

**COMMISSIONER'S REGULATIONS: STANDARDS FOR PROGRAM REGISTRATION
PART 50 & 52**

RESOURCES

Section 52.2 Standards for the registration of undergraduate and graduate curricula.

- (a) Resources. The institution shall:
- (1) possess the financial resources necessary to accomplish its mission and the purposes of each registered curriculum;
 - (2) provide classrooms, faculty offices, auditoria, laboratories, libraries, audiovisual and computer facilities, clinical facilities, studios, practice rooms, and other instructional resources sufficient in number, design, condition, and accessibility to support the curricular objectives dependent on their use;
 - (3) provide equipment sufficient in quantity and quality to support instruction, research, and student performance;
 - (4) provide libraries that possess and maintain collections sufficient in depth and breadth to support the mission of the institution and each registered curriculum. Libraries shall be administered by professional trained staff supported by sufficient personnel. Library services and resources shall be available for student and faculty use with sufficient regularity and at appropriate hours to support the mission of the institution and the curricula it offers.

§52.2(a)

1.1 Institution has plans to provide adequate resources for the nursing program.

1.2 Nursing program receives financial support within the total institutional budget to meet its needs as indicated by the institution's fiscal plan for the last three years.

1.3 Budget provides for maintenance and repair of equipment and supplies.

2.1 Facilities include an adequate number of well-equipped class, conference, and multimedia/computer rooms.

2.2 Facilities include a nursing laboratory with *adequate space* to provide for the number of nursing students enrolled in the program.

2.3 Nursing laboratory is staffed by an individual who is knowledgeable and competent in nursing skills.

2.4 Number of administrative and/or support staff is sufficient to meet the needs of the program.

2.5 Suitably equipped offices are provided for administration, faculty, and support staff.

2.6 Space is available for private student advisement.

2.7 Selection of clinical facilities is based on written criteria and/or program objectives.

2.8 When the institution offering the program lacks resources to provide major requirements, college affiliations/consortial arrangements are stated in published program materials.

2.9 College affiliations/consortial arrangements are established according to the philosophy and objectives of the nursing program.

3.1 Facilities include a nursing laboratory with *adequate equipment* to provide for the number of nursing students enrolled in the program.

4.1 Collection of books and periodicals are current and appropriate in size and scope to meet objectives of the program.

4.2 Faculty and students have ready access to the circulation, reference, and reserve collections.

4.3 Nursing faculty are involved in acquisition/deletion processes to assure adequacy of collection.

4.4 Qualified professional staff and support staff are sufficient in numbers.

4.5 Library services such as orientation, computer search, and duplicating equipment are available to students.

4.6 Library seating capacity and hours are adequate to meet the needs of faculty and students.

4.7 Audiovisual software and hardware are appropriate in size and scope to meet objectives of the program.

Section 52.12 Nursing.

(a) **Programs which prepare for admission to licensing examinations.**

(3) **Clinical facilities. A written contract or agreement shall be executed between the institution conducting the nursing program and the cooperating clinical facilities or agency, shall be signed by the**

responsible officer of each party, and shall set forth the responsibilities of each party.

§52.12(a)

3.1 There is a written contact for each clinical agency used to provide students with patient care experiences.

3.2 There are adequate clinical experiences for all students for each clinical nursing course.

3.3 Appropriate contracts/agreements are mutually developed, maintained, and periodically reviewed by institution and cooperating agencies.

3.4 Contractual agreements are signed by responsible officers of the institution and cooperating agencies.

3.5 Contractual agreements ensure that faculty members have control of students learning and freedom to select appropriate learning experiences.

3.6 Contractual agreements include a termination clause which provides sufficient time for new facilities to be found if that becomes necessary.

FACULTY

Section 52.12 Standards for the registration of undergraduate and graduate curricula.

(b) Faculty.

- (1) All members of the faculty shall have demonstrated by training, earned degrees, scholarship, experience, and by classroom performance or other evidence of teaching potential, their competence to offer the courses and discharge the other academic responsibilities which are assigned to them.**
- (2) To foster and maintain continuity and stability in academic programs and policies, there shall be in the institution a sufficient number of faculty members who serve full time at the institution.**
- (3) For each curriculum the institution shall designate a body of faculty who, with the academic officers of the institution, shall be responsible for setting curricular objectives, or determining the means by which achievement of objectives, and for providing academic advice to students. The faculty shall be sufficient in number to assure breadth and depth of instruction and the proper discharge of all other faculty responsibilities. The ratio of faculty to students in each course shall be sufficient to assure effective instruction.**

- (4) At least one faculty member teaching in each curriculum culminating in a bachelor's degree shall hold an earned doctorate in an appropriate field, unless the commissioner determines that the curriculum is in a field of study in which other standards are appropriate.**
- (5) All faculty members who teach within a curriculum leading to a graduate degree shall possess earned doctorates or other terminal degrees in the field in which they are teaching or shall have demonstrated, in other widely recognized ways, their special competence in the field in which they direct graduate students.**

§52.12(b)

1.1 Faculty members are licensed and currently registered as professional nurses in New York State and hold at least master's degrees in nursing, or are actively pursuing graduate study in nursing, so that they have the necessary background for in-depth clinical teaching, curriculum development, and program evaluation responsibilities.

1.2 Institutional policies recognize the master's degree in nursing as a minimal requirement for appointment and promotion of faculty for programs.

1.3 Faculty members continue to improve their classroom and clinical expertise by attending meetings, workshops, and conferences related to these responsibilities.

1.4 Faculty members have had previous professional nursing and/or teaching experience prior to appointment.

1.5 Preceptors or teaching assistants, if used, are selected according to relevant written criteria.

2.1 There are satisfactory numbers of tenured and full-time faculty members to foster and maintain continuity and stability in the program.

3.1 Faculty members in the nursing unit are responsible for development, implementation, and evaluation of the curriculum and program policies.

3.2 Nursing faculty members share equitably in the advisement of students on academic matters.

3.3 Ratio of faculty to students in each clinical nursing course shall be no greater than 1:10 to assure effective instruction.

4.1 At least one faculty member teaching in the baccalaureate nursing program holds an earned doctorate in an appropriate field.

5.1 All faculty members who teach within a graduate nursing program hold earned doctorates or advanced certificates in their specialty areas in which they direct graduate students

Section 52.2 Standards for the registration of undergraduate and graduate curricula.

(b) Faculty

- (6) The teaching and research of each faculty member, in accordance with the faculty members' responsibilities, shall be evaluated periodically by the institution. The teaching of each inexperienced faculty member shall receive special supervision during the initial period of appointment.**
- (7) Each member of the faculty shall be allowed adequate time, in accordance with the faculty members' responsibilities, to broaden professional knowledge, prepare course materials, advise students, direct independent study and research, supervise teaching, participate in institutional governance, and carry out other academic responsibilities appropriate to his or her position, in addition to performing assigned teaching and administrative duties.**

§52.2(b)

6.1 Evaluation of faculty members by administration, peers, and students is done on a regular basis and according to an established procedure.

6.2 Promotion of faculty is based on evaluation of academic preparation, experience, service to the institution, and evidence of professional growth.

6.3 Orientation and supervision of inexperienced faculty members are carried on during the initial period of appointment.

7.1 Faculty workloads are reasonable and equitable *within the unit and the institution*.

7.2 The institution has written policies regarding release time for faculty pursuing activities which contribute to their professional knowledge.

7.3 Evidence exists that the institution has granted faculty requests for time or other benefits according to established policies.

7.4 Nursing faculty workloads permit time for participating on department and institutional committees.

7.5 Nursing faculty workloads provide time to prepare course materials.

ADMINISTRATION

Section 52.2 Standards for the registration of undergraduate and graduate curricula.

(e) Administration.

- (1) Responsibility for the administration of institutional policies and programs shall be clearly established.**
- (2) Within the authority of its governing board, the institution shall provide that overall educational policy and its implementation are the responsibility of the institution's faculty and academic officers. Other appropriate segments of the institutional community may share in this responsibility in accordance with the norms developed by each institution.**
- (3) The institution shall establish, publish, and enforce explicit policies with respect to:
 - (i) academic freedom;**
 - (ii) the rights and privileges of full-time and part-time faculty and other staff members, working conditions, opportunity for professional development, workload, appointment and reappointment, affirmative action, evaluation of teaching and research, termination of appointment, redress of grievances, and faculty responsibility to the institution;**
 - (iii) requirements for admission of students to the institution and to specific curricula, requirements for residents, graduation, awarding of credits, degrees or other credentials, grading, standards of progress, payment of fees of any nature, refunds, withdrawals, standards of conduct, disciplinary measures, and redress of grievances.****

§52.2(e)

1.1 Organizational structure of the nursing unit is consistent with that of other academic units within the institution.

1.2 Communication channels are effective and follow established organizational structure for educational governance and curriculum matters.

1.3 The nursing administrator has the authority and responsibility for leadership in the conduct of the nursing program.

2.1 Advisory committee members, and/or community representatives have an opportunity to share in the responsibility of educational governance.

2.2 Students have an opportunity to share in the responsibility of educational governance.

2.3 The development of the self-study includes the involvement of a representative portion of the institution's administrative staff, teaching faculty, students, governing body, and other appropriate constituencies.

3.1.1 Academic freedom is clearly defined in academic policy.

3.2.1 The rights and privileges of full-time faculty are clearly defined in institutional policy.

3.3.2 Institution has clear and effective published policies and procedures for implementing Title IX regulations.

CURRICULA AND AWARDS

Section 50.1 Definitions. As used in this Subchapter:

(n) Credit means a unit of academic award applicable towards a degree offered by the institution.

(o) Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2 (c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

§50.1(n)

1. The institutional definition of a credit is published and accessible to students, faculty and external constituents.

§50.1(o)

1 The length of instructional time and supplementary assignments is in compliance with minimal requirements.

Section 52.1 Registration of postsecondary curricula.

(b) To be registered, each curriculum shall:

(3) show evidence of careful planning. Institutional goals and the objectives of each curriculum and of all courses shall be clearly defined in writing, and a reviewing system shall be devised to estimate the success of students and faculty in achieving such goals and objectives. The content and duration of curricula shall be designed to implement their purposes.

- (f) Each course offered for credit by an institution, shall be part of a registered curriculum offered by the institution, as a general education course, a major requirement, or an elective.

§52.1(b)

3.1 Programmatic and institutional goals and objectives are clearly and consistently published in print and electronic materials.

3.2 A systematic programmatic evaluation plan is developed based on defined program outcomes.

3.3 Systematic evaluation of the program is a continuing activity of both faculty and students.

3.4 External measures are used effectively to provide feedback on the extent to which program objectives are being met.

3.5 The curriculum is designed to accomplish the purpose and goals.

§52.1(f)

1 Credit is granted only for courses that count toward a degree or certificate i.e., part of a registered curriculum, as a general education course, major requirement or elective.

2 Remedial course work is noncredit bearing.

Section 52.12 Nursing.

(a) Programs which prepare for admission to licensing examinations.

(1) The curriculum for a program preparing for admission to the licensing examination for registered professional nurse shall meet the following standards:

(ii) The program leading to a baccalaureate or higher degree with a major in nursing shall include a minimum of 40 semester hours or the equivalent in nursing.

§52.12(a)(1)

The requisite number of semester hours in nursing is included in the program plan for the degree awarded.

Section 52.12 Nursing.

(b) Programs and courses in nursing other than those that prepare for admission to a licensing examination.

(1) Nurse Practitioner Program.

(iii) Curriculum. The curriculum shall include, in addition to the requirements of section 52.2(c) of this Title:

(a) classroom and supervised clinical designed to prepare nurse practitioners in the areas of diagnosis of illness and physical conditions and the performance of therapeutic and corrective measures within a specialty area of practice;

(b) a pharmacology component of not less than three semester hours or the equivalent; to include instruction in drug management of clients in the nurse practitioner specialty area and instruction in New York State and Federal laws and regulations relating to prescriptions and recordkeeping; and

(c) a preceptorship experience, supervised by a nurse practitioner or physician practicing in the specialty area of the program, of at least one semester in length or its equivalent.

(iv) Credential.

Upon satisfactory completion of all components of the program including classroom, supervised clinical nursing practice, and preceptorship, a certificate of completion indicating the specialty area shall be issued to each individual by the sponsoring institution/agency.

§52.12(b)(1)(iv)(a)

- 1. The NP curriculum is adequate in breadth and depth to prepare nurse practitioners in the areas of diagnosis of illness and physical conditions and the performance of therapeutic and corrective measures within the specialty area of practice.**

§52.12(b)(1)(iv)(b)

- 1. The NP curriculum includes a pharmacology component of not less than three semester hours or the equivalent on drug management of clients in the practitioner specialty area.**
- 2. The NP curriculum includes a minimum of three clock hours of instruction in New York State and Federal laws and regulations relating to prescription writing and recordkeeping.**

§52.12(b)(1)(iv)(c)

1. The NP curriculum includes a preceptorship of at least one semester in length or its equivalent.
2. NP student preceptorship are supervised by a nurse practitioner or physician practicing in the specialty area of the program.

§52.12(b)(1)(v)

1. NP students are awarded a certificate of completion for the nurse practitioner program that indicates the specialty area of practice.

Section 52.12 Nursing.

(b) Programs and courses in nursing other than those that prepare for admission to a licensing examination.

(3) Clinical nurse specialist education programs.

(iii) Curriculum. The curriculum shall include, in addition to the requirements of section 52.2(c) of this Title, clinical practice education of at least five hundred hours which is supervised by a clinical nurse specialist, nurse practitioner or physician practicing in the specialty area of the clinical nurse specialist program.

(iv) Credential. Upon satisfactory completion of all components of the registered clinical nurse specialist education program, a certificate of completion of a course of study for clinical nurse specialists shall be issued to each individual by the education program sponsor.

§52.12(b)(3)(iii)

3. The program leading to the completion of a course of study for Clinical Nurse Specialist includes 500 hours of clinical practice in direct patient care activities and leads to a Master of Science degree.
4. All students in a clinical nurse specialist program are precepted by a NYS licensed nurse practitioner, physician or clinical nurse specialist.
5. CNS students are awarded a certificate of the registered program that indicates the specialty area of practice.

Section 52.2 Standards for the registration of undergraduate and graduate curricula.

(c) Curricula and awards.

(1) In addition to the requirements of section 53.3 of this Subchapter, the objectives of each curriculum and its courses shall be well defined in writing. Course descriptions shall clearly state the subject matter and

requirements of each course.

- (2) For each curriculum, the institution shall assure that courses will be offered with sufficient frequency to enable students to complete the program within the minimum time for Completion, in accordance with paragraph six through ten of this subdivision.
- (3) Credit toward an undergraduate degree shall be earned only for college level work. Credit toward a graduate degree shall be earned only through work designed expressly for graduate students. Enrollment of secondary school students in undergraduate courses, of undergraduates in graduate courses, and of graduate students in undergraduate courses shall be strictly controlled by the institution.
- (4) A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only:
- (5) The institution shall assure that credit is granted only to students who have achieved the stated objectives of each credit bearing learning activity.
- (6) Associate degree programs shall normally be capable of completion in two academic years of full-time study, or its equivalent in part-time study, with an accumulation of not less than 60 semester hours.
- (7) Baccalaureate degree programs shall normally be capable of completion in Four academic years of full-time study, or, in the case of five-year programs, five academic years of full-time study, or their equivalent in part-time study, with an accumulation of not less than 120 semester hours.
- (8) Master's degree programs shall normally require a minimum of one academic year of full-time graduate level study, or its equivalent in part-time study, with an accumulation of not less than 30 semester hours. Research or a comparable occupational or professional experience shall be a component of each master's degree program. The requirements for a master's degree shall normally include at least one of the following: passing a comprehensive test, writing a thesis based on independent research or completing an appropriate special project.
- (10) Doctoral programs shall require a minimum of three academic years of full-time graduate level study after the baccalaureate degree, or their equivalent in part-time study. Doctoral studies shall include the

production of a substantial report on original research, the independent investigation of a topic of significance to the field of study, the production of an appropriate creative work, or the verified development of advanced professional skills.

- (12) All registered programs intended to satisfy the educational requirements for professional licensure as identified in paragraph (a) of subdivision (3) of section 6507 of the Education Law or intended to satisfy the educational requirements for certification or licensure as a teacher, pupil personnel services professional, school administrator and supervisor, or school district administrator shall include two hours of approved course work or training regarding the identification and reporting of child abuse and maltreatment. Such course work or training shall include information concerning the physical and behavioral indicators of child abuse and maltreatment and the statutory reporting requirements set out in Social Services Law sections four hundred thirteen through four hundred twenty, including, but not limited to, when and how a report must be made, what other actions the reporter is mandated or authorized to take, the legal protections afforded reporters, and the consequences for failing to report.

(e) Administration.

- (4) Academic policies applicable to each course, including learning objectives and methods of assessing student achievement, shall be made explicit by the instructor at the beginning of each term.
- (5) The institution shall provide academic advice to students through faculty or appropriately qualified persons. The institution shall assure that students are informed at stated intervals of their progress and remaining obligations in the completion of the program.

§52.2(c)

1.1 A course outline has been developed for each course which includes a brief overview, prerequisites, objectives, allocation of credit, hours for theory and laboratory, teaching methods, topical content outlines, student activities, and evaluation measures.

2.1 Institutional policy requires completion of the program on a part-time basis within a clearly defined time frame.

2.2 Courses are offered with sufficient frequency to allow full-time students to complete the program within the published time frame.

2.3 Institutional policy requires that students who withdraw from the program and are readmitted are evaluated for appropriate placement in the curriculum.

3.1 Level of course work required is credited toward the appropriate level of study.

3.2 Course enrollment is strictly controlled by the institution according to level.

4.1.1 Approval was obtained from the Commissioner for innovative curriculum approaches prior to implementation.

4.2.1 The institution publishes academic policies if credit is awarded based on proficiency examinations, evaluation of portfolios, independent study and other nontraditional assessment methods of student competencies.

5.1 Credit is granted to students who have achieved the objectives of credit-bearing experiences.

7.1 The registered program leading to a baccalaureate degree is a minimum of 120 credits; one-half in the Liberal Arts and Sciences and a minimum of 40 credits in the nursing major.

7.2 An upper-division program leading to a baccalaureate degree is capable of completion in two academic years of full-time study, with an accumulation of not less than 60 semester hours.

8.1 The registered program leading to a Master of Science degree includes a minimum of 30 semester hours.

8.2 The registered program leading to a Master of Science degree requires a minimum of one academic year of full-time study or the equivalent in part-time study.

8.3 Residency requirements are published.

8.4 Research or comparable professional experience is required in the nursing curriculum leading to a Master of Science degree.

8.5 Degree requirements for nursing programs leading to Master of Science degree include passing a comprehensive test, writing a thesis based on independent research, or completion of a special project.

12.1 The licensure-qualifying nursing program includes two hours of course work or training regarding the identification and reporting of child abuse and maltreatment.

§52.2(e)

4.1 Academic policies are made explicit by the instructor at the beginning of each course.

4.2 Students are informed at stated intervals of their progress.

5.1 Faculty are available to students for academic and clinical advisement.

Section 52.3 Professional education programs.

(a) Any education program that is intended to satisfy the educational requirement for licensure in a profession regulated under Title VIII of the Education Law or that leads to a degree or certificate at the sub-professional or post-professional level in a professional area regulated under Title VIII shall have a curriculum that is adequate in breadth and depth to meet the objectives of the program and that is satisfactory to the commissioner.

§52.3(a)

1 The curriculum implements the philosophy, purposes, and objectives of the program and is developed within a conceptual framework.

2 Curriculum concepts are evident throughout all written program materials.

3 Learning experiences and methods of instruction are selected to fulfill the purposes and objectives of the program.

4 The curriculum reflects the understandings and appreciation of liberal arts concepts, of scientific concepts in relation to man and his environment, and of ethical and legal responsibility which are implicit in the preparation of a practical nurse.

5 Nursing curriculum content is supported by other sciences as well as liberal arts.

6 Curriculum content is selected to provide beginning and advanced courses in a logical sequence.

7 Theoretical instruction parallels and is part of the nursing experience and observations selected for student learning.

8 Annual licensure examination pass rates are consistently at or above 80 percent.

9 Preclinical and post-clinical conferences are related to unit objectives.

10 Systematic evaluation of the program is a continuing activity of both faculty and students.

11. External measures are used effectively to provide feedback on the extent to which program objectives are being met.

ADMISSIONS

Section 52.2 Standards for the registration of undergraduate and graduate curricula.

(d) Admissions.

- (1) The admission of students shall be determined through an orderly process using published criteria which shall be uniformly applied. Among other considerations, the admissions process shall encourage the increased participation in collegiate programs at all levels of persons from groups historically underrepresented in such programs.**

- (2) Admissions shall take into account the capacity of the student to undertake a course of study and the capacity of the institution to provide the instructional and other support the student needs to complete the program.**

§52.2(d)

1.1 The institution has defined criteria for admitting to the program only those students capable of completing the program.

1.2 The institution adheres to published admission criteria.

1.3 The institution encourages participation in the nursing program from groups historically underrepresented.

1.4 The institution has defined criteria for the ethical practices in advertising and recruitment of prospective students.

2.1 The institution uses valid methods to place students in appropriate levels within the curriculum.

2.2 The institution identifies any special educational needs of students and makes appropriate provision for meeting those needs.

2.3 Outcome data demonstrate that remediation and college skills programs are effective.

2.4 Social, psychological, health, financial, and academic counseling services are available to students.

2.5 The institution has clear and effective published policies and procedures for the implementation of the American Disabilities Act regulations.

STUDENT RECORDS

Section 52.2 Standards for the registration of undergraduate and graduate curricula.

(e) Administration.

- (6) The institution shall maintain for each student a permanent, complete, accurate, and up-to-date transcript of student achievement at the institution. This document will be the official cumulative record of the student's cumulative achievement. Copies shall be made available at the student's request, in accordance with the institution's stated policies, or to agencies or individuals authorized by law to review such records.

§52.2(e)

6.1 Transcripts are complete, current and accurate, with a key to symbolisms used.

6.2 The institution has and adheres to procedures and criteria for changes and entries on transcripts.

6.3 Copies of transcripts are available on student request.

6.4 Transcripts show transfer credit by Institution granting the original credit, course title, and the credits accepted.

6.5 Diploma school transcripts differentiate nursing units and college credits.

STUDENT INFORMATION

Part 53 INFORMATION FOR STUDENTS AND PROSPECTIVE STUDENTS.

Section 53.3 Information to be provided.

- (a) Information on financial assistance available to students shall be provided for each of the aid categories listed in this subdivision. The information printed for each program of financial assistance available to students at that institution, and for which student application is required, shall include: application procedures, including a description of forms and their preparation, method of selection of recipients and allocation of awards, award schedule, and rights and responsibilities of recipients.

(1) State programs:

- Tuition Assistance Program
- Regents Awards for Children of Deceased or Disabled Veterans
- Aid for Part-time Study
- New York State Vietnam Veteran's Tuition Award (VVTA)
- State Assistance for Native Americans

Special programs for the economically and educationally disadvantaged, including the Higher Education Opportunity Program (HEOP), Education Opportunity Program (EOP), Search for Education and Elevation through Knowledge (SEEK), College Discovery Program (CD), and the Work Incentive Program (WIN)

(2) Federal Programs:

Direct Loan:

- Direct Loans Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loan
- Parents Plus Loans
- Consolidate
- Supplemental Educational Opportunity Grants
- Perkins Loans
- PELL
- College Work Study program
- Federal aid to Native Americans
- Veterans Administration education benefits

(3) Local institutional programs:

- Grants
- Scholarships
- Waivers
- Loans
- Work-study arrangements

(b) Costs of attending the institution shall be provided.

- Tuition and mandatory course and laboratory fees are clearly identified. Conditions under which non-mandatory fees need not be paid are clearly stated. All information is clearly stated, and accurately published across media types.
- Estimated costs of textbooks, manuals, consumable supplies and equipment, which a student should possess, are clearly stated, and accurately published across media types.
- Costs of housing and food services operated by the institution are provided. Estimated costs of similar accommodations available in the community are also provided.
- Estimated costs of personal expenses applicable to students devoting primary efforts to pursuit of educational objectives are clearly stated, and accurately published across all media types.

(c) Policy concerning refunds due to failure of students to complete an academic term shall be stated.

- Refund policy includes the percentage or amount of tuition, fees, institution-operated room and board, and other assessments to be refunded after specified elapsed periods of time and accurately published across all media types.

(d) Instructional programs of the institution shall be accurately described.

- Programs are accurately listed according to title, degree, and HEGIS code.
- Programs descriptions, in terms of both prerequisites and requirements for completion, are clearly stated, and accurately published across media types.
- Instructional, laboratory, and other facilities directly related to the academic program are described and hours of operation published.
- The hours of operation for student services are clearly stated, and accurately published across media types.
- Faculty are listed by rank, with the highest degree held by the faculty member and the institution by which such degree was granted, and program to which assigned.
- Estimated numbers of adjunct faculty and teaching assistants are provided.
- Information on student retention, graduation and licensure examination performance is available to prospective students.
- Summaries of job placement statistics are available.

Section 53.4 All of the information required by this Part shall be included in the catalog or bulletin of the institution.

(a) When publications are provided for separate programs

- the information which pertains to the individual program is included
- the institutional publication indicates that separate publications are in use

(b) When the institution publishes its catalog or bulletin less often than annually:

- A statement shall warn of the possibility of out-of-date information
- The name and address or telephone number of the person or office to be contacted for the most recent information are provided

(c) Information shall be clearly and precisely described. Statistical displays shall be easy to read and understand.

(d) Information provided through mechanisms in addition to the catalog or bulletin shall be consistent with the requirements of Part 53.

(e) Advertisements, brochures or solicitations to prospective students shall clearly note the availability of more extensive information in the catalog or bulletin.