

**APPLICATION FOR APPROVAL OF A SUBSTANTIAL  
MODIFICATION TO AN  
APPROVED PROGRAM**

**OFFERED BY A PRIVATE CAREER SCHOOL**

1. Name of School: \_\_\_\_\_

2. Address: \_\_\_\_\_  
*Street City State Zip*

3. Telephone #: \_\_\_\_\_

4. Fax #: \_\_\_\_\_

5. E-mail: \_\_\_\_\_

6. Website: \_\_\_\_\_

7. Contact Information:

7a. Primary Person to Contact about the Modified Program:

\_\_\_\_\_

7b. Title of Contact Person:

\_\_\_\_\_

7c. Title of Modified Program:

\_\_\_\_\_

7d. Proposed Start Date for Modified Program:

\_\_\_\_\_

Date Received by MHEC: \_\_\_\_\_

## INSTRUCTIONS

- **Before completing this application, please read through the entire form.**
- **When additional space is necessary to answer an item or an attachment is required, please attach a separate sheet and identify the number of the item being answered.**
- **Please submit your application in a ring binder. Use divider pages to separate the attachments provided for each section of this application.**

### I. GENERAL INFORMATION

- A. Title of proposed modified program: \_\_\_\_\_
- B. Length of proposed program: \_\_\_\_\_ clock hours  
(\_\_\_\_\_ credit hours, if applicable)
- C. Projected starting date of proposed modified program: \_\_\_\_\_
- D. Breakdown of program costs:
- \_\_\_\_\_ tuition
- \_\_\_\_\_ registration fee
- \_\_\_\_\_ books and materials costs
- \_\_\_\_\_ other costs (please identify: \_\_\_\_\_)
- \_\_\_\_\_ total program cost
- E. Vocational objectives of the proposed modified program: *(Identify the page in the catalog or catalog addendum where the information identified below is provided.)*
1. the skills to be obtained. *(Catalog pages \_\_\_\_\_)*
  2. the specific occupations for which graduates will qualify.  
Please use the **Dictionary of Occupational Titles** to identify the occupations that a graduate who completes the proposed program may qualify if the graduate has no other postsecondary education or previous work experience. *(Catalog pages \_\_\_\_\_)*

- F. Program content. *(Identify the page in the revised catalog or catalog addendum where the information identified below is provided.)*
1. program outline identifying each course or subject and the following:
    - a) total hours of instruction for each course or subject.  
*(Pages \_\_\_\_\_)*
    - b) total hours for each course which are designated for lecture/theory.  
*(Pages \_\_\_\_\_)*
    - c) total hours for each course which are designated for lab/practice.  
*(Pages \_\_\_\_\_)*
  2. description of each course or subject. *(Catalog pages \_\_\_\_\_)*
- G. Program schedule(s): *(Identify the page in the revised catalog or catalog addendum where the information identified below is provided.)*
1. A school calendar which identifies:
    - a) program start dates.  
*(Catalog pages \_\_\_\_\_)*
    - b) beginning and ending dates of each term, phase or module.  
*(Catalog pages \_\_\_\_\_)*
  2. For each program schedule option (day schedule, evening schedule, etc.), identify the following:
    - a) hours of instruction per day. *(Catalog pages \_\_\_\_\_)*
    - b) days required each week. *(Catalog pages \_\_\_\_\_)*
    - c) hours required each week.. *(Catalog pages \_\_\_\_\_)*
    - d) weeks required to complete the program. *(Catalog pages \_\_\_\_\_)*

## II. MARKET DEMAND

- A. **Attach** evidence demonstrating a market demand for the proposed modified program.

*For example, program modifications may be necessary in order to: (1) increase the current program's completion, placement, and/or licensure exam pass rates; (2) comply with new training prerequisites or requirements for the licensure or certification of program graduates; (3) respond to changing employer needs as identified by labor market statistics/trends or the results of an employer survey; and (4) other employer input.*

*Note: A school may be required to submit additional evidence of market demand as required in the Application for Approval of a New Program if the proposed modifications radically change the vocational objectives and/or the length or content of the approved program.*

### III. ENTRANCE AND GRADUATION REQUIREMENTS

- A. Entrance requirements for the proposed modified program:  
*(Identify the page in the revised catalog or the catalog addendum where this information is provided.)*  
*(Catalog pages \_\_\_\_\_)*
- B. If an entrance test will be used for the proposed program, please **attach** the following information:
1. a copy of the test and answer sheet.
  2. a copy of the publisher's test instruction booklet which includes normative data relative to the test.
  3. identification of the minimum score required for admission into the proposed program. Please explain how this minimum cut-off score was determined.
  4. a complete description of how and by whom the test will be administered and scored. Identify whether all applicants will be tested. Also identify the school's policy regarding retesting of applicants who initially fail the test.
- C. Graduation requirements for the proposed modified program:  
*(Identify the page in the revised catalog or catalog addendum where this information is provided.)*  
*(Catalog pages \_\_\_\_\_)*

**IV. ATTENDANCE AND ACADEMIC POLICIES**

- A. Attendance policy for students enrolled in the program. (*Identify the page in the revised catalog or catalog addendum where this information is provided. Note that the attendance policy must address all items listed in #12i, #15 and #16 of the Catalog Checklist.*)  
(Catalog pages \_\_\_\_\_)
- B. Academic policy for students enrolled in the program. (*Identify the page in the revised catalog or catalog addendum where this information is provided. Note that the policy must address all items listed in #12i, #16 and #17 of the Catalog Checklist.*)  
(Catalog pages \_\_\_\_\_)

**V. ENROLLMENTS**

- A. What is the proposed maximum number of students who will be enrolled in any ONE session of the proposed modified program? \_\_\_\_\_
- B. What is the proposed maximum number of students in ALL sessions at any point in time who will be enrolled in the proposed program? \_\_\_\_\_
- C. Identify the proposed maximum student:instructor ratio for:
- |                |                      |
|----------------|----------------------|
| lecture: _____ | lab/practical: _____ |
| clinic: _____  | externship: _____    |

## VI. STAFFING, FACILITIES, AND EQUIPMENT

- A. **Attach** a list of all the school personnel including administrators, instructors and admissions representatives who will be involved in the proposed modified program. For instructors, please indicate which courses in the proposed program they will be teaching and their scheduled hours of instruction. If the instructors for the proposed program will teach other approved programs, please also identify these additional courses and hours of instruction.
- B. **Complete** and **attach** the “*Personnel Information Form for Private Career School Faculty and Administrators*” (**Appendix 1**) for each instructor employed for the program.
- C. **Attach** an equipment list for the proposed program which identifies the quantity, brand and age of each listed item. If any of this equipment is also utilized for other approved programs, please identify how this equipment will be shared.
- D. **Attach** a blueprint or drawing of the floor plan of the school which identifies the dimensions and the designated use of each room (i.e., classroom - 20’ x 15’). *By regulation, space in square footage per student must conform with standards of sound educational practice and State/local laws, ordinances and requirements. The minimum square footage per student may vary depending upon the type of training being conducted and other factors, but may not be less than 20 square feet per student.*



## **VII. FINANCIAL INFORMATION**

**Attach** a description of how the modified program will impact the current finances of the school. Identify whether any additional equipment, staffing and other resources will be necessary to support the proposed modified program.

## VIII. CURRICULUM

A. **Provide** 2 copies of the following items and 1 copy of each textbook and accompanying teacher's manual(s) to be used in the proposed modified program. Provide the following information for each course or subject area within the proposed modified program:

1. a detailed program and course-by-course outline and detailed daily lesson plans that will be provided by the school to the instructor(s).
2. a list of the textbook(s) to be used in the course, including the titles, editions, publishers and dates of publication.
3. a description of the methods proposed to be used to teach the course (ie. instructor lecture, class discussion, student demonstration, etc.)
4. the sequence in which the courses will be taught. If more than one sequence of courses is to be scheduled, please describe all proposed combinations.
5. identification of any course or training component in which a single instructor teaches a combined class of students who are at different levels of the program. Identify the maximum number of training levels that are combined. Describe how the single instructor jointly instructs students who are at different levels of training.
6. an evaluation matrix which describes how and when the students' knowledge and skills are evaluated. Identify when theory and practical skills are assessed and how they are measured. (ie. written theory exams weekly and practical skills evaluations every two weeks).
7. copies of quizzes, tests and evaluations to be used to assess students' performance.

B. Will the proposed modified program include an externship or internship?  
 Yes                       No

C. If the proposed modified program will include an externship/ internship component, please provide as an attachment the information requested below:

1. Describe the content and length of the externship/internship. Include with this description the relationship between the classroom experience and the externship/internship. i.e. how the externship/internship provides reinforcement of the classroom instruction.

2. Describe the process to be used to evaluate a student's performance during the externship/internship and provide copies of the evaluation instrument.
3. Describe how students will be supervised during the externship/internship.
4. Indicate the minimum and maximum number of students who will be at each site at any one time.
5. Submit copies of the agreements between the school and each externship site.
6. Identify whose responsibility the issue of liability insurance is during the externship and provide copies of appropriate insurance binders.
7. Identify whether students will be paid during the externship and, if so, the minimum salary to be paid.

## IX. DOCUMENTS

- A. **Attach** 2 draft copies of either (1) the school's current catalog with a catalog addendum which comprehensively describes the proposed modified program or (2) a revised school catalog which comprehensively describes the proposed modified program. The school's catalog must include all items identified on the "*Catalog Checklist for a Private Career School*" (**Appendix 2**).
  
- B. **Attach** a sample of the permanent student record card (transcript) that will be used for the proposed modified program. The school's transcript must include all items identified on the enclosed "*Student's Permanent Transcript Checklist*" (**Appendix 3**).

**X. AFFIDAVIT**

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct.

_____	_____
<i>Name (please type or print)</i>	<i>Signature</i>
_____	_____
<i>Title</i>	<i>Date</i>

**Maryland Higher Education Commission**  
**PERSONNEL FORM FOR PRIVATE CAREER SCHOOL**  
**FACULTY, STAFF, AND ADMINISTRATORS**

- Complete the electronic personnel form by clicking in the small grey box to begin typing. **A resume is not a substitute for a completed form.**
- If additional space is required, please continue your response on a separate page, identify the question being answered, and attach the page to this form.
- By Maryland regulations, “*The qualifications of staff shall be documented in their personnel files, including but not limited to evidence of formal educational attainment, certificates and degrees earned, and relevant experience.*”

**1. School Name:**

**2. School Address:**      
*Street City State Zip*

**3. Employee Name:**   
*Last First M.I. Previous Last Name*

**4. Employee’s Permanent Address:**      
*Street City State Zip*

**5. Employee’s Telephone Number:**  **6. E-mail Address:**

**7. SSN:**  **8. Birth Date:**  **9. Sex:**  Male  Female  
*Month/Year*

**10. Position at School:**  **11.**  Full-Time  Part-Time

**12. Date of Initial Employment:**  **13. Hours per week:**   
*Month/Day/Year*

**14. You must be legally authorized to work under the United States Immigration Reform and Control Act of 1986. Are you a US citizen or legal resident alien?**  Yes  No

**15. Do you have a high school diploma or GED?**  Yes  No **16. High school attended:**

**17. City/State of high school:**   **18. Date of high school graduation or GED:**   
*City State Month/Year*

**19. List your primary duties at the School, including all subjects you are assigned to teach. Identify the approximate percentage of your total work time that each function constitutes.**

Primary Duties (including all subject taught)	% of Time Allocated to Each Function
	%
	%
	%
	%
	%

20. List below all of your postsecondary education including coursework at career schools, colleges and universities. By Maryland regulations, “*Instructors shall demonstrate up-to-date knowledge and continuing study of the field they are teaching. Instructors must possess, and have maintained for a minimum of 2 years, at least the level of licensure, certification, or credential for which the program they are instructing prepares graduates.*”

Name & Location of Educational Institutions	Dates Attended		Major or Major Subject	Graduated		Degree, Certificate or License and Date Received	Hours Completed
	From	To		Yes	No		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

21. List below any certificate(s) or license(s) now held. **(A copy of each certificate/license MUST be attached.)**  
 By Maryland regulation, “*Instructor must possess, and have maintained for a minimum of 2 years, at least the level of licensure, certification, or credential for which the program they are instructing prepares graduates.*”

Name of Certificate/License	Entity that Issued Certificate/License	Date Received	Expiration Date

22. List any other courses or workshops directly related to your position at the school that you have completed in the past 5 years. Include the dates of attendance.

Courses or Workshops	Dates of Attendance

**23. Employment Information:** List each position you have held, beginning with the most recent. (**Attach any additional pages.**)  
 By Maryland regulation, *“Instructors shall have a minimum of 2 years of successful practical experience in the occupation or subject or its equivalent in formal training beyond the standard learning period recognized for the trade or occupation they are to teach ”.*

<b>1. Name of Employer:</b>			
Employer’s Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor’s Name and Phone Number:	
Dates of Employment: <b>From:</b>		<b>To:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

<b>2. Name of Employer:</b>			
Employer’s Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor’s Name and Phone Number:	
Dates of Employment: <b>From:</b>		<b>To:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

<b>3. Name of Employer:</b>			
Employer’s Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor’s Name and Phone Number:	
Dates of Employment: <b>From:</b>		<b>To:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

<b>4. Name of Employer:</b>			
Employer’s Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor’s Name and Phone Number:	
Dates of Employment: <b>From:</b>		<b>To:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			



**24. Required for Instructors:**

Summarize below your education, licensure/certification, teaching experience, and employment that directly relates to your area of instruction at the school and qualifies you to be an instructor at a Maryland private career school.

a) Education, licensure, and certification directly related to your area of instruction:

b) Teaching experience directly related to your area of instruction:

c) Employment directly related to your area of instruction:

**25. Required of School Director:**

Summarize below your education and employment that directly relates to the administration of the school and qualifies you to be a director of a Maryland private career school.

a) Education directly related to the administration of the school:

b) Employment directly related to the administration of the school:

**26. To be answered by all:**

By Maryland regulations, *“The owner or owners and employees of an applicant for approval or of a school shall have a demonstrated history of ethical personal and professional practices”*.

a) Have you ever been convicted of any violation of the law except for minor traffic violations?

Yes  No If “Yes”, explain:

b) Have you ever been named in connection with financial aid fraud, post office fraud or a school’s FTC citation?

Yes  No If “Yes”, explain:

**27. Required of School Sales Representatives:**

a) Have you ever been denied a permit issued by a state to represent or solicit students on behalf of a school?

Yes  No If “Yes”, explain:

b) Have you ever been named in connection with financial aid fraud, post office fraud or a school’s FTC citation?

Yes  No If “Yes”, explain:

**Affidavits by Employee and School Owner or School Director:**

*“I hereby certify that I have reviewed the information given on this form and any attachments and thereby certify that it is complete and correct to the best of my knowledge.”*

**NOTE: This signature page must be mailed or faxed in order to have the written signatures on file.**

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of School Owner or Director*

\_\_\_\_\_  
*Title of School Owner or Director*

\_\_\_\_\_  
*Signature of School Owner or School Director*

\_\_\_\_\_  
*Date*

**MARYLAND HIGHER EDUCATION COMMISSION**

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SCHOOL NAME: \_\_\_\_\_

**CATALOG CHECKLIST  
FOR A PRIVATE CAREER SCHOOL**

The Code of Maryland Regulations, Section 13B.01.01.15 A. states:

*Each school shall have a catalog that shall be given to all students at the time of enrollment. The catalog shall describe comprehensively the school’s facilities, educational offerings, activities, policies, and other information prescribed by the Secretary, and shall state the estimated length of each of the school’s programs and courses in clock hours, weeks, and months.*

The following is the catalog checklist as prescribed by the Secretary. To meet minimum standards, all the items listed below must be included in the catalog.

Please complete this checklist by listing next to each item the page or pages in the school catalog that contain this information. Put “N/A” if the item is not applicable to the school.

In order to provide current information to the student, updated information such as faculty lists or program costs may be printed on a catalog insert or addendum. A recently approved program modification or new program may also be described with a catalog insert until the new printing of the catalog occurs.

**Please note: *Catalog pages must be numbered.***

Volume and Date of Catalog: \_\_\_\_\_

Page #

- \_\_\_\_\_ 1. Name, complete street address, and telephone number of the school.
- \_\_\_\_\_ 2. Date of publication and volume number of the catalog.
- \_\_\_\_\_ 3. A full description of the ownership and control of the school, including names of any corporate officers, general partners, managing members, stockholders, partners or members who make decisions concerning the operation of the school or directly or indirectly have a controlling ownership interest.
- \_\_\_\_\_ 4. Names and titles of:
  - \_\_\_\_\_ a. The school director;
  - \_\_\_\_\_ b. Administrative staff; and
  - \_\_\_\_\_ c. Instructional staff (include subject matter each teaches).

- \_\_\_\_\_ 5. Description of the school's facility, which includes at a minimum a description of instructional and student service space.
- \_\_\_\_\_ 6. Description of the school's equipment.
- \_\_\_\_\_ 7. Statement of the mission of the school.
- \_\_\_\_\_ 8. A calendar, which identifies
- \_\_\_\_\_ a. The academic calendar:
- \_\_\_\_\_ 1) Program start and end dates.
- \_\_\_\_\_ 2) Beginning and end dates of each term, phase, or module.
- \_\_\_\_\_ b. The school calendar:
- \_\_\_\_\_ 1) All legal holidays observed.
- \_\_\_\_\_ 2) Any vacation time or known periods of school closure.
- \_\_\_\_\_ 3) Closing policy due to inclement weather.
- \_\_\_\_\_ 9. Description of process relative to how and when a student may enroll.
- \_\_\_\_\_ 10. The school's policy for granting credit for previous training or experience.
- \_\_\_\_\_ 11. If approved as a credit hour school, the definition of a credit hour and the formula used to convert clock hours to credit hours. Include the statement: "*Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institution.*"
- \_\_\_\_\_ 12. Overview of each program, which includes:
- \_\_\_\_\_ a. Title and total program length in hours as well as credit hours, if applicable.
- \_\_\_\_\_ b. Vocational objectives of the program which include describing the skills to be obtained and identifying the specific occupations for which graduates will qualify.
- \_\_\_\_\_ c. Entrance requirements.
- \_\_\_\_\_ d. Program outline identifying each course or subject and the following:
- \_\_\_\_\_ 1) Total hours of instruction for each course or subject.
- \_\_\_\_\_ 2) Total hours for each course designated for lecture/theory.
- \_\_\_\_\_ 3) Total hours for each course designated for lab/practical.
- \_\_\_\_\_ 4) Total hours for each course designated for clinic/externship.

- \_\_\_\_\_ e. Descriptions of individual courses or subjects.
  - \_\_\_\_\_ f. Schedule options. Identification of the following for each schedule; i.e., full-time day schedule, part-time evening schedule, etc.
    - \_\_\_\_\_ 1) Specific times and number of hours of instruction per day,
    - \_\_\_\_\_ 2) Specific days required each week,
    - \_\_\_\_\_ 3) Number of hours required each week, and
    - \_\_\_\_\_ 4) Number of weeks required to complete the program.
  - \_\_\_\_\_ g. Maximum student:instructor ratio for lecture, lab/practical, clinic/externship.
  - \_\_\_\_\_ h. Description of clinic/externship.
  - \_\_\_\_\_ i. Graduation requirements including all academic, attendance, and financial requirements.
- \_\_\_\_\_ 13. Program performance. A statement which clearly discloses that students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and pass rate of graduates on any licensure examination. The address and telephone number of the Maryland Higher Education Commission must be provided in this statement.
- \_\_\_\_\_ 14. Cost for the programs to include the amount of the:
- \_\_\_\_\_ a. Application fee;
  - \_\_\_\_\_ b. Registration or enrollment fee;
  - \_\_\_\_\_ c. Books and supplies;
  - \_\_\_\_\_ d. Tuition;
  - \_\_\_\_\_ e. Other costs, specifically identified and described. (Please note: COMAR Section 13B.01.01.12G: "*Other mandatory fees charged shall be requested by a school and approved by the Secretary prior to implementation....*")
- \_\_\_\_\_ 15. School's attendance policy that must address items a through g below:
- \_\_\_\_\_ a. Absences, tardiness, and leaving early.
  - \_\_\_\_\_ b. Make-up work. If a program prepares students for a licensed occupation which requires completion of all program hours, the policy must describe the number of hours which can be made up while maintaining the required attendance rate and the time frame for such make up.
  - \_\_\_\_\_ c. Description of early and frequent evaluation points in the program(s) when student attendance will be evaluated and reported in writing to

students. Identify the minimum attendance standard that each student must achieve at these evaluation points.

- \_\_\_\_\_ d. The number or percentage of absences allowed before a student will be placed on probation or terminated.
  - \_\_\_\_\_ e. Description of the probationary period, if any.
  - \_\_\_\_\_ f. The action the school will take if a student fails to achieve the minimum attendance standards.
  - \_\_\_\_\_ g. Attendance requirement to graduate. Note: The Maryland regulations require that a student shall have a minimum attendance rate of 80 percent of the total program, in order to be graduated from a program.
  - \_\_\_\_\_ h. The school's leave of absence policy. Please note that by Maryland regulation, an "official leave of absence" means any leave of absence granted by a school under the terms set out in Section 13B.01.01.09M of the Code of Maryland Regulations.<sup>1</sup> A leave of absence must be requested in writing by a student, documented in the student's file, and granted by the school in accordance with sound educational practice for a maximum of 180 cumulative days.
- \_\_\_\_\_ 16. The school's policy on student conduct and the conditions for dismissal for unsatisfactory conduct.
- \_\_\_\_\_ 17. The school's policy regarding academic progress to include:
- \_\_\_\_\_ a. The grading system and the grading scale.
  - \_\_\_\_\_ b. Minimum grades considered satisfactory.
  - \_\_\_\_\_ c. The school's policy regarding make up work.

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<sup>1</sup> 13B.01.01.09M. Leaves of Absence.

(1) Official leaves of absence may be granted by a school only under a written leave policy that is published in the school's catalog. The policy shall require a student to provide a written, signed, and dated request for a leave of absence. The school shall document the leave of absence in the student's file, report the student's last date of attendance as the start of the leave, record the reason for the leave, and specify, with the consent of the student, an end date for the leave of absence.

Leaves of Absence (continued)

(2) The school shall grant a leave of absence in accordance with sound educational practice. There shall be space and resources available for the student to resume instruction upon conclusion of the leave of absence. There shall also be a reasonable expectation that the student will return to the school and complete the program successfully. If a student does not resume attendance at the school on or before the end of the leave of absence, the school shall treat the student as a withdrawal in accordance with section 13B.01.01.12M(3) of this chapter.

(3) Additional charges may not be imposed upon the student related to an official leave of absence. Any effects on student loan repayment terms, including possible exhaustion of available grace periods, shall be explained to the student before a leave of absence is granted. Evidence of compliance shall be maintained by the school as part of the student's permanent record.

(4) In total, a student may not be granted cumulative leave from the school for more than 180 days.

- \_\_\_\_\_ d. Description of early and frequent evaluation points in the program(s) when student academic achievement will be evaluated and reported in writing to students. Identify the minimum academic standard that each student must achieve at these evaluation points.
- \_\_\_\_\_ e. The action the school will take if a student fails to achieve the minimum academic standards.
- \_\_\_\_\_ f. Description of the probationary period, if any.
- \_\_\_\_\_ g. Conditions of re-entrance for students dismissed for unsatisfactory progress.
- \_\_\_\_\_ h. The grade or grade point average that must be maintained if the student is to graduate.
- \_\_\_\_\_ i. A statement verifying that the school maintains grade records.
- \_\_\_\_\_ j. A statement verifying that, on a regular basis which is at least every grading period, the school will record on an approved individual student permanent record form each student's daily attendance and record of academic achievement.

\_\_\_\_\_ 18. The school's refund policy which addresses the items listed below and is **consistent** with the **minimum** requirements in the Code of Maryland Regulations. The text quoted below is from the regulations and can be quoted for the school's policy. These are the minimum requirements; the school's policy may certainly exceed them. The refund policy stated in the catalog must be consistent with the language utilized in the enrollment agreement.

- \_\_\_\_\_ a. If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- \_\_\_\_\_ b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract.
- \_\_\_\_\_ c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.
- \_\_\_\_\_ d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

**Proportion of total course or program  
taught by date of withdrawal**

**Tuition  
refund**

Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20 % refund
More than 50 %	No refund

- \_\_\_\_\_ e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
  
  - \_\_\_\_\_ f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
  
  - \_\_\_\_\_ g. Identification of any non-refundable items.
- 
- \_\_\_\_\_ 19. Description of student services including the nature and extent of placement assistance available to students and/or graduates.
  
  - \_\_\_\_\_ 20. Identification of school-specific student rights, privileges and responsibilities (e.g., parking, transcripts, work-station clean-up, dress code, etc.).
  
  - \_\_\_\_\_ 21. Student grievance procedure, which includes the information that the student has the right to appeal to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations.
  
  - \_\_\_\_\_ 22. Pages numbered in the school catalog.
  
  - \_\_\_\_\_ 23. Training programs for occupations requiring state licensing must contain the following disclosure statement: *Criminal convictions may affect a student's ability to be licensed.*



**Note: Item 24a. – g. applies only to those schools approved for students to receive veterans education benefits.** (After a school has been approved and operated for a two-year period, it may elect to apply for and obtain approval from the Maryland Higher Education Commission to offer its students veterans education benefits.)

- \_\_\_\_\_ 24. VA APPROVED SCHOOLS: For schools approved to offer VA education benefits, the catalog must meet the minimum state requirements outlined above and must also include each item listed below.
- \_\_\_\_\_ a. On or inside the front cover of catalogs submitted to the Commission, the following statement which must be signed by the school director or other authorized representative: **“CERTIFIED TRUE AND CORRECT AS TO CONTENT AND POLICY.”**
- \_\_\_\_\_ b. Statement of approval: “The school is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit programs.”
- \_\_\_\_\_ c. The school’s policy for granting credit for previous training or experience (#12 above) which must indicate that the school will obtain written records on a VA beneficiary’s previous education and experience, complete an evaluation, grant credit where appropriate, and advise the VA claimant and the Department of Veterans Affairs accordingly.
- \_\_\_\_\_ d. Identification of which programs are approved for VA educational benefits and which are not.
- \_\_\_\_\_ e. Statement verifying that the school will notify the VA of any change in the enrollment status of students certified to receive veterans education benefits. This would include when the student is placed on attendance and/or academic probation, changes schedules, or terminates training.
- \_\_\_\_\_ f. Statement verifying that the school maintains grade records and an indication as to when grade reports will be furnished to each student.
- \_\_\_\_\_ g. If the school is not nationally accredited, a refund policy which must state that the amounts charged a recipient of VA education benefits for tuition, fees, and other charges for a portion of the course will not exceed the approximate prorata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to the total length (Code of Federal Regulation 21.4255). The school may retain \$10.00 for administrative costs.

**SCHOOL NAME:** \_\_\_\_\_

**STUDENT'S PERMANENT TRANSCRIPT CHECKLIST  
FOR A PRIVATE CAREER SCHOOL**

By regulation (COMAR Section 13B.01.01.11A), *The school shall maintain adequate permanent student records which include:*

- (1) *Evidence of compliance with the school's admissions requirements;*
- (2) *Credit granted for previous experience or training;*
- (3) *Dates of admission, start dates, and withdrawal or completion dates;*
- (4) *Reasons for withdrawals when known;*
- (5) *Daily attendance;*
- (6) *Student transcripts indicating achievements; and*
- (7) *Tuition and financial aid records, when applicable.*

Section 13B.01.01.11D requires that: *A school shall maintain accurate and complete records of a student's academic achievement and daily attendance. On a regular basis, which is at least every grading period, the school shall record this information on an approved permanent record form which is maintained in the student's individual file.*

The following revised checklist, approved by the Secretary in 1999, addresses the transcript document only. Please note that the transcript comprises only one document of the student's permanent records. The requirements for the student's permanent records with retention schedule are addressed separately.

To meet minimum standards, all the items listed below must be included on the student's permanent transcript.

1. School's name, street address, and telephone number.
2. Student's name, address, telephone number, and social security number.
3. Name of the program and program length in clock hours, as well as credit hours, if applicable.
4. Credit granted for prior training, if applicable.
  - a. Source of previous training.
  - b. Date of previous training.
  - c. Name of course being credited and clock hours awarded.
5. Program start date.
6. Last date of attendance.

7. Dates of leave of absence, when applicable.
8. Training outcome. Clearly note one of the following and indicate the date.
- a. Withdrew. Include reason for withdrawal when known.
  - b. Completed program but ineligible to graduate. Include reason.
  - c. Graduated. (*If graduated, the record **must** document that **all academic and attendance requirements to graduate have been met**. If applicable, the record must include any required skill proficiencies; i.e., typing speed or CPR certification.*)
9. Academic achievement. The transcript must document the following:
- a. Grades received for each course or subject in the program. (*Note: If the grade on the mid-term or final is a criterion for program completion, this grade must also be recorded. If the program delivery is by modules, grades for the subject matter areas in each module must be recorded.*)
  - b. Dates for each course.
  - c. Cumulative grade point average, if applicable.
  - d. Performance grade on externship, if applicable.
10. Attendance. (*Note: The Maryland regulations require that a student have a minimum attendance rate of 80% of the total program in order to be graduated from the program.*)
- a. Daily attendance record.<sup>1</sup>
  - b. Percentage of the total number of scheduled hours attended (attendance rate).
11. Signature line for school official and date.

Comments:

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<sup>1</sup> The record of daily attendance may be formatted on the reverse side of the academic record or may be recorded on an accompanying page. If the daily attendance record is maintained on a separate page, an attendance summary, posted each evaluation period, may be formatted with the academic achievement transcript.