



 Policies

Disclosures Policy

Requirements and Procedures for Providing Accurate Institutional Information

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Table of Contents

PURPOSE.....	3
RESPONSIBLE AUTHORITY.....	3
IMPLEMENTATION.....	3
APPLICABILITY.....	3
EFFECTIVE DATE.....	3
POLICY.....	3
1. Standards Adherence.....	3
2. New Admissions Personnel Orientation and Training Session.....	4
3. Code of Conduct Acknowledgement Form.....	5
4. Disclosure of Graduation and Employment Rates.....	5
EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS.....	5
BUDGET.....	5
REVISIONS.....	5
POLICY AVAILABILITY.....	5

POLICY CONTENT BEGINS ON NEXT PAGE

PURPOSE	The purpose of this policy is to ensure that Intellectual Point provides accurate, timely, and accessible disclosures regarding programs, outcomes, costs, and institutional information in compliance with accrediting and regulatory requirements.
RESPONSIBLE AUTHORITY	The SVP, Compliance & Accreditation is responsible for the oversight and accuracy of all institutional disclosures.
IMPLEMENTATION	Implementation of this policy is carried out by designated staff across academic, admissions, financial, and compliance departments responsible for preparing and publishing disclosures.
APPLICABILITY	This policy applies to all public-facing institutional information, including catalogs, websites, enrollment materials, and reports required by regulatory bodies.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Standards Adherence

It is Intellectual Point's commitment to adhere to ACCSC standards for Disclosures, as per the latest Standards of Accreditation:

CATALOG

- a. A school publishes a catalog that accurately portrays the school; its educational programs, resources and facilities; and policies and procedures and that includes, at a minimum, all items listed on the ACCSC Catalog Checklist. (See also Section I (D)(6), Substantive Standards, Standards of Accreditation.)
- b. A school's catalog is designed and written in such a manner so as to convey an accurate, comprehensive, and dignified impression of the school. The catalog's narrative and any illustrations and photos pertain directly to the school and sources of illustrations and photos are clearly identified.
- c. A school provides each applicant with a current and complete catalog and an opportunity to review the catalog prior to signing the enrollment agreement so that each potential student may make an informed decision relative to the school's educational programs, institutional policies, and procedures. A school may provide either a printed and bound copy of the catalog or a read-only format electronic copy that cannot be altered (e.g., portable document format (PDF), etc.). In either case, all versions of the catalog are identical and students that receive an electronic copy of the catalog are able to receive a printed and bound copy of the catalog upon request.

ENROLLMENT AGREEMENT

- a. A school utilizes an enrollment agreement that includes, at a minimum, all required items listed on the ACCSC Enrollment Agreement Checklist and that clearly states the obligations of both the student and school. (See also Section I (D)(6), Substantive Standards, Standards of Accreditation.)
- b. A school executes an enrollment agreement for all enrolled students.
- c. A school ensures that each applicant has an opportunity to review the enrollment agreement and is fully informed of the rights, responsibilities, and obligations of both the student and the school under the enrollment agreement before it is signed by the applicant.
- d. A school furnishes a copy of the enrollment agreement to the applicant at the time the applicant signs. A school must furnish to the student prior to the student starting class a final copy of the enrollment agreement signed by both parties.
- e. No enrollment agreement is binding until it has been signed by the student and accepted by the appropriate school official.

STUDENT ACHIEVEMENT RATES

A school discloses, minimally, the graduation and graduate employment rate for each program offered as last reported to the Commission. The disclosure for each program's graduation and graduate employment rate must be accurate, not intended to mislead, and includes the program population base and time frame upon which each rate is based.

ACCREDITATION AND APPROVAL

- a. A school discloses its ACCSC institutional accreditation and the Commission's contact information (i.e., address, phone number, and website address).
- b. In accordance with Section VII (L)(7), Rules of Process and Procedure, a school subject to a Probation Order informs current and prospective students that the school has been placed on Probation and where additional information regarding that action can be obtained from the Commission's website.
- c. Where a program requires accreditation (institutional or programmatic) and/or approval by a third-party regulatory agency (e.g., state agency, licensing agency, oversight board, national certification entity, etc.), for the purpose of licensure, certification, or employment, a school discloses to students whether or not such accreditation and/or third-party recognition has been achieved and is in good standing. Any claims regarding any type of accreditation or approval by an oversight entity must be truthful and accurate.

2. New Admissions Personnel Orientation and Training Session

This policy is presented to new admissions personnel at their New Admissions Personnel Orientation and Training Session.

3. Code of Conduct Acknowledgement Form

Admissions personnel acknowledge this and all other admissions policies by signing the Admissions Policies and Practices Acknowledgement Form during their onboarding and new hire orientation.

4. Disclosure of Graduation and Employment Rates

Intellectual Point will disclose the graduate and employment rates on the public website at <https://compliance.intellectualpoint.com/>.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the SVP, Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the SVP of Software Engineering via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Admissions." Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at <https://compliance.intellectualpoint.com>.