

GNPEC Catalog Guidelines

The following is a list of minimum requirements to be included in an institution's catalog or similar document provided to students. A sample catalog contents page is provided at the end 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

- Rules of operation such as days/times when open, holiday schedule
- Description of the facilities where instruction will occur
- 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).
- Listing of directors, education supervisors, and instructors with their respective qualifications

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
- Current course listings and descriptions of individual courses under each approved program
- Description of the specific occupations for which each specialized program will prepare the student

Admissions Information

- A description of an orientation program that acquaints new students with policies, functions and personnel of the institution
- Program objectives that include entrance requirements, grading systems, length of the course or program of study, absence policies, make-up work policies, re-entrance conditions, and transfer of credit to other institutions

Academic Information

- Tuition and Fees
- Academic Calendar
- Grading policy

- Policies on attendance requirements, make-up work, academic probation or dismissal, delay or delinquency in meeting course requirements and standards of satisfactory academic progress
- 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

Financial Information

- Description of all charges and/or fees that may be incurred by the student for each approved program
- Complaint/Grievance procedure (institutional and GNPEC contact information [address, phone number, website] should a satisfactory resolution not be reached on the institutional level)
- Descriptions of financial aid services and/or GNPEC approved scholarship availability if offered

Student Information

- A policy regarding readmission of students dismissed or suspended for academic reasons
- A conduct policy which includes a statement on conditions for the dismissal and reentrance of students who violate such policy
- Description of the cancellation and refund policy in accordance with the GNPEC approved refund policy
- Explanation regarding requirements for graduation and procedures for obtaining grades and transcripts
- Description of employment assistance provided to graduates
- Description of Learning Resource System

TABLE OF CONTENTS

- 04 MESSAGE FROM THE PRESIDENT
- 05 ABOUT THE COLLEGE
- Mission Statement • History • [REDACTED]
 - Accreditation, Licensure, and Approvals • Institutional Affiliations • Campus
- 09 PROGRAM OF STUDY AND COURSE DESCRIPTIONS
- [REDACTED]
- 15 ADMISSIONS INFORMATION
- International Students • Re-entering Students
 - Assessment for Academic Placement • College Policies
 - Non-Discrimination
- 18 ACADEMIC INFORMATION
- Unit of Credit • Academic Calendar • Enrollment Status • Transfer of Credit to the College • Transfer of Credit to Other Schools • Attendance • Academic Honors • Grading System • Application of Grades and Credits • Standards of Satisfactory Academic Progress
 - CGPA Requirements • Rate of Progress Toward Completion Requirements • Maximum Time in Which to Complete • Warning and Probation • Appeal
 - Reinstatement • Graduation Requirements • Residency Requirement
- 27 FINANCIAL INFORMATION
- Financial Assistance • How to Apply • Financial Aid Programs • Cancellation • Refund Policy
 - Return of Title IV Funds • Withdrawal Date
- 32 STUDENT INFORMATION
- Career Services • Health Services • Academic Assistance
 - Faculty • Housing • Library • Hours of Operation
 - Student Orientation • Course Schedules • Student Portal
 - Student Handbook • Changes • Conduct Policy • Campus Security
 - Drug-Free Environment • Grievance Policy
 - Reasonable Accommodations Policy – Individuals with Disabilities
 - Unlawful Harassment Policy • Student Records Access and Release
 - Statement of Legal Control
- ADDENDUM
- Academic Calendar • Tuition and Fees • Staff and Faculty