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

SCAVA Training Workshop
March 28 - 30, 2017
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
Deemed Approved Institutions

- Public institutions
- Not for profit institutions

Effective October 1, 2016, Public and not for profit educational institutions will have degree programs approved and reapproved by the State Approving Agency.
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
South Carolina Program Minimum Requirements

The SAA will approve the following programs at the State minimum requirements.

- Barbering
- Cosmetology
- CDL
- Esthetics

Institutions not granting a certificate of completion at the conclusion of the State minimum requirements will not be approved for GI Bill benefits.
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: ____________________________ FAC: ____________________________

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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<tbody>
<tr>
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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 intimation based on examination of such materials as direct mail pieces, brochures, printed literature (used by salespersons), films, video tapes, and audio tapes disseminated through broadcast media, materials disseminated through print media, tear sheets, leaflets, flyers, and any sales recruitment manuals used to instruct sales personnel, agents, or representatives of this institution.

Signature of Authorized Official

Printed Name

Title
## Application 3676

**Date:**

**Name of Institution:**

**Address of Institution:**

**Name of Contact:**

**Voice:**

**Fax:**

**E-Mail:**

**Type of Institution:**

**Voice:**

**Fax:**

**E-Mail:**

**Type of Institution:**

### Name of Program / Course (if Course Approval, Include Delivery Method) | Current Catalog Page Number (or attach display) | Effective Date (mm/dd/yyyy)

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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 Reg. Exhibit or Cat Pg #</th>
<th>Semester Display Exhibit #</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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Catalog Submission

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

- When there is a new - published institution catalog
  - To include the 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.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATALOG / BULLETIN DATES</td>
<td>HANDBOOK DATES</td>
</tr>
</tbody>
</table>

Programs listed in this catalog/bulletin are consistent in TIME 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>
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<tr>
<td>6. Grading system (to include policy for removing incomplete (I) grades)</td>
<td></td>
</tr>
</tbody>
</table>
| 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 |
| 8. Policy describing conditions which must be satisfied to allow a student to be re-instated or re-enrolled following interruption of training/benefits |
| 9. Policy concerning leave, attendance, and tardiness |
| 10. Statement of academic progress records maintained by the school and furnished to the student |
| 11. Graduation requirements |
| 12. Schedule of tuition and fees, and/or total cost of each course |
| 13. Policy describing pro-rata refund of tuition and fees as required by CFR 214255 (For Non-Accredited Colleges/Universities Only) |

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 Signed: _________________________
Catalog Submission Continued

- 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
Catalog Certification Continued

Can the SAA receive an online version of the catalog and student handbook on a CD?
Catalog Certification Continued

- The SAA cannot accept an 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 (ACCC)

- School certifying official revision to signature authority on the ACCC

- The school certifying official should discontinue signing the ACCC

- The ACCC should be signed by an authorized institutional representative (the individual responsible for the catalog)
Re: Additional Reasonable Criteria

To whom this may concern:

This letter is to inform you of the additional reasonable criteria set forth by the South Carolina State Approving Agency regarding certifying VA recipients beyond 2 terms or 2-terms equivalent for schools with non-traditional calendars or clock-hours.

Effective August 1, 2008, VA students who have attended 2 terms or 2-terms equivalent for schools with non-traditional calendars or clock-hours and who have not provided school transcripts to the attending institution will no longer be certified for VA Educational benefits. Veterans and those eligible to receive VA Educational benefits will be considered when their transcripts are forwarded to the attending institution.

The South Carolina State Approving Agency requests that your school adheres to the new provision set forth in accordance with Section 21.4253 and 21.4258 of Titles 38, US Code of Federal Regulations. Please find attached to this letter the requirements concerning the additional reasonable criteria. If you have any questions or concerns regarding the additional reasonable criteria, please feel free to contact Frank Myers of my staff at (803) 737-2282 or via email at fmymers@che.sc.gov.

Sincerely,

Karen Woodfalk, Director
Veterans’ Education and Training

/\
Prior Credit(s)

- 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
Prior Credit (Continued)

- Any post-secondary education, training, and experience completed by the student, including Military training. Also known as transfer credit or Prior Learning Assessment (PLA).

  - Civilian
    - Institution of Higher Learning (IHL)
    - Non-college degree (NCD)
    - Corporate training
    - National Testing Programs
    - (CLEP, COMPASS, DSST)
    - Portfolio review/assessment
    - Challenge exams/test-out procedures
    - Correspondence courses

  - Military
    - Advanced Individual Training (AIT) or Occupational Training (examples: DD 214 or Joint Service Transcript)
    - Continuous Learning

- Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(C)(4)
PRACTICAL TRAINING / INDEPENDENT STUDY COURSE CHECKLIST
(To be used for the Approval of On Line and Other Non-Traditionally Delivered Courses)
SOUTH CAROLINA STATE APPROVING AGENCY (SC SAA)

Name of Institution: ____________________________
Course Name & Number: ________________________

☐ Practical Training (please specify site): 
   (Consists of off-campus job experiences)

☐ Independent Study (please specify method): 
   (Consists of courses offered without any regularly scheduled conventional classroom or laboratory sessions)

Degree Program in which course is required for graduation:

Pursuant to Title 38, CFR 21.4235 and 21.4267 and additional reasonable criteria established by the SAA pursuant to 21.4235(d), off-campus courses such as Practica, 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 ____________________________

Course Checklist-Rev. 01/05 - Page 1 of 1
Previous versions of this form will NOT be used.
Continuing Education Programs

- How can these programs become approved?
  - Application 3675
  - Application 3676 Worksheet
  - Curriculum/Curricula
  - Standards of Academic Progress
  - Attendance Policy
August 10, 2014

Mr. Veteran USA  
Director  
United States Military  
2400 Hundred Lane  
Military, SC 29000  
FAC: 2-5 2222.40  

Dear Mr. USA:  

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  Complete, Supersedes Prior Approval

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<tr>
<th>Catalog policies</th>
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Re-approval of program(s)

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Revised program(s)

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Enrollment Limitations: N/A  Additional Criteria: N/A  

All documentation necessary to complete this action was provided to the SAA on September 20, 2014.

Sincerely,

Karen Woodfin, Ph.D.  
Director of Student Affairs

Enclosure(s): Application 3675, Exhibits A - C  
C: VA Transmittal Letter, w/Enclosures; 2014-15 Undergraduate Catalog; 2014-15 Student Handbook
Compliance Survey

- Compliance survey protocol:
Compliance Survey Visit

- Confirmation letter outlining what documents are needed for the visit
- Entrance briefing
- Certifying official please be available during the visit
Compliance Survey Visit

What does VA/SAA look for on Compliance Surveys?

- Catalog policy on graduation requirements for individual programs.
- Transcripts showing the prior attempt and grade received.
- Enrollment certifications and justification for what was or was not certified to the VA.
Compliance Survey Visit Continued

- If there are payment findings during the survey visit, the SAA will work with the certifying official in submitting the VA Form 22-1999b(s) to the VA
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
VA Form 22-1999

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

✓ Increase or decrease 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
Website Navigation

- Go to 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
(803) 737-2244
Email address: kwoodfaulk@che.sc.gov

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

Mr. Frank Myers – Program Manager
Telephone: (803) 737-2282
Email address: fmyers@che.sc.gov

Ms. Martha Hamrick - Admin. Assistant
Telephone: (803) 737-1397
Email address: mhamrick@che.sc.gov

Mr. Kevin Glears - Program Coordinator
Telephone: (803) 737-2271
Email address: kglears@che.sc.gov

Ms. Devon Holliman - Program Coordinator
Telephone: (803) 737-3922
Email address: dholliman@che.sc.gov