South Carolina Commission on Higher Education
State Approving Agency (SAA)
“Protecting the GI Bill”

New Certifying Official Workshop
March 29, 2017
Approval Forms

- Application 3675
- Application 3676 & Worksheet
- Academic Catalog Certification Checklist
- Practical Training/Independent Study Course Course Checklist
Program Approval

• To add a new program-submit one of the following:
  
  • Accredited Institutions – Submit Application 3675
  
  • Non accredited Institutions – Submit Application 3676 with Worksheet
Application 3675

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
SOUTH CAROLINA STATE APPROVING AGENCY
1122 Lady Street, Suite 300, Columbia, SC 29201
Voice: (803) 737-2260  Fax: (803) 737-3610

APPLICATION 3675

Date: 

Name of Institution: 

Address of Institution: 
Street
City
State
Zip

Name of Contact: ____________________________ Title: ____________________________

Voice: ______________ Fax: ______________ E-Mail: ____________________________

Type of Institution: ☐ Profit ☐ Non-profit ☐ Tax Supported

<table>
<thead>
<tr>
<th>Name of Program / Course (if Course Approval, Include Delivery Method)</th>
<th>Current Catalog Page Number (or attach display)</th>
<th>Effective Date (mm/dd/yyyy)</th>
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</thead>
<tbody>
<tr>
<td>☐ New ☐ Re-approval ☐ Revision ☐ Withdrawn</td>
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I certify that this institution does not utilize advertising, sales, or enrollment practices which are erroneous, deceptive, or misleading either by actual statement, omission, or information based on examination of such materials as direct mail pieces, brochures, printed literature (used by sales persons), films, video tapes, and audio tapes disseminated through broadcast media, materials disseminated through print media, tear sheets, leaflets, films, and any sales recruitment materials used to instruct sales personnel, agents, or representatives of this institution.

Signature of Authorized Official ____________________________

Printed Name ____________________________

Title ____________________________
SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION  
SOUTH CAROLINA STATE APPROVING AGENCY 
1122 Lady Street, Suite 300, Columbia, SC 29201  
Voice: (803) 737-2260  Fax: (803) 737-2297

APPLICATION 3676

Date: __________________________

Name of Institution: __________________________  FAC: __________________________

Address of Institution: ___________________________________________  Street: __________________________
City  State  Zip

Name of Contact: __________________________  Title: __________________________

Voice: __________________________  Fax: __________________________  E-Mail: __________________________

Type of Institution: [ ] Profit  [ ] Non-profit  [ ] Tax Supported

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☐ 3676 Application Worksheet is attached and accurate. Initiate ________

__________________________
Signature of Authorized Official

__________________________
Printed Name

__________________________
Title

Application 3676- Rev. 5/06- Page 2 of 15
# 3676 Application Worksheet

<table>
<thead>
<tr>
<th>Program/Courses (Exact Title)</th>
<th>Type</th>
<th>Entrance Req. or Cat Pg #</th>
<th>Semester Display Exhibits</th>
<th>Number Of Semesters</th>
<th>Hours Of</th>
<th>Scheduled Attendance Each Week</th>
<th>Student/Teacher Ratio</th>
<th>Maximum Enrollment</th>
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</tbody>
</table>

Application 3676- Rev.5/06- Page 3 of 15
Program Revision

- What constitute a program revision?
Catalog Submission

When should you submit your catalog to the SAA?
Catalog Submission Continued

- When there is a new printing of the institution’s catalog
  - To include the student handbook
- Catalog addenda
  - Calendars with schedules
  - Staff and faculty (revisions)
  - Tuition and fees (revisions)
  - Standards of academic policy
  - Attendance policy
- Complete Application 3675 or Application 3676
Can the SAA receive an online version of the catalog and student handbook on a CD?
Catalog Certification Continued

- The SAA cannot accept online version (CD or email copies) of the catalog and student handbook.

- Please print and forward to the SAA two copies of the catalog and student handbook.

- Please ensure you complete the academic catalog certification checklist for your catalog and student handbook.

- The academic catalog checklist should be submitted along with the two copies of the catalog and student handbook.
Academic Catalog Certification Checklist

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
SOUTH CAROLINA STATE APPROVING AGENCY (SC SAA)
1122 Lady Street, Suite 300 Columbia, SC 29201
Voice: (803) 737-2260 Fax: (803) 737-2297

ACADEMIC CATALOG/STUDENT HANDBOOK CHECKLIST AND CERTIFICATION

An authorized institutional representative should complete and sign this form. The form should then be returned to the SC SAA along with two copies of the school’s current catalog and student handbook and any other document(s) referenced.

SCHOOL __________________________ CITY ________________________
CATALOG / BULLETIN DATES _______________ HANDBOOK DATES ____________

Programs listed in this catalog/bulletin are consistent in name and/or title with those currently approved by the SC SAA.
Yes ☐ No ☐ If “No”, attach a 3675 or 3676 Application to revise the current listing.

*Note: On each line below, specify the page number and the publication that contains the required information. For example, if volume number and date of publication are found on page 1 of the catalog, you would write “1-C” ; if on page 1 of the handbook, write “1-H”...

<table>
<thead>
<tr>
<th>Undergraduate Policies</th>
<th>Graduate Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Volume number and date of publication</td>
<td></td>
</tr>
<tr>
<td>2. Names of school governing body, officials, and faculty</td>
<td></td>
</tr>
<tr>
<td>3. Calendar showing beginning and ending dates of each term, holidays, and other important dates</td>
<td></td>
</tr>
<tr>
<td>4. Policy for minimum entrance requirements</td>
<td></td>
</tr>
<tr>
<td>5. Policy on granting credit for prior education</td>
<td></td>
</tr>
<tr>
<td>6. Grading system (to include policy for removing incomplete (I) grades)</td>
<td></td>
</tr>
<tr>
<td>7. School’s policies describing conditions under which a student’s training/benefits would be interrupted: a. probationary period if any ____________ b. academic progress ____________ c. unsatisfactory conduct ____________</td>
<td></td>
</tr>
<tr>
<td>8. Policy describing conditions which must be satisfied to allow a student to be re-instated or re-enrolled following interruption of training/benefits</td>
<td></td>
</tr>
<tr>
<td>9. Policy concerning leave ____________ , attendance ____________ , and tardiness ____________</td>
<td></td>
</tr>
<tr>
<td>10. Statement of academic progress records maintained by the school and furnished to the student</td>
<td></td>
</tr>
<tr>
<td>11. Graduation requirements</td>
<td></td>
</tr>
<tr>
<td>12. Schedule of tuition and fees, and/or total cost of each course</td>
<td></td>
</tr>
<tr>
<td>13. Policy describing pro-rata refund of tuition and fees as required by CFR 21.4255 (For Non-Accredited Colleges - Universities Only)</td>
<td></td>
</tr>
</tbody>
</table>

I certify that this CATALOG/HANDBOOK/BULLETIN is true and correct in content and policy.

Name of Authorized Institutional Representative: __________________________
Print Name: __________________________ Signature: __________________________
Title: ______________ Telephone: __________________________
Date: __________________________
Facility Approval

- Complete Application 3675 or Application 3676
Academic Catalog Certification Checklist (ACCC)

- School certifying official may resume signing the ACCC by authority of VA Form 22-8794
Prior Credit(s)

- VA student(s) do not have the option of having their prior credit(s) evaluated
- Colleges, universities and schools must evaluate prior credit for VA students
- VA student(s) will have two semesters or three quarters to provide the educational institution their transcript(s)
- Failure to provide the transcript(s) should result in no further certification (for VA benefits) by the educational institution until the transcript(s) have been evaluated
§ 21.4266 Approval of courses at a branch campus or extension.

(a) Definitions. The following definitions apply to the terms used in this section.

(1) Administrative capability means the ability to maintain all records and accounts that § 21.4209 requires.

(2) Certifying official means a representative of an educational institution designated to provide VA with the reports and certifications that § 21.4203, 21.4204, 21.5810, 21.5812, 21.7152, and 21.7652 require.
Branch Campus

- *Branch campus* means a location of an educational institution that—
  - (i) Is geographically apart from and operationally independent of the main campus of the educational institution;
  - (ii) Has its own faculty, administration and supervisory organization; and
  - (iii) Offers courses in education programs leading to a degree, certificate, or other recognized education credential.

(Authority: 38 U.S.C. 3675, 3676, 3684)
Extension Approval §21.4266

(5) *Extension* means a location of an educational institution that is geographically apart from and is operationally dependent on the main campus or a branch campus of the educational institution.
Name of Institution: 
Course Name & Number: 
Practical Training (please specify site): 
Independent Study (please specify method): 
Degree Program in which course is required for graduation:

Pursuant to Title 38, CFR 21.4265 and 21.4267 and additional reasonable criteria established by the SAA pursuant to 21.4253(d)*, off-campus courses such as Practical Internships / Externships, Internet, and Residencies may be considered as resident institutional training only if all the following conditions are met. Complete the following checklist for the course named above.

The course is:  Y N N/A

(i) Accredited by a nationally-recognized accrediting agency or is offered by a school accredited by one of the regional accrediting associations;
(ii) Part of the approved curriculum of the school;
(iii) Part of a program of study (certificate, diploma, or degree program) approved by the State Approving Agency (SAA);
(iv) Directly supervised by the school;
(v) Measured in the same unit as other courses;
(vi) Required for graduation; and
(vii) A planned program of activities described in the school’s official publication(s) (or attached) that meets the following conditions and distinguishes this course as institutional in nature as opposed to training on-the-job. The course has:

A. A provision for an assigned instructor;
B. A statement that the planned program of activities is controlled by the parent school or its authorized academic representative(s) and not by officials of the training site (Practical Training Only);
C. A requirement that class attendance on at least a weekly basis be regularly scheduled to provide for interaction between instructor and student (Practical Training Only);
D. A provision for instructor-student interaction on at least a weekly basis* and a stipulation that this interaction is a regular part of the training program (Independent Study Only);
E. A statement that appropriate assignments are required for completion of the course;
F. A grading system similar to the system used for other resident courses offered by the school, and;
G. A schedule of time required for the training which demonstrates that the student shall spend at least as much time in preparation and training as is normally required by the parent school for its resident courses.

Name of Academic Department Official (please print) 
Signature of Academic Department Official _________________________________________________ 
Title______________________________________________________ Date______________________
Facility Approvals

- All Accredited public, not for profit, private for profit, non-accredited colleges, universities and schools program(s) must be approved by the SAA
Mr. GI Bill
Veteran
United States Military
Freedom Lane
Military, SC  29000

FAC: 22.0001.40

Dear Mr. Bill:

In accordance with Section 21.4258 of Title 38, US Code of Federal Regulations, this is to advise you that we have transmitted the following action(s) to the Department of Veterans Affairs (VA).

**This approval is pending concurrence from the VA.** If additional information is required, you will be notified by the State Approving Agency (SAA).

**Revision of Prior Approval under paragraph** 3675 or 3676 (conditions for approval)

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>EFF. DATE</th>
<th>CAT. DATE</th>
<th>CAT. PAGE</th>
<th>TOTAL NCD</th>
<th>TOTAL ACTIONS</th>
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<td>B.S. Biology</td>
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<td>Exhibit A</td>
<td>Exhibit A</td>
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<td>Policy updates</td>
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<td>Exhibit B</td>
<td>Exhibit B</td>
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<td><strong>Total Actions Processed for this Transmittal</strong></td>
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<td>4</td>
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</tbody>
</table>

Enrollment Limitations: None Noted.  Additional Criteria: None Noted.
All documentation necessary to complete this action was provided to the SAA on **January 24, 2014.**

Sincerely,

Karen Woodfaulk
Director, Veterans Education and Training
Compliance Surveys

- Compliance survey protocol:
Compliance Survey Visit

✓ Confirmation letter outlining what documents are needed for the visit

✓ Entrance briefing
When do you submit this document to the VA?

- When there is a VA student requesting to be certified in an approved program
- When a student is certified for a program or course and he or she does not attend class
- Increased or decreased in credit or clock hours
VA Form 22-1999b
Continued

- Failure to meet the approved standards of academic policy

- Failure to meet the approved attendance policy

- When a student is on a leave of absence
  *official or unofficial

- Note: This list is not all inclusive
Compliance Survey Visit Continued

- Note: Submission of VA Form 22-1999b prior to the compliance survey visit is still a noted finding

- Exit briefing

- Compliance survey letter detailing the visit will be sent to the President of the college, university or school
85/15 §21.4201

- Applies to all colleges, universities and schools
Website Navigation

- Go to [www.che.sc.gov](http://www.che.sc.gov)
- Place your cursor on the Institutions & Educators Icon
- Click on Veterans Education and Training Forms
- Please select the appropriate approval form
State Approving Agency Contact Information

Dr. Karen Woodfaulk - Director
Telephone: (803) 737-2244
Email address: kwoodfaulk@che.sc.gov

Mr. Michael Brown - Associate Director
Telephone: (803) 737-2144
Email address: mbrown@che.sc.gov

Mr. Frank Myers - Assistant Director
Telephone: (803) 737-2282
Email address: fmyers@che.sc.gov

Ms. Lorinda Copland - Admin. Coordinator
Telephone: (803) 737-2157
Email address: lcopeland@che.sc.gov

Ms. Peggy Simons - Program Coordinator
Telephone: (803) 737-3922
Email address: psimons@che.sc.gov

Mr. Kevin Glears - Program Coordinator
Telephone: (803) 737-2271
Email address: kglears@che.sc.gov
Welcome and Congrats!
Veteran’s Education and Training
Q & A