

CATALOG DISCLOSURES CHECKLIST

## Introduction

This Catalog Disclosures Checklist is intended to be used and submitted with the institution’s Self-Evaluation Report to assure compliance with DEAC catalog disclosure requirements. Institutions should select either yes, no, or not applicable next to the following disclosures.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Catalog Section** | **Elements** | **Page Number** | **Yes** | **No** | **N/A** |
| Catalog Availability | Catalog is available on institution’s website, and prospective students are not required to provide any personal contact information for access or download | Insert Link |  |  |  |
| Cover | Effective date of catalog (beginning and ending dates) | Page Number |  |  |  |
| Contact Information | Institution address, telephone number, website address | Page Number |  |  |  |
| Mission | Institution mission statement | Page Number |  |  |  |
| Goals and Outcomes | Institutional goals/outcomes | Page Number |  |  |  |
| State Licensure and Other Recognition | Institutional state licensing, authorizations, exemptions, and other memberships or recognitions | Page Number |  |  |  |
| Accreditation | **DEAC Accreditation:** Institution indicates accredited status and provides DEAC’s name, address, website address, and telephone number | Page Number |  |  |  |
| Hours of Operation | Business hours and office staff and faculty availability | Page Number |  |  |  |
| Administrators | Name and title of institutional administrators | Page Number |  |  |  |
| Legal Control | Name of entity with legal control of the institution; list names of governing board directors/trustees and officers of the corporation | Page Number |  |  |  |
| Advisory Board | Names and titles of Advisory Board members | Page Number |  |  |  |
| Faculty | List of full-time and part-time faculty, including earned degrees, conferring institutions, and subject matter expertise | Page Number |  |  |  |
| Academic Calendar | Academic calendar including start/end dates and assignment schedules, as applicable | Page Number |  |  |  |
| Technology Requirements | Minimum technology requirements for students to be successful in their program of study | Page Number |  |  |  |
| Confidentiality and Privacy Policies | Confidentiality and privacy policies (e.g., FERPA) | Page Number |  |  |  |
| Course/Program Listings with Program Outcomes | List course numbers, general education, credit hours, core courses, electives, credits required, and program outcomes | Page Number |  |  |  |
| Course Descriptions | Course descriptions and credits required | Page Number |  |  |  |
| Admissions Criteria | Admissions criteria, prerequisites, language requirements, documentation, admission disclosures, notification of admission acceptance/denial | Page Number |  |  |  |
| Satisfactory Academic Progress Policy | Expectations for maintaining satisfactory academic progress | Page Number |  |  |  |
| Transfer Credits | Transfer credit policies, maximum allowable transfer credits for each program level, and experiential/equivalent credit, as applicable | Page Number |  |  |  |
| Acceptance of Transfer Credit Disclosure Statement | Disclosure that the acceptance of transfer credit is determined by the receiving institution | Page Number |  |  |  |
| Grading Policies | Grading policies, proctoring requirements, general assignment and assessment information, resubmission | Page Number |  |  |  |
| Student Code of Conduct | Student code of conduct | Page Number |  |  |  |
| Non-Academic Dismissal Policy | Non-academic dismissal policy | Page Number |  |  |  |
| Complaint/Grievance Policy | Student complaint/grievance policy including DEAC contact information as well as applicable state information | Page Number |  |  |  |
| Student Identity Verification | Information on institution’s procedures for verifying student identity based on program level | Page Number |  |  |  |
| Non-Discrimination Policy | Non-discrimination policy | Page Number |  |  |  |
| Graduation Requirements | Graduation requirements including minimum grade point average requirements | Page Number |  |  |  |
| Academic Policies and Procedures | Minimum/maximum degree time requirements, extensions, incompletes, code of ethics, academic integrity, plagiarism, leave of absence | Page Number |  |  |  |
| Student Services | Change of contact information, student ID cards, orientation, graduation ceremony, alumni services, career services, honor society | Page Number |  |  |  |
| Tuition/Fees | Complete listing of all tuition and associated fees including in-residence costs and textbooks, as applicable | Page Number |  |  |  |
| Cancellation | Notification of cancellation in any manner, cancellation period, cancellation before starting program, receipt of materials upon cancellation, and promissory notes | Page Number |  |  |  |
| Refund Policy | Refund policy, refund within 30 days, sample refund calculation | Page Number |  |  |  |
| Financial Assistance and Payment Plans | Financial Student Assistance Title IV disclosures per state and federal requirements, institutional scholarships, institutional discounts, institutional (non-Title IV) financial assistance, payment plans | Page Number |  |  |  |
| Counseling/Placement | Description of counseling/placement services, as applicable | Page Number |  |  |  |

**Note:** Institutions must permanently archive its catalogs.