

Academic Catalog Requirements
IBHE Adopted Rules for Private Business and Vocational Schools:
Sections 1095.40(n) and 1095.240(a-e)

1095.40(n): The school shall provide a catalog or brochure, either in print or electronically, to each prospective student prior to enrollment. Upon request, the school shall provide a catalog or brochure without gathering personal information from an individual unless that information is volunteered. The catalog or brochure shall contain the following:

- 1) Descriptions of the programs offered, program objectives, lengths of program and institutional calendars with program start and end dates;
- 2) Schedule of tuition, fees and all other charges and expenses necessary for completion of the course of study, and cancellation and refund policies;
- 3) Student success data as required pursuant to Section 37 of the Act and this Part and any data to satisfy Board reporting requirements; *(See section 1095.240 below for list of required disclosure information)*
- 4) A statement of the institution's accreditation status with a U.S. Department of Education recognized accrediting body. If no such accreditation exists, the institution must prominently state this in its advertising and published materials;
- 5) Statements regarding the transferability of a certificate to other institutions of higher education and the importance of consulting with institutions to which the student may seek to transfer;
- 6) Evidence of articulation arrangements with institutional counterparts, when these arrangements exist; and
- 7) Other material facts concerning the institution and the program or course of instruction as are likely to affect the decision of the student to enroll, together with any other information specified by the Board and defined in this Part.

1095.240: The disclosure shall consist of a statement containing the following information for the most recent 12-month reporting period of July 1 through June 30 (Section 37 of the Act):

- a) For each program of study, report:
 - 1) The number of students who were admitted in the program as of July 1 of that reporting period.
 - 2) The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories:
 - A) New starts;
 - B) Re-enrollments; and
 - C) Transfers into the program from other programs at the school.
 - 3) The total number of students admitted in the program during the 12-month reporting period (the number of students reported under subsection (a)(1) plus the total number of students reported under subsection (a)(2)).

- 4) The number of students enrolled in the program during the 12-month reporting period who:
 - A) Transferred out of the program and into another program at the school;
 - B) Completed or graduated from a program;
 - C) Withdrew from the school;
 - D) Are still enrolled.
 - 5) The number of students enrolled in the program who were:
 - A) Placed in their field of study;
 - B) Placed in a related field;
 - C) Placed out of the field;
 - D) Not available for placement due to personal reasons;
 - E) Not employed.
- b) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period, as well as the number who passed. (Section 37 of the Act)
- c) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence. (Section 37 of the Act)
- d) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence. (Section 37 of the Act)
- e) The following clear and conspicuous caption, set forth with the address and telephone number of the Board's office: "COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION". (Section 37 of the Act) (See Section 1095.250.)