



PROGRAM APPROVAL CHECKLIST (SAA)

We have prepared the following checklist to help you determine if all elements **required for approval** for veterans benefits are included in your current school catalog and other documents. To assist us in our review and assurance of compliance, you must list the page(s) in the publication which addresses each required element. Submit **two copies** of this form along with **two copies** of each publication and document that contain the required information. Also, **attach a complete list of all programs by exact degree title and major and/or exact title of all non-degree programs (such as diplomas and certificates)** which you are requesting approval for veterans benefits. Each item listed below has a basis in federal code and/or SAA policy. Regulations for accredited schools are cited in 38 CFR 21.4253. Regulations for non-accredited schools are cited in 38 CFR 21.4254.

Name of Institution: _____

Name/Title of Person Completing this Form: _____

PUBLICATIONS

Catalog materials containing required information consists of the following publications and documents **identified by title, volume number and date of publication** (DO NOT SUBMIT EXPIRED OR INCOMPLETE MATERIALS):

1. _____
2. _____
3. _____
4. _____
5. _____

I certify the official institution documents, itemized above, and any others listed in a separate attachment to this checklist, to be true and correct in content and policy as a designated certifying official of this institution for Federal G.I. Bill benefits.

Signature of Certifying Official: _____ Date: _____

Print Name of Certifying Official: _____

REQUIRED CONTENTS FOR SCHOOL CATALOG

PUBLICATION # FROM LIST ABOVE

I. School Information

- a. Name of governing body, corporate owner and board members (if any) (non-accredited schools only)
- b. Names of school officials and administrators
- c. Names of school faculty (non-accredited schools only)
- d. Entrance requirements for admission to your institution
- e. Description of available space, facilities and equipment (non-accredited schools only)

II. Academic Progress Standards

- a. Description of institution's grading system
- b. Minimum grades considered satisfactory
- c. Grades or G.P.A. and other requirements for graduation
- d. Conditions under which a student would be suspended or dismissed for unsatisfactory grades or academic progress

1	2	3	4	5
(List the specific page(s) the required item may be found.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REQUIRED CONTENTS FOR SCHOOL CATALOG**PUBLICATION # FROM LIST ABOVE**

1	2	3	4	5
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- e. Conditions under which a student suspended or dismissed for unsatisfactory grades or progress would be allowed to re-enter
- f. Description of institution's academic probationary period (if any)
- g. Statement regarding progress records maintained (for a minimum of 3 years) by the school and furnished to the student (grades, transcripts & programs completed)
- h. Stated policy regarding attendance standards (Non-accredited schools must have an attendance policy which includes: 1. excused/unexcused absences; 2. tardiness; 3. excessive absences; 4. make-up work; and 5. interruption for unsatisfactory attendance.)
- i. Policy on granting credit for prior education and training (school must obtain a written record of prior education and training [including military training] granting of credit when appropriate and shortening of program accordingly)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

III. Student Conduct Standards

- a. Institutional rules or regulations governing student conduct
- b. Conditions under which a student would be suspended or dismissed for unacceptable conduct
- c. Conditions under which a student suspended or dismissed for unsatisfactory conduct would be allowed to re-enter

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IV. Finances

- a. Detailed schedule of tuition, fees and other charges to student
- b. Institution's refund policy (Non-accredited schools only: Must have a pro rata refund policy not to exceed the total charges that the number of days or hours of program completed bears to the total length of the program. The non-refundable portion of registration fees will not exceed \$10.00 [38 CFR 21.4255].)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

V. Curriculum

- a. Curriculum outline and descriptions for each program offered
- b. Descriptions of individual courses or subjects required for each program
- c. Descriptions of basic skills, remedial or deficiency subjects including English as a Second Language (ESL), high school completion options (GED, HSED, WCBHSED, etc.) and other special or alternative learning subjects certified to the USDVA (if any)
- d. Academic calendar, including starting and ending dates of each term or semester, vacations and holidays

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REQUIRED CONTENTS FOR SCHOOL CATALOG

PUBLICATION # FROM LIST ABOVE

1 2 3 4 5

VI. Placement Assistance

- a. Disclosure of type and extent of placement or employment counseling services provided to graduates (if any)

Thank you for assisting the State Approving Agency to approve quality educational programs for veterans and other eligible students at your institution. Please **return two copies of this checklist and two copies of the documents and publications** required in completing this form. **Also include a complete list of all programs by exact degree title and major and/or exact title of all non-degree programs (such as diplomas and certificates) for which you are requesting approval for veterans benefits.**