

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

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Title 38 Code of Federal Regulation § 21.4254 - Non-Accredited Educational Institution 24 Months Catalog Reapproval of Program(s) and Policies Checklist

Date: _____ Facility Code: _____

Name of Educational Institution: _____

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 § 21.4254 - Non-Accredited Educational Institution.**

21.4254 Nonaccredited courses.

(a) General. Nonaccredited courses are courses which are not approved as accredited courses and which are offered by a public or private, profit or nonprofit, educational institution. These include nonaccredited courses offered by extension centers or divisions, or vocational or adult education departments of institutions of higher learning.

(b) Application. Any school desiring to enroll **veterans** or **eligible persons** in nonaccredited courses will submit a written application to the appropriate **State** approving agency for approval of such courses (**38 U.S.C. 3676(a)**). Such application will be accompanied by not less than two copies of the current catalog or bulletin which is certified as true and correct in content and policy by an authorized owner or official of the school and will include the following:

- (1)** Identifying data, such as volume number, and date of publication;
- (2)** Names of the school and its governing body, officials, and faculty;
- (3)** A calendar of the school showing legal holidays, beginning and ending date of each **quarter, term, or semester**, and other important dates;
- (4)** School policy and regulations on **enrollment** with respect to **enrollment** dates and specific entrance requirements for each course;

(5) School policy and regulations relative to leave, absences, class cuts, makeup work, tardiness, and interruptions for unsatisfactory [attendance](#);

(6) School policy and regulations relative to standards of progress required of the student. This policy will define the grading system of the school, the minimum grades considered satisfactory conditions for interruption for unsatisfactory grades or progress, and a description of the probationary period, if any, allowed by the school, and conditions of reentrance for those students dismissed for unsatisfactory progress. A statement will be made regarding progress records kept by the school and furnished the student;

(7) School policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct;

(8) Detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges;

(9) Policy and regulations relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course, or withdraws, or is [discontinued](#) therefrom;

(10) A description of the available space, facilities, and equipment;

(11) A course outline for each course for which approval is requested, showing subjects or units in the course, type of work, or skill to be learned, and approximate time and clock hours to be spent on each subject or unit; and

(12) Policy and regulations relative to granting credit for previous education and training.

(Authority: [38 U.S.C. 3676\(b\)](#))

(c) *Approval criteria.* The appropriate [State](#) approving agency may approve the application of such school when the school and its nonaccredited courses are found upon investigation to have met the following criteria:

(1) The courses, curriculum, and instruction are consistent in quality, content, and length with similar recognized accepted standards.

(2) There is in the school adequate space, equipment, instructional material, and instructor personnel to provide training of good quality.

(3) Educational and experience qualifications of directors, administrators, and instructors are adequate.

(4) The school maintains a written record of the previous education and training of the [veteran](#) or [eligible person](#) and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the [veteran](#) or [eligible person](#) and the Department of Veterans Affairs so notified.

(5) A copy of the course outline, schedule of tuition, fees, and other charges, regulations pertaining to absences, grading policy, and rules of operation and conduct will be furnished the [veteran](#) or [eligible person](#) upon [enrollment](#).

(6) Upon completion of training, the [veteran](#) or [eligible person](#) is given a certificate by the school indicating the approved course and indicating that training was satisfactorily completed.

(7) Adequate records as prescribed by the [State](#) approving agency are kept to show [attendance](#) and progress or grades, and satisfactory standards relating to [attendance](#), progress, and conduct are enforced.

(8) The school complies with all local, city, county, municipal, [State](#), and Federal regulations, such as fire codes, building, and sanitation codes. The [State](#) approving agency may require such evidence of compliance as it deemed necessary.

- (9)** The school is financially sound and capable of fulfilling its commitments for training.
- (10)** The school does not utilize advertising of any type which is erroneous or misleading, either by actual statement, omission, or intimation. The school will not be deemed to have met this requirement until the **State** approving agency:
- (i)** Has ascertained from the Federal Trade Commission whether the Commission has issued an order to the school to cease and desist from any act or practice, and
 - (ii)** Has, if such an order has been issued, given due weight to that fact.
- (11)** The school does not exceed its **enrollment** limitations as established by the **State** approving agency.
- (12)** The school administrators, directors, owners, and instructors are of good reputation and character.
- (13)** The school either: (i) Has and maintains a policy for the pro rata refund of the unused portion of tuition, fees and charges if the **veteran** or **eligible person** fails to enter the course or withdraws or is **discontinued** from it before completion, or
- (ii)** Has obtained a waiver of this requirement. See § 21.4255.

(Authority: 38 U.S.C. 3676)

- (14)** Such additional reasonable **criteria** as may be deemed necessary by the **State** approving agency.

(Authority: 38 U.S.C. 3676(c))

(d) *Limitations on course approval.* Notwithstanding any other provision of this section, a **State** approving agency shall not approve a nonaccredited course if it is to be pursued in whole or in part by **independent study**.

(Authority: 38 U.S.C. 3676(e))

Catalog Approval - 24 Months Requirement Verification Checklist

Action Items	N/A	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					

Action Items	N/A	Attached	Public	Not for Profit	For Profit
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 Regulation § 21.4254, and have provided the necessary documents needed for our educational institution to obtain reapproval from the State Approving Agency.

Educational Institution:

Signature of Authorized Official

Print Name

Title

State Approving Agency Verification Statement: The State Approving representative has reviewed the approval documents submitted by the educational institution for reapproval to offer veterans' education and training. All documents submitted by the educational institution meets the approval criteria set forth by Title 38 Code of Federal Regulation § 21.4254.

Signature

Print Name

Title