

## Guide to Catalog and Supplements

### Texas Workforce Commission – Career Schools and Colleges

**NOTES:** A prospective student is entitled to sufficient data to make a rational choice of training opportunities and institutions. A school is therefore obligated to provide sufficiently detailed data in advance of enrollment to assure that prospective students clearly understand their opportunities, limitations, and obligations.

Prior to an applicant signing an enrollment agreement, a school is required to provide the applicant with a publication, which is readily identifiable as a catalog. The catalog is designed, written, and printed to convey an accurate and dignified impression of the school. It must avoid false, misleading, or exaggerated statements.

Submit a copy of the draft school catalog, supplements, and addenda, etc., which are used to complete the checklist. You will be notified of the approval status of these documents.

In order to comply with the approval criteria of *Texas Education Code, Section 132.055, Title 40, Texas Administrative Code, Section 807.175*, all schools must publish the information listed below:

1. The name of school and complete physical address.
2. Identifying data, which includes the catalog volume number, date of publication, and effective dates of the catalog.
3. A table of contents or an index, or both.
4. A historical account of the institution and any accreditation or approvals. A statement printed in the catalog to read: "**Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.**"
5. A description of the available space, facilities, and equipment. Illustrations and text pertaining directly to the school and sources of illustrations must be clearly identified.

**\*(Items 6, 7, 8, 9 and 10 may be on a supplemental page or pages. Each must be numbered, dated, and contain a "True and Correct" statement with signature. The specific catalog being supplemented must be identified. The catalog must reference the supplemental page or pages.)**

- \*6. A list of names of all trustees, directors, officers of the corporation, and/or the owner.
- \*7. A list of key staff and faculty of the institution, showing degrees held, and all specialized training relating to the areas of instruction. Each individual's specialized area of instruction should be indicated. (*Title 40, Texas Administrative Code, Section 807.175*)
- \*8. A statement or listing of fees that includes tuition, registration fee, cost of books, and other "extras". Scholarship terms must be disclosed. If applicable, a statement to the effect that individual subjects will be offered on a cost-per-hour basis must be included. (*Title 40, Texas Administrative Code, Section 807.175*)
- \*9. The school calendar which must include all holidays, enrollment periods, beginning and ending dates of terms, and vacation periods.
- \*10. The school hours of operation and a "definitive" class schedule including all breaks and mealtimes. (*Title 40, Texas Administrative Code, Section 807.175*)

11. The school policy on enrollment which must include specific entrance requirements for each program. (include all applicable data, such as: minimum age, name of entrance test, entrance test score required for each program, requirement for a high school diploma or GED, etc.). (*Title 40, Texas Administrative Code, Section 807.130 and 807.191-197*)
12. The school's policy concerning granting of credit for previous education, training, or experience. (*Title 40, Texas Administrative Code, Section 807.175 and 807.191*) If the school awards credit hours, the catalog will include an explanation that transferability of such hours may be limited. Should the school have an articulation agreement with an accredited college, university, or other postsecondary school, the information will be provided including any known agreement limitations. The names of Texas postsecondary schools that accept any or all of the credit hours earned will also be included. (*Title 40, Texas Administrative Code, Section 807.193*)
13. The school's cancellation and refund policy which must meet the minimum standards of *Texas Education Code, Sections 132.061 and .0611 and Title 40, Texas Administrative Code, Section 807.261-264.*
14. A program outline that includes the following items for each program: (*Title 3, Texas Education Code, Chapter 132 and Title 40, Texas Administrative Code, Section 807.121-134*)
  - a. program title;
  - b. programs not regulated by TWC (e.g., Security Guard Training, GED Preparation, etc.) must have the following statement printed below the title: ***"This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."***
  - c. program description that includes the job skills students will learn, entry-level job titles students are training for, and work locations where graduates may be employed;
  - d. an accurate and complete listing of each subject that includes the identifying number (ex. ENG 101) and title (ex. Basic English);
  - e. course time hours of lecture, lab, and externship and total course time hours plus total credit hours (if applicable) for each subject;
  - f. the total course time hours and credit hours (if applicable) required for satisfactory completion of the program. (Lecture course time hours, laboratory course time hours, externship course time hours, and total course time hours and total credit hours (if applicable) must be indicated.);
  - g. an explanation of the conversion of course time hours to credit hours (if applicable)
  - h. length of time, in weeks, normally required for completion of each program;
  - i. additional or special requirements for completion (e.g. typing and/or shorthand speeds, etc.); and
  - j. the type of certificate, diploma, or degree awarded.
15. A subject description for all subjects offered that includes: (*Title 3, Texas Education Code, Chapter 132 and Title 40, Texas Administrative Code, Section 807.121-134*)
  - a. identifying number (ex. ENG 101);
  - b. title (ex. Basic English);
  - c. For Credit Hour Schools: Number of Lecture, Laboratory, and Externship Course Time Hours, Total Course Time Hours PLUS Total Credit Hours for each subject;  
For Schools using Course Time Hours: Number of Lecture, Laboratory, and Externship Course Time Hours, and Total Hours for each subject;

(One way to express the hours would be: X/Y/Z/T, where X=course time lecture hrs.; Y=course time lab hrs.; Z=externship course time hrs.; and, T=total hrs. For example:

CAT 104 - Computer Accounting - 28/32/100/160)

**NOTE: "Course time hour" or "contact hour" means a course or class period as follows:**

- (A) a 50-minute to 60-minute lecture, recitation, or class, including a laboratory class or shop training, in a 60-minute period;
  - (B) a 50-minute to 60-minute internship in a 60-minute period; or
  - (C) 60 minutes of preparation in asynchronous distance education.
- d. Prerequisites for each subject; and
- e. a complete but concise synopsis of the subject that describes what students will learn how to do. Topics making up the subject may also be included.
16. A description of Grading and Marking system. (*Title 40, Texas Administrative Code, Section 807.221-224*)
17. The school's policy concerning satisfactory progress, which includes: (*Title 40, Texas Administrative Code, Section 807.221-224*)
- a. a definition of satisfactory progress;
  - b. a definition of a progress evaluation period and frequency of progress reporting;
  - c. a description of the school's probation policy that includes the terms of probation;
  - d. the conditions under which the student will be terminated for unsatisfactory progress;
  - e. the conditions under which the student will be readmitted if terminated for unsatisfactory progress. The policy must state that under *Title 40, Texas Administrative Code, Section 807.221-224* students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.
  - f. the system for providing progress reports to students and/or sponsors; and,
  - g. the policy on Incompletes, Withdrawals, Repeat Subjects, and Remedial Work. The policy must state that under *Texas Education Code, Section 132.061(f)* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. The policy must allow a student receiving a grade of incomplete to reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.
18. The school's attendance policy, which includes policies regarding absences, tardies, makeup work and leaves of absence, including: (*Title 40, Texas Administrative Code, Section 807.241-245*)
- a. attendance probation policy (if any), including the terms of probation;
  - b. the conditions under which a student will be terminated for unsatisfactory attendance; and
  - c. the conditions under which a student may be readmitted after being terminated for unsatisfactory attendance. The policy must state that students whose enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period.
19. The school conduct policy, which includes: (*Title 40, Texas Administrative Code, Section 807.195*)
- a. a policy relating to termination; and
  - b. a policy for readmission. (*Title 40, Texas Administrative Code, Section 807.191-197*)
20. The requirements for graduation, including grade point average, maximum time allowed for completion, etc.
21. A description of the placement assistance program available to students and/or graduates, if applicable.
22. A statement of policies and procedures regarding student grievances. The statement must direct unresolved grievances to:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: 512-936-3100  
[texasworkforce.org/careerschools](http://texasworkforce.org/careerschools)

23. A statement signed by the director or owner to read:

**“The information contained in this catalog is true and correct to the best of my knowledge.”**

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(Signature)

This statement must also be on all addenda/supplements.

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**KEEP THIS GUIDE FOR YOUR RECORDS  
DO NOT RETURN**

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**EXAMPLES OF CREDIT HOUR CONVERSION:**

Convert Lecture, Laboratory, or Externship course time hours to credit hours using the appropriate conversion factor for quarter or semester credit hours. Round DOWN to the nearest half or whole credit hour. Then, add for the total credit hours of the subject.

Ex: 1 (Quarter Credit Hr.)

Subject	Lecture	Lab	Extern	Total	Credit Hours
CAT 104 Computer Accounting	28	32	100	160	7.0 Qtr Hr

Lecture	28 divided by 10 = 2.8, round down to	2.5
Lab	32 divided by 20 = 1.6, round down to	1.5
Ext	100 divided by 30 = 3.3, round down to	3.0
		TOTAL = 7.0 Qtr. Hr.

Ex: 2 (Semester Credit Hr.)

Subject	Lecture	Lab	Extern	Total	Credit Hours
CAT 104 Computer Accounting	28	32	100	160	4.5 Sem. Hr.

Lecture	28 divided by 15 = 1.9, round down to	1.5
Lab	32 divided by 30 = 1.1, round down to	1.0
Ext	100 divided by 45 = 2.2, round down to	2.0
		TOTAL = 4.5 Sem. Hr.

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*Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.*

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