

ACCREDITATION COMMISSION FOR HOMEOPATHIC EDUCATION IN NORTH AMERICA
ACHENA

CATALOG REQUIREMENTS CHECKLIST

Prior to selecting a school or program, potential students are entitled to detailed information about the educational experience being offered.

The catalog of an ACHENA accredited institution, whether printed or in electronic format (such as web based, cd-rom, etc.) will present an accurate description of the homeopathic field and the education offered. The school catalog must be provided to students prior to the signing of an enrollment agreement. The school catalog must include the items listed below. If the current catalog does not include all items, those excluded must be attached as catalog supplements.

Homeopathy programs in larger institutions may not be able to publish all the required information in the catalog of the institution. Brochures and other program-specific publications may be used to make sure prospective students have all the required information.

Page Number(s)

- _____ 1. Statement of accreditation status, which includes name, address and phone number for any accrediting agencies applicable
 - _____ 2. Table of contents and page numbers
 - _____ 3. Name, address, and telephone number of the school
 - _____ 4. Proprietary schools: Name(s) of owner(s) OR
 - _____ 5. Non-profit schools: Names of members of the board of directors; or for public-sector schools, the name of the president or dean
 - _____ 6. Institutional philosophy and mission statement
 - _____ 7. History of the school
 - _____ 8. Non-discrimination statement including (but not limited to) race, gender, religion, nationality, age, disability, and sexual orientation
 - _____ 9. Educational goals and objectives for each program.
 - _____ 10. Number of clock hours and/or credit units of instruction for each program (delineation of hours which include how many of the hours are externship, if applicable). If applicable, include the definition of credit units
 - _____ 11. For each subject offered, there needs to be a description, which includes the total number of clock or credit hours granted as well as any prerequisites necessary to take that subject.
 - _____ 12. A definition of the unit of credit used along with a definition of what constitutes a clock or credit hour
 - _____ 13. Length of time (weeks or months) required for completion of each program
 - _____ 14. Calendar for the school year stating beginning & ending dates, holidays, breaks, etc.
 - _____ 15. Admission requirements
 - _____ 16. Admission procedures
 - _____ 17. Description of the system used for grading
 - _____ 18. Transfer of credit policy, and information about any affiliations with other institutions
 - _____ 19. Policy for determining satisfactory academic progress (See ACHENA SAP requirements- coming soon). Define the effects of course repeats, withdrawals, and remedial course work on progress.
- If applicable, policy on how progress affects eligibility for financial aid.
- _____ 20. Completion (graduation) requirements
 - _____ 21. Type of document upon graduation (e.g. diploma, certificate)
 - _____ 22. Teacher/student ratio in both lecture and hands-on classes

- _____ 23. Costs for:
- ___ a. Total tuition for the program
 - ___ b. Registration fee, enrollment fee, or tuition deposit
 - ___ c. Books, supplies, and other expenses
 - ___ d. Administrative costs for withdrawal or termination
 - ___ e. Payment methods and terms
 - ___ f. If applicable, any additional charges for distance education courses
- _____ 24. Policy statements relating to:
- ___ a. Attendance
 - ___ b. Tardiness
 - ___ c. Make-up work
 - ___ d. Conduct
 - ___ e. Termination (Dismissal, suspension, and voluntary withdrawal)
 - ___ f. Leave of absence
 - ___ g. Cancellation and refund
 - ___ h. Financial aid (applicable for Title IV programs only); Tuition scholarships
- _____ 25. The right of students to have access to their files
- _____ 26. Policy of confidentiality of student records and release of student information
- _____ 27. Names and titles of all faculty and key administrative staff
- _____ 28. Applicable to degree-granting programs only: If instructors teach in areas in which degrees are required; the degrees they hold should be listed
- _____ 29. Description of the facilities and classroom equipment
- _____ 30. A listing of all branches and auxiliary classroom locations
- _____ 31. Description of student/graduate placement services (No guarantee of employment may be made.)
- _____ 32. Brief description of regulation in the state/province of training with a statement that requirements in other states may differ.
- _____ 33. The following information about homeopathy regulation in other states/provinces:
- ___ a. Reference to a reputable resource that lists the names, addresses and licensing requirements for all the appropriate regulatory agencies in all states/provinces that regulate the practice of homeopathy.
 - ___ b. The understanding that local municipal ordinances may apply in the absence of state law.
- _____ 34. Description of other student services (housing, tutoring, etc.)
- _____ 35. Statement disclosing the existence of a complaint procedure. The procedure must include the name and address of ACHENA (for currently accredited institutions/programs only). Programs within larger institutional settings must also provide information about the institution's complaint procedure.
- _____ 36. Publication date
- _____ 37. Distinction between scholarship, grant and loan for financial aid

Copies of the current school catalog and other applicable publications must be submitted with the application and with the Self-Study Report (SSR) when applying for accreditation or renewal of accreditation. Catalog revisions must be in keeping with these guidelines.

Note: Upon notice of accreditation, newly-accredited schools must within sixty (60) days submit documentation that the ACHENA complaint procedure has been added to the catalog (See Appendix D.13a, Notification of Complaint Procedures).