

WISCONSIN STATE APPROVING AGENCY

Catalog Materials Submission Policy

June 2017

The Wisconsin State Approving Agency (SAA) will accept school catalogs in either hardcopy or electronic format as a part of the program approval process. *Non-accredited school and those which only offer non-college degree (NCD) programs must submit hardcopy catalogs.*

I. SCHOOLS THAT MEET THE FOLLOWING MAY SUBMIT AN ELECTRONIC CATALOG:

- A. Accredited by an agency *recognized by the U.S. Department of Education.*
http://www2.ed.gov/admins/finaid/accred/accreditation_pg5.html#NationallyRecognized
- B. Function as an Institute of Higher Learning (IHL), i.e. a college, university or similar institution, including a technical or business school, which offers postsecondary academic instruction and grants college-level degrees (Associate, Bachelor, Master or Doctorate). This includes hospitals that offer postsecondary programs, but do not grant a degree.

II. THE FORMAT FOR ELECTRONIC CATALOGS:

- A. Locked or protected from being altered by a third party.
- B. Created as a permanent file, e.g., PDF. It cannot consist solely as website screen shots or hyper-links to the catalog.
- C. Transmitted by CD, flash drive, etc. due to SAA memory/storage limitations.
- D. Paginated for the electronic catalog, not for a printed catalog, if appropriate. See CFR 21.4258 *Notice of Approval, (b)(1)(iv).*
- E. Identify the catalog title, edition and date.

III. THE SUBMISSION OF CATALOGS REGARDLESS OF FORMAT SHALL INCLUDE:

- A. *WDVA 2902 Program Approval Checklist.* Use the current version, which can only be obtained from the SAA. Older copies found on the Internet are incomplete; if an out-dated copy is used, you will be required to re-submit the information.
- B. Two copies of all catalog materials needed to satisfy compliance criteria. If a required item on Form 2902 is not found in the catalog, identify and submit additional publications or references. Please note on the 2902 if the catalog is not paginated; it must be searchable according to the items listed on the 2902.

A school with multiple campuses each having administrative capability, i.e., a separate VA facility code, is to submit two hardcopy catalog copies for each approved campus.

- C. Certify official status of all documents: “I certify that the official school publication(s) of _____ (name of school) are true and correct in content and policy.” Add this to all catalogs.

OR

List all official documents on Form 2902, page 1; sign and date the form. It contains the above official statement.

- D. The SAA uses an MS Excel Spreadsheet, *Program Approval Submission Form*, to import required program information into our database. For schools already approved by the SAA, the SAA has pre-filled the spreadsheet with your school’s approved programs. This is based on your last catalog approval, which could be quite old and dated.

See tabs at the bottom of the spreadsheet for Instructions and the actual Program Sheet.

Deemed Approved Schools - NOTE: Through 9/30/17, the SAA is updating catalog approvals for public and non-profit schools. You should have already been contacted for your catalog and the spreadsheet. Please provide the information to the SAA as soon as possible.