

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

1122 Lady Street, Suite 400, Columbia, SC 29201

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**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 TIME and/or TITLE with those currently approved by the SC SAA. Yes  No  If "NO", attach a 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"...*

Undergraduate Policies	SAA Verification	
		1. Volume number and date of publication
		2. Names of school governing body, officials, and faculty
		3. Calendar showing beginning and ending dates of each term, holidays, and other important dates
		4. Policy for minimum entrance requirements
		5. Policy on granting credit for prior education
		6. Grading system (to include policy for removing Incomplete (I) grades)
		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 21.4255 ( <b><i>for Non-Accredited Colleges / Universities Only</i></b> )

***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: \_\_\_\_\_