

Sample Catalog

School Name

Address

Phone Number

**Year of Catalog
or
Volume Number**

This is to certify that the information contained in this publication is true and correct in content and policy.

Signature (of Authorizing Official) _____

Title _____ Date _____

Introduction: Include information such as the history, philosophy, mission of your school.

Administration and Staff:

Governing Body: Public schools should list the names of the Board of Trustees. Private schools should list the names of the owners or Board of Directors.

Administration: List the names and titles of administrators and staff.

Faculty: List names of faculty members and their credentials.

Example: Faculty: Mary Jones, RN, BSN
George Black, 15 years experience in Welding

Facilities: Briefly describe the facilities. Include name and address of additional training locations.

Example: The facility consists of five classrooms, two computer labs, a medical assistant lab, a library, student lounge area and administrative offices. Training is also conducted at a classroom at Millsville High School, 154 Elm St., Ourtown, Ohio, zip code.

Equipment: Briefly describe the type of equipment that is available to train your students.

Example: The school has 15 IBM computers with Internet access, a TV, a VCR/DVD player, and an overhead projector. The medical lab includes five bed units, two microscopes, and miscellaneous equipment and supplies that would be used in a nursing home or doctor's office.

Fees and Tuition: List all fees and tuition charges.

Example: Registration fee \$50

	<u>Tuition</u>	<u>Books + Supplies</u>
Medical Assisting	\$2,500	\$200
EMT	\$300	\$50

Refund Policy:

Accredited Schools: Describe the refund policy approved by the accrediting agency.

Non-accredited Schools: CFR 21.4255 requires that all non-accredited schools use the following refund policy for any student receiving DVA Educational Benefits:

The amount charged to the student for tuition, fees and other charges for a portion of the course shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

Class Schedule: List the days and times that each program meets.

Example: Auto mechanic diploma program meets 12 hours per week on Monday, Tuesday and Wednesday from 6 to 10 p.m.

Calendar: List the holidays and the dates of vacations.
List the beginning and ending dates of each term, quarter or semester, and/or list the beginning and ending dates of each clock hour program
Open Enrollment – Students may start any Monday.

School Policies

The following policies are required for all schools. The examples should help you design your own policy. Remember the policy should be clear.

Admission Requirements:

Example: A student must be 18 years of age and provide proof of high school diploma or GED. An admissions test will be given. Students must receive a minimum score of 25 to be admitted to the school.

Standards of Conduct Policy:

Example: Students are expected to act as adults. Any behavior that is disruptive to the educational environment or that is destructive to property is unacceptable and the student will be dismissed.

Conditions of Dismissal for Unsatisfactory Conduct:

Example: The school director has the authority to dismiss any student who violates the school's published policies. A record of the expulsion will be maintained.

Policy for Granting Credit for Previous Education and Training:

Example: The school director will evaluate official transcripts and documentation of previous education and training and appropriate credit will be given.

Grading System:

Example: A student's academic progress will be measured according to the following scale:

A=95-100 percent

B=85-94 percent

C=75-84 percent

D=65-74 percent

F=0-64 percent

The student will be given a report of his progress at the end of each term.

Minimum Grades considered Satisfactory:

Example: A student must maintain a minimum of a C average or 2.0 GPA.

Probation Period:

Example: A student whose grades fall below the minimum satisfactory requirement of 2.0 GPA will be placed on probation for one term.

Conditions for Interruption for Unsatisfactory Grades or Progress:

Example: If the student does not achieve a satisfactory grade of 2.0 or above during the probation, the school will notify the VA to interrupt the student's educational benefits.

Conditions for Re-entrance after Unsatisfactory Progress or Conduct:

Example: A student will be permitted to re-enter the program at the beginning of the next term if the student has resolved the problems causing the unsatisfactory progress or conduct.

Attendance/Absence Policy:

Example: If a student's absences exceed 15 percent of the scheduled hours in a program, the school will notify the VA to terminate the payment of educational benefits.

Note: The following policies are only required for non-accredited schools.

Enrollment Dates:

Example: A student may apply any day that the school is open. The student will start classes at the beginning of the next term.

Leave Policy:

Example: The school does not allow a leave of absence. A student would be required to withdraw and re-enroll at the beginning of the next term.

Tardiness Policy:

Example: A student reporting over 10 minutes late for a scheduled class will be considered tardy. Three tardies will be counted as one unexcused absence.

Class-cut Policy:

Example: A class-cut will be considered a non-excused absence.

Make-up Work Policy:

Example: Make-up is at the discretion of the instructor. The student must make up all work during the enrollment period.

Policy for Granting a Certificate upon Satisfactory Completion of Training:

Example: A student who satisfactory completes the LPN training will be awarded a certificate of completion. The student must pass the test administered by the Ohio State Board of Nursing before practicing in Ohio.

Program Descriptions

Provide a description of each program. The number of hours of theory and lab should be noted. Be sure that the combined theory and lab hours equal the total number of hours of the program.

Example:

Surgical Technology Diploma

<u>Course</u>	<u>Theory</u>	<u>Lab</u>	<u>Total Clock Hours</u>
Microbiology	48	0	48
Fundamentals of Surgical Technology	88	136	224
Anatomy + Physiology I	60	0	60
Surgical Procedures I	84	304	388
Professional Issues	16	0	16
Anatomy + Physiology II	72	0	72
Surgical Procedures II	84	288	372
Total Hours	452	728	1180

Course Descriptions

Microbiology: This course is designed to provide knowledge of the structures and functions of select pathogenic organisms, infectious disease cycle and body's defenses to infection including the immune system.

Fundamentals of Surgical Technology: This course teaches the role and responsibility of the surgical technologist in effective communication, legal, ethical and moral aspects of the care and preparation of the patient for surgery, preparation of the operating room (OR) for surgery, aseptic techniques, patient care procedures, environmental safety, and supply/equipment preparation and use.

Anatomy + Physiology I: This course covers the essentials of structure and function of the integumentary, gastrointestinal, endocrine and musculoskeletal systems. The organization of the body into cells, tissues, organs, systems and wound healing are described.

Surgical Procedures I: This course covers selected commonly performed surgical procedures, pathology leading to surgical intervention, purpose of surgery, problems that may arise, and techniques/instruments specific to general and minimal access, GI, orthopedics, and plastic/reconstructive surgeries.

Professional Issues: This course covers job seeking skills such as resume preparation and interviewing techniques and preparation for certification.

Anatomy + Physiology II: This course covers the essentials of structure and function of the neurological, ophthalmic, optic, oral cavity, nasal, reproductive, urinary, thoracic and cardiovascular systems.

Surgical Procedures II: This course covers selected commonly performed surgical procedures, pathology leading to surgical intervention, purpose of surgery, problems that may arise, and techniques and instruments specific to neurological, ophthalmic, oral cavity, optic, nasal, thoracic and cardiovascular surgeries. Specific consideration for geriatric and pediatric clients is discussed.