



CATALOG APPROVAL CHECKLIST (SAA)

Title 38, U.S. Code requires all new or revised academic programs offered by institutions under the jurisdiction of the Wisconsin SAA to be approved by the SAA prior to certification of enrollment of eligible students to the VA for federal GI Bill® benefits.

This checklist identifies elements required for approval and their location in your catalog and/or other documents. Please list the publication page(s) that address each required element. Attach a complete list of academic programs by exact degree title and major and/or exact title of all non-degree programs (such as diplomas and certificates) for which you request approval. If you submit in hardcopy format, send two copies; if you submit electronically, please send only one copy. Electronic submissions must be locked and paginated in PDF format.

Note: Regulations for accredited schools are cited in 38 CFR 21.4253; non-accredited schools 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. \_\_\_\_\_

REQUIRED CONTENTS FOR SCHOOL CATALOG

PUBLICATION # FROM LIST ABOVE

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

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. Standards of Academic Progress (SAP)

- 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 for which a student would be suspended or dismissed for unsatisfactory grades or academic progress
e. Conditions under which a student, suspended or dismissed for unsatisfactory grades or progress, would be allowed to re-enter

**REQUIRED CONTENTS FOR SCHOOL CATALOG****PUBLICATION # FROM LIST ABOVE****1                      2                      3                      4                      5**

- f. Description of institution's academic probationary period (if any)
- g. Statement regarding academic records maintained (minimum of 3 years) 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. Obtain written record of prior education and/or training and consider granting credit that would shorten the length of current study

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

**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. Schedule of tuition, fees and other charges
- b. Institution's refund policy (for 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 academic programs
- 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 VA (if any)
- d. Academic calendar, including starting and ending dates of each term or semester, vacations and holidays

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

**VI. Placement Assistance**

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

**VII. Teaching Locations: List all locations to be approved for GI Bill benefits**

<b>Facility</b>	<b>City</b>	<b>Zip Code</b>	<b>Point of Contact</b>

**\*If you need additional space please use a separate sheet of paper**

**VIII. Program Changes: Does this catalog approval lead to the withdrawal, name change or teach-out of current approved programs:     Yes     No**

If yes, please list the title of program and the appropriate change below

<b>Program Name</b>	<b>Withdrawal, Name Change or Teach-Out</b>	<b>Effective Date</b>	<b>Page Number in Catalog or Addendum</b>

**\*If you need additional space please use a separate sheet of paper**

**Include a complete list of 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.**

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: \_\_\_\_\_

Effective Date of Catalog  
**(Month/Day/Year):**

\_\_\_\_\_