

School Catalog Checklist for Institutions of Higher Education

Required Information for School Catalogs

In Virginia, each postsecondary school is required to provide or make available to students, prospective students, and other interested persons a clear, accurate, and comprehensive Catalog, Bulletin, Brochure, or Electronic Media ("Catalog"). The school must provide a Catalog with all of the required disclosures before the prospective student signs the enrollment agreement.

The information provided within the [School Catalog Checklist](#) is intended to assist in creating or revising a Catalog. All postsecondary schools must submit a Catalog accompanied by a completed checklist indicating the page number where the required information is found. While the items below must be included in the Catalog, institutions may use their discretion to include additional items they feel are relevant to their own institutions.

References to the *Virginia Administrative Code* have been provided for ease of reference to the requirements. Please DO NOT use these references in the Catalog.

If there is any conflict between language in this [School Catalog Checklist](#) and the *Code of Virginia* or the *Virginia Administrative Code* (regulations), then the regulations will prevail.

School Information	Page Number(s)
8VAC40-31-30(A) A school certified to operate by SCHEV must include in any print and electronic catalogs: - A clear statement that the State Council of Higher Education for Virginia has certified the school to operate in Virginia, and - The complete address of the main campus and all instructional locations within Virginia.	
8VAC40-31-30(C), pursuant to § 23.1-219(E) of the Code of Virginia A school with its main campus not located in Virginia must verify that: - All courses, degrees, or certificates offered at any site are also offered at an out-of-state campus of the institution or school. - All credits earned at any site are transferable to an out-of-state campus of the institution or school.	
8VAC40-31-160(B)(1-2) The history and development of the postsecondary school. Note: Use this section to identify any persons, entities, or institutions that have a controlling ownership or interest in the postsecondary school.	

8VAC40-31-160(B)(3) The mission of the postsecondary school, including a statement of the relative degree of emphasis on instruction, research, and public service.	
8VAC40-31-160(B)(4) A description of the postsecondary school's distance education activities, if applicable.	
8VAC40-31-160(B)(5) A list of all locations at which the school offers programs in Virginia, and the programs offered at each location.	
8VAC40-31-160(E)(6) The name and address of the school's accrediting agency, if applicable.	
Academic Information	Page Number(s)
8VAC40-31-160(E)(9) The academic calendar for the period covered by the publication.	
8VAC40-31-160(C) Description of the minimum requirements for: - admission to the school; and - acceptance into programs with special requirements. Note: The qualification for admission should be commensurate with the degree level being sought; i.e., the admissions criteria should include reasonable means to determine whether a candidate has the ability to do graduate level work.	
8VAC40-31-160(E)(2) Description of each program offered, the number of hours of instruction in each subject, total number of hours required for course completion, course descriptions, and credential awarded.	
Please note the following: - For programs leading to a degree, the number of credits to achieve the degree must conform to requirements of 8VAC40-31-140(A)(1-4). - For programs culminating in AAS, AOS, AA or AS degrees, curriculum must meet the requirements of 8VAC40-31-140(B). - All instructional courses for degree credit must meet contact hour requirements as stated in 8VAC40-31-140(D)(1).	
8VAC40-31-16(E)(7) The minimum requirements for satisfactory completion of each degree level and degree program, or nondegree certificate or diploma.	
8VAC40-31-160(M) The school's Internship, Externship, or Production Work policy, if applicable. Include information about how students will be supervised and evaluated on their work.	

8VAC40-31-160(E)(8) If the institution offers programs leading to the Associate of Applied Science or Associate of Occupational Science degree, a statement that these programs are terminal occupational or technical programs and that credits generally earned in these programs are not applicable to other degrees.	
8VAC40-31-140(A)(5) A statement informing students they must complete a minimum of 25% of course work at the institution to be granted a degree from the institution.	
8VAC40-31-140(A)(6) A statement that informs students whether the institution awards life or work experience credit. For institutions granting life or work experience credit, a statement that informs students that no more than 25% of the credit in a student's degree program may be awarded for life or work experience.	
VAC40-31-140(D)(3) A statement confirming that the institution ensures that: (i) a qualified academic advisor is available to meet the concerns of the student and that student contact by any method will elicit a response from the advisor within a reasonable timeline; (ii) continual curriculum development and oversight for each major and concentration or track is maintained; and (iii) a program director is named and designated to oversee each program area.	
8VAC40-31-160(C)(2) A statement that explains how credits earned at other institutions are evaluated for transfer credit.	
8VAC40-31-160(I) Requirements for all programs offered via distance education	
8VAC40-31-160(D)(2)(a)(7) A statement that the transferability of credit and credentials earned is at the sole discretion of the receiving institution.	
Financial Information	Page Number(s)
8VAC40-31-160(E)(3) A statement of tuition and fees and other charges related to enrollment, such as deposits, fees, books and supplies, tools and equipment, and any other charges for which a student may be responsible. These charges are to be applied uniformly to all similarly circumstanced students.	
8VAC40-31-160(E)(1) A description of any scholarships or grants offered by the school and a description of federal financial aid available to students, if applicable. The school shall disclose the standards of academic progress required for continued participation in the financial aid programs.	

8VAC40-31-160(E)(4) The school's refund policy for tuition and fees pursuant to 8VAC40-31-160(K)(1-10), including information on: • non-refundable fees; • cancellation of enrollment; • withdrawal information; and • minimum refund policy.	
Student Disclosures	Page Number(s)
8VAC40-31-160(E)(12) Description of students' rights and responsibilities	
8VAC40-31-160(E)(10) A statement that accurately details the type and amount of career advising and placement services offered by the school.	
8VAC40-31-140(D)(4) Description of how the school ensures interaction between student and faculty, and among students.	
8VAC40-31-160(J) Description of resource library with a collection, staff, services, equipment, and facilities that are adequate and appropriate for the purpose and enrollment of the school. Note: An online collection of digital resources may be sufficient. The description should include information about how students will be able to access digital library materials.	
8VAC40-31-160(K)(6) The school's leave of absence policy.	
8VAC40-31-160(E)(5) The school's process for handling complaints, including: • statement that a student will not be subject to unfair actions as a result initiating a complaint proceeding; • statement that students may contact council staff as a last resort if the school does not resolve the complaint to the student's satisfaction; • full contact information for filing a complaint with SCHEV, including ppe.schev.edu and ppe@schev.edu.	