



Non-Degree Schools: Policy Documents

Curriculum

The school must have a clearly defined process by which the curriculum is established, reviewed and evaluated. Evaluation of school effectiveness must be completed on a regular basis and must include, but is not limited to: An explanation of how each program is consistent with the mission of the school. An explanation of the written process for evaluating each program and an explanation of the procedures to assess how well educational goals are achieved. Documented use of the results of these evaluations to improve the programs offered by the school.

Internship, externship, or production work policy document (if applicable)

A document that accurately describes a compliant policy applicable to programs that require an internship, externship, or production work. The policy must adhere to 8VAC-40-31-160(M).

Distance education activity policy document (if applicable)

A document that provides a thorough description of the school's online learning management system. The document should include guidelines regarding attendance, assignment submission, grading, plagiarism, etc., as well as any policies by which the school will ensure regular student-faculty interaction. Describe any training and support services specific to distance education activities, including any means by which the school ensures students have sufficient background, knowledge, and technical skills to successfully undertake a distance education program. The narrative should also include a list of all states in which the school will target prospective students and how it intends to comply with the regulatory approval process for those states.