Account Review Information

Additional Information Required

During the Account Review process, the information below will be needed by the Eligibility Center to complete the review. Failure to submit the requested information will delay your program review or cause your school/program to be suspended from the process.

Course Catalog: Also known as a Program of Studies or Course Description Guide. This document must contain a detailed course description of all courses. A course catalog or program of studies typically satisfies this requirement. A listing of courses is not sufficient. Syllabi are not sufficient. Table of contents from texts are not sufficient. State curriculum guidelines are not sufficient.

Academic Calendar: Calendar must outline school start date, all vacation or school not in session dates, teacher in-service dates, school end date and graduation date.

Master Schedule: Master schedule should include course names and corresponding instructor.

Official Transcript Grading Scale: If using a numeric scale, a corresponding letter grade must be provided. Grading scale information must come from an official policy document such as a policy guide, student handbook, etc.

Sample Student Transcript: Provide a sample transcript from the most recent academic school year. Please redact any student-specific information.

Transcript Key: This can be a separate document, or you can write explanations on your sample transcript. Required information: How courses from other schools are differentiated on your transcript; explanation of various designations such as symbols, numbers, etc., that may appear on your transcript.

Required Policies: Policy statements for the following: 1. Circumstances under which you allow continuing or transfer students to repeat a course or courses; 2. A list of your graduation requirements and 3. Policy on academic integrity (e.g., cheating, plagiarism, academic dishonesty). These statements must come from your school’s official policy guide or handbook.