

STATE OF INDIANA

DEPARTMENT OF VETERANS' AFFAIRS

STATE APPROVING AGENCY

777 North Meridian Street Suite 300
INDIANAPOLIS, INDIANA 46204-2738



Eric J. Holcomb, Governor

Dennis A. Wimer, Director

Catalog Approval Form

The following catalog approval form and required documents **MUST** be completed and returned when submitting catalogs/bulletins to the State Approving Agency. The State Approving Agency reserves the right to reject any catalog/bulletin if it is received without the completed catalog approval form and all required documents.

To ensure that the school's programs and policies meet the criteria under 38 USC 3675 (Accredited) or 38 USC 3676 (Non-Accredited) and 38 CFR 21.4253 (Accredited) or 38 CFR 21.5254 (Non-Accredited), the school's catalog, bulletin, or additional documents must address the following items.

Accredited Definition: The course has been accredited and approved by a nationally recognized accrediting agency or association. A nationally recognized accrediting agency or association is one that appears on the list published by the Secretary of Education as required by 38 U.S.C. 3675(a).

The State Approving Agency will accept one physical copy or one PDF copy with hyperlinks deactivated through email, CD, or USB Flash Drive. We **cannot** accept web address links in any documents provided.

Name of Institution

Physical Address

School Certifying Official (SCO)

Email of SCO

Phone Number of SCO

Facility Code

Provide the document name or attachment name and page number where the following information is found. Do not include links to your institution's website.

Area	Document/ Attachment	Page
Academic Calendar		
Academic Policies		
Accreditations (Provide current accreditation documents from organization)		
State Accreditation/License		
National Accreditation		
Regional Accreditation		
Programmatic Accreditation		
Admissions Requirements		
Attendance Policy		
Advertising Materials for Past 12 Months		
Contracted Courses with Copy of Contract		
Course Descriptions		
Description of Available Equipment (Non-Accredited Institutions)		
Description of Available Space (Non-Accredited Institutions)		
Prior Credit Evaluation Policy		
Incomplete Policy		
Independent and Directed Study/Distance Education/Online Policy		
List of Current, New and Removed Extensions, Branches, Teaching Site Locations with Full Addresses		
List of Governing Body, Officials, Directors, Faculty, and Adjunct Faculty with Credentials (i.e. adequate education, license, experience)		
List of Remedial and Deficiency Courses		
Practical Training/Internship/Externship Policy		
Profit/Loss Statement and Balance Sheet (Non-Accredited Institutions)		
Refund Policy		
VA Refund Policy (Non-Accredited Institutions 38 CFR 21.4255)		
Study Abroad Policy		
Tuition and Fees		
VA Pending Payment Compliance (38 USC 3679(e))		

Request for Program Change

If you need more space, please attach additional pages

Provide a description of any changes to program name, type, credit/clock hour, etc.

Approved Program	Description of Change	Effective Date	Page/ Attachment

The Code of Federal Regulations (38 USC 3696(d)(1)) states the Secretary shall not approve any course offered by an educational institution if the educational institution provides any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

Does institution comply with this requirement? Yes No

CERTIFICATION

I certify as true and correct in content and policy all data supplied in the catalog/brochure, addendums, and attachments. Eligible veteran(s)/dependents(s) will be advised as to all the rules, regulations, and other supportive data contained on this form.

Signature Title Date