition, fees, and other charges for a portion of the course will not exceed the approximate prorata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to the total length (Code of Federal Regulation 21.4255). The school may retain \$10.00 for administrative costs.