

GNPEC Catalog Guidelines

The following is a list of minimum requirements, per O.C.G.A 20-3-250.6 and Minimum Standards #7 and #12, to be included in an institution's catalog or similar document provided to students digitally or via hard copy. For reference, you may choose to indicate on which page each of the following requirements can be found.

A sample catalog contents page is provided on page 3 of this document. It shows how you might wish to include these requirements. This is only a sample of how you might structure a catalog. However, the information listed in each section must be provided.

Message from the President (Optional)

Generally a welcome and comments on goals of the institution for its students

About the College

- Mission Statement- **p.**
- Rules of operation such as days/times when open, academic calendar, holiday schedule- **p.**
- Description of the facilities where instruction will occur- **p.**
- Statements that describe the various licenses and/or accreditations recognized by the Secretary of the United States Department of Education required or available for the approved program(s) - **p.**
- Listing of directors, education supervisors, and instructors with their respective qualifications- **p.**

Program of Study and Course Descriptions

- Program descriptions sufficient to enable the student to understand the scope of, sequence of and length of time to complete a course or program of study- **p.**
- Current course listings and descriptions of individual courses under each approved program- **p.**
- Description of the specific occupations for which each specialized program will prepare the student- **p.**

Admissions Information

- A description of an orientation program that acquaints new students with policies, functions and personnel of the institution- **p.**
- Program entrance requirements- **p.**

Academic Information

- Grading policy- **p.**
- Policies on attendance requirements, make-up work, academic probation or dismissal, delay or delinquency in meeting course requirements and standards of satisfactory academic progress- **p.**
- Guidelines for transfer of credit to and from the institution, credit by examination and residency requirements, and disclosure regarding the transfer of credits to outside institutions- **p.**

Financial Information

- Tuition and fees - **p.**
- Description of all charges and/or fees that may be incurred by the student for each approved program- **p.**
- Description of financial aid services and/or GNPEC approved scholarship availability if offered- **p.**

Student Information

- A policy regarding readmission of students dismissed or suspended for academic reasons- **p.**
- Complaint/Grievance procedure (institutional and GNPEC contact information [address, phone number, website] should a satisfactory resolution not be reached on the institutional level) - **p.**
- A conduct policy which includes a statement on conditions for the dismissal and reentrance of students who violate such policy- **p.**
- Description of the cancellation and refund policy in accordance with the GNPEC approved refund policy- **p.**
- Explanation regarding requirements for graduation and procedures for obtaining grades and transcripts- **p.**
- Description of employment assistance provided to graduates- **p.**
- Description of Learning Resource System- **p.**

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