Appendix A: School Catalog/Bulletin Evaluation Checklist
School: ATS Institute of Technology


f) The catalog/bulletin shall include the following information:

1) the school's philosophy or mission and objectives;

☐ Yes  ☐ No

Comment:

________________________________________________________________________

2) month and year of publication;

☐ Yes  ☐ No

Comment:

________________________________________________________________________

3) names, addresses, and telephone numbers of the school's administrative offices and all teaching locations;

☐ Yes  ☐ No

Comment:

________________________________________________________________________

4) a description of each course of instruction in clock hours or credit hours, including whether the delivery method is in-residence, home study, distance education or some combination of these methods;

☐ Yes  ☐ No

Comment: This information is included in the catalog. However, it is unclear as to whether or not ATS Institute of Technology is authorized to yield semester hour credit to students. Only schools that are nationally accredited may offer semester or quarter hour credits. The catalog states that the school is accredited through ACICS. Please submit documentation from ACIS showing that the Chicago, Illinois location is accredited through ACICS.

________________________________________________________________________

5) criteria for the issuance of certificates and/or diplomas;

☐ Yes  ☐ No

Comment: This information is included in the catalog. However, it is unclear as to whether or not ATS Institute of Technology is authorized to offer associate degrees. Only schools that hold formal approval by the Illinois Board of Higher Education. The catalog states that the Illinois Board of Higher Education has approved the school to offer degree programs. Please submit documentation from the Illinois Board of Higher Education showing that the Chicago, Illinois location is approved to offer degree programs.
6) admissions policies, including prerequisites for admission;

☐ Yes  ☐ No

Comment:

7) grading scales and standards of student progress;

☐ Yes  ☐ No

Comment:

8) specific policies on advanced standing, if any;

☐ Yes  ☐ No  ☐ N/A

Comment:

9) schedule of tuition, fees and costs for books, supplies, equipment, services, rentals, deposits, housing costs;

☐ Yes  ☒ No

Comment: The schedule of tuition is listed in the catalog. However, although addressed on pages 29-30, the actual cost of books, equipment and other fees is not listed. Furthermore, page 28 states that "tuition and fees are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school's semester following student notification of the increase." Please be aware that all fees must adhere to what is specified in the enrollment agreement and the school catalog in effect at the time of student enrollment. Such tuition and other fees cannot be increased.

10) methods of student payment;

☐ Yes  ☒ No

Comment: The acceptable method(s) of student payment (i.e. check, credit card, etc.) must be listed in the catalog.

11) the school's refund policy for unearned tuition, books, fees, and other charges;

☐ Yes  ☒ No

Comment: See Appendix F.

Yes: indicates that the documentation in question is sufficient as submitted.

No: indicates that the documentation in question is not approvable as submitted. Additional appropriate documentation must be submitted in order for such an item to be acceptable.
12) academic calendar;

☐ Yes  ☐ No

Comment:

13) policies pertaining to absences and tardinesses and rules of conduct or a statement indicating where such policies may be found;

☐ Yes  ☐ No

Comment:

14) procedures for obtaining student transcripts;

☐ Yes  ☐ No

Comment:

15) a description of student services, if any;

☐ Yes  ☐ No  ☐ N/A

Comment:

16) a description of the placement assistance offered, if any;

☐ Yes  ☐ No  ☒ N/A

Comment:

17) minimum equipment, which shall include, but not be limited to, the specifications for hardware, modem, memory capacity and speed; software; and services that students must supply for participation in any course of instruction;

☐ Yes  ☐ No  ☐ N/A

Comment:

18) a description of the school’s procedures for receiving and processing student complaints in conformance with the requirements of Section 451.590 of this Part;

Yes: indicates that the documentation in question is sufficient as submitted.

No: indicates that the documentation in question is not approvable as submitted. Additional appropriate documentation must be submitted in order for such an item to be acceptable.
☑ Yes ☐ No

Comment:

---

g) The catalog/bulletin shall include the following notice: "Certificate of Approval To Operate Issued By the Illinois State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777."

☐ Yes ☐ No

Comment: This text is missing. Page 27 includes the Illinois Board of Higher Education and ACICS, but not the Illinois State Board of Education.