

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. 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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