

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
SOUTH CAROLINA STATE APPROVING AGENCY (SC SAA)**

1122 Lady Street, Suite 400, Columbia, SC 29201

Voice: (803) 737-2260

Fax: (803) 737-2297

**Title 38 Code of Federal Regulation § 21.4253 - Accredited Educational Institution 24 Months Catalog
Reapproval of Program and Policies Checklist**

Date: _____

Name of Educational Institution: _____ Facility Code: _____

Address: _____
Street City State Zip Code

Name of Contact: _____ Title: _____

Voice: _____ Fax: _____ E-Mail: _____

Type of Institution: Profit Non-profit Tax Supported

Background: Effective October 1, 2019, all educational institutions that are approved to offer veterans' education and training (G.I. Bill®) will submit to the State Approving Agency an updated published academic catalog at a minimum timeframe of 24 months. The revised (updated) academic catalog must obtain the following approval information in accordance with **Title 38 Code of Federal Regulation § 21.4253 - Accredited Educational Institution.**

(1) The institution (other than an elementary or secondary school) has submitted to the State approving agency copies of its catalog or bulletin which are certified as true and correct in content and policy by an authorized representative, and the publication shall:

(i) State with specificity the requirements of the institution with respect to graduation;

(ii) Include institution policy and regulations relative to standards of progress required of the student by the institution (this policy will define the grading system of the institution, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, a description of the probationary period, if any, allowed by the institution, conditions of reenrance for those students dismissed for unsatisfactory progress, and a statement regarding progress records kept by the institution and furnished the student);

(iii) Include institution policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct; and

(iv) Include any attendance standards of the institution if the institution has and enforces such standards. (Authority: 38 U.S.C. 3675(a), 3676(b))

(2) Adequate records are kept by the school to show the progress of each veteran or eligible person. The records must be sufficient to show continued pursuit at the rate for which enrolled and the progress being made. They must include final grade in each subject for each term, quarter, or semester; record of withdrawal from any subject to include the last date of attendance for a resident course; and record of reenrollment in subjects from which there was a withdrawal and may include such records as attendance for resident courses, periodic grades and examination results.

(3) The school maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened proportionately. The record must be cumulative in that the results of each enrollment period (term, quarter or semester) must be included so that it shows each subject undertaken and the final result, i.e., passed, failed, incomplete or withdrawn. (Authority: 38 U.S.C. 3675(b))

(4) The school enforces a policy relative to standards of conduct and progress required of the student. The school policy relative to standards of progress must be specific enough to determine the point in time when educational benefits should be discontinued, pursuant to 38 U.S.C. 3474 when the veteran or eligible person ceases to make satisfactory progress. The policy must include the grade or grade point average that will be maintained if the student is to graduate. For example, a 4-year college may require a 1.5 grade point average the first year, a 1.75 average at mid-year the second year, and a cumulative average of 2.0 thereafter on the basis of 4.0 for an A.

(5) If the school has a standard of attendance, it maintains records of attendance for veterans and eligible persons enrolled in resident courses which are adequate to show the student meets the school's standard of attendance. (Authority: 38 U.S.C. 3474, 3675)

(6) The accredited courses, the curriculum of which they form a part, and the instruction connected with those courses are consistent in quality, content, and length with similar courses in public educational institutions and other private educational institutions in the State with recognized accepted standards.

(7) There is in the educational institution offering the course adequate space, equipment, instructional material, and instructor personnel to provide training of good quality.

(8) The educational and experience qualifications of directors, and administrators of the educational institution offering the courses, and instructors teaching the courses for which approval is sought, are adequate. (Authority: 38 U.S.C. 3675(b), 3676(c)(1), (2), (3))

(e) *College level.* Under the provisions of paragraph (a)(1) of this section, any course at college level approved by the State approving agency as an accredited course will be accepted by the Department of Veterans Affairs as an accredited course when all of the following conditions are met:

(1) The college or university is accredited by a nationally recognized regional accrediting agency listed by the Secretary of Education or the course is accredited at the college level by a specialized accrediting agency or association recognized by the Secretary of Education; and (Authority: 38 U.S.C. 3675)

(2) The course has entrance requirements of not less than the requirements applicable to the college level program of the school; and

(3) Credit for the course is awarded in terms of standard semester or quarter hours or by recognition at completion by the granting of a standard college degree.

(f) *Courses not leading to a standard college degree.* Any course in a school approved by the State approving agency will be accepted as an accredited course when all of the following conditions are met:

(1) The course or the school offering such course is accredited by the appropriate accrediting agency; and

- (2) The course offers training in the field for which the accrediting agency is recognized and at a level for which it is recognized; and
- (3) The course leads to a high school diploma or a vocational objective.

Catalog Approval - 24 Months Requirement Verification Checklist

Action Items	Attached	Public	Not for Profit	For Profit
Proof of accreditation				
Copy of business license for the school to operate in the state and up-to-date business license at the time of re-approval				
Proof that there are no misleading or erroneous practices occurring				
Proof of financial soundness				
Provide description of the available space, a statement that the equipment and instructional material is adequate, and that the instructor personnel can provide training of good quality				
Statement that the institution's owners, administrators, directors, and instructors are of good reputation and character				
Statement that the educational and experience qualifications of directors, administrators, and instructors are adequate				
School calendar				
VA Form 22-1919				
Any other relevant documentation necessary to support the approval				

Educational Institution Confirmation Statement: I have read the approval requirements as noted in Title 38 Code of Federal Regulations 21.4253, and have provided the necessary documents needed for our educational institution to obtain reapproval from the South Carolina Commission on Higher Education State Approving Agency.

Educational Institution:

South Carolina Commission on Higher Education State Approving Agency Statement:

Signature of Authorized Official

Signature of Authorized Official

Print Name

Print Name

Title

Title