

3332-1-08 School administration.

- A) All schools shall maintain appropriate student records of tuition fees paid, basis for admission, program enrollment, enrollment and withdrawal dates, student evaluation, and progress toward a degree, diploma or certificate. These student records shall be maintained for a period of five years by the school, its successors or assigns. Academic records (transcript) must be retained permanently. Any changes or alterations to student records must be accurately documented and signed by an appropriate school official.

- (B) Records of progress and conduct must be made available to the student at their request and at a time convenient to the school. All schools shall periodically issue grade and progress reports to enrolled students.

- (C) Each school must designate a school director. The school director shall be directly responsible for the operational management of academic affairs, student services, and business and administrative services.
 - (1) A school may appoint assistants to the school director who shall be charged with responsibility in the absence of the school director.
 - (2) The school director and other administrators must have educational qualifications and work experience related to their areas of responsibilities.
 - (3) Schools must notify the board when they change school directors.
 - (4) All school directors must attend training as required by the board.

- (D) Each school shall maintain administrative staff in sufficient numbers and quality to assure:
 - (1) Understanding of and identification with goals and purposes of the school and its programs.
 - (2) Continuity and improvement of programs.
 - (3) Effective operational management through sound business practices.
 - (4) Adequate facilities and equipment to sustain competent instruction.
 - (5) Adequate individual attention to students including the ability to provide reasonable support to students in academic guidance and placement assistance.

- (E) Each school shall publish at least biennially a catalog which includes accurate and factual information concerning:
- (1) Date of publication.
 - (2) Name and address of school and certificate of registration number.
 - (3) A calendar of the school showing legal holidays, beginning and ending date of each term, and other important school dates.
 - (4) School policy and regulations as to enrollment dates, entrance requirements, program requirements and graduation requirements.
 - (5) School policy and regulations relative to student leave, absences, tardiness, makeup work, and interruption or termination for unsatisfactory work or attendance. This policy will define the grading system, the minimum grades considered satisfactory, description of any unsatisfactory progress probationary period, and conditions of re-entrance for students dismissed or suspended for unsatisfactory progress.
 - (6) Description of content of programs, their purposes and objectives, their sequence, and special admissions requirements if other than general.
 - (7) Course descriptions showing the type of skill or content to be learned, together with clock and/or credit hours for the course.
 - (8) School policy and regulations relative to standards of academic progress for purposes of federal and state financial aid programs.
 - (9) Schedule of fees, charges for student tuition, student activities, laboratory fees, rentals, deposits, late fees, interest charges, and all other charges imposed by the school.
 - (10) Policy and regulations of the school relative to the refund of tuition and fees.
 - (11) Policy pertaining to the granting of credit for previous education, training, or experience.
 - (12) List of faculty and administrators including related qualifications. (Changes from one catalog period to another should be reflected in an insert)

- (13) Institutional scholarship and grant award plans, which must be approved by the board.

- (14) Initial in-school student grievance procedure and subsequent avenues for student complaints to be brought to the attention of the board. Statement must include the telephone number and address at the board where student complaints are to be directed.

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