

Colorado Office of
 Veterans Education & Training
 9101 E. Lowry Boulevard
 Denver, CO 80230
www.cccs.edu/Vets

Application for Revised Approval Accredited Educational Programs

COLORADO OFFICE OF VETERANS EDUCATION & TRAINING

A school desiring to enroll veterans or other eligible persons for veteran's benefits will need to make application for approval of such courses to the Colorado Office of Veterans Education in accordance with the provisions of Title 38, United States Code. This application is designed for those accredited institutions that have been previously approved and are applying for renewal (new catalog/bulletin). *Two (2) certified copies of the catalog/bulletin need to be provided with the application, in addition to other supporting documents including VA Form 22-8794, if changes have been made.*

1. Name of Institution

Address

City

State

Zip Code

2. Contact Person Regarding Approval

3. Telephone Number

Fax Number

E-mail Address

4. Name of Accrediting Agency

5. Date of Current Accreditation

6. Institutional Corporate State: (Check one)

Public

Private for Profit

Private Non-profit

7. Approval for the institution will be based on the information submitted below. Submit two (2) current Bulletins and/or Catalogs.

CATALOG/BULLETIN INFORMATION

Catalog:

Bulletin:

Volume

Number

Pub.Date

School Years Covered

Identify the policy location for the following:

Page/Location

- A.. Grading System
- B. Minimum grades considered satisfactory
- C. Conditions for interruption of unsatisfactory grades or progress
- D. Description of probation period, if any
- E. Conditions for re-entrance, if dismissed for unsatisfactory progress
- F. Policy statement regarding progress records kept and furnished the student
- G. Attendance standards (if enforced)
- H. Policy relating to student standards of conduct and conditions for dismissal
- I. Policy for reporting previous education and training, that clearly documents appropriate credit has been given for previous education and training, with the training period shortened proportionately.....
- J. Institutional academic calendar

DEGREE/CERTIFICATE PROGRAM INFORMATION

1. Does your school offer Degree Programs _____ Certificate Programs _____ or Both _____?
2. Does your school operate using Credit Hours or Clock Hours? _____
 - a. How many are considered full time for undergraduate certificate programs? _____
 - b. How many are considered full time for undergraduate degree programs? _____
 - c. How many are considered full time for graduate programs? _____
3. Is your school year divided into: Quarters _____ Semesters _____ or Non-Standard Terms _____?

3. **Accredited Degree Programs:** The list of degree programs requested for approval. This section is also for listing Post-Baccalaureate and Post-Graduate Certificates. (Non-Standard College Certificates programs are listed on Page 3).
 - If your school *has not* added or dropped any programs under the new catalog, you can attach your most recent VA form 22-1998 and indicate below, "**Approve as before.**"
 - If you *are* adding, deleting or changing the names of programs, attach a copy of your most recent VA form 22-1998 and in the space below write, "**Approve as before with the following changes:**" and then provide the required information about the new programs you are adding, indicate which programs you no longer teach or indicate that "_____ program is now called _____." Please follow the format below for new programs:

A	B	C	D	E
Degree	Major	Emphasis/ Concentration	Page(s) In Catalog	Total Length (Credit/Clock Hours)

A	B	C	D	E
Degree	Major	Emphasis/ Concentration	Page(s) In Catalog	Total Length (Credit/Clock Hours)

DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

4. **Accredited Certificate Programs:** This is where you will list the Certificate/Diploma (Non-Standard College Degree Programs) you want to have approved for the current year.
- If your school *has not* added or dropped any programs under the new catalog, you can attach your most recent VA form 22-1998 and indicate in the space below, "**Approve as before.**"
 - If you *are* adding, deleting or changing the names of programs, attach a copy of your most recent VA form 22-1998 and in the space below write, "**Approve as before with the following changes:**" and then provide the required information about the new programs you are adding, indicate which programs you no longer teach or indicate that "_____ program is now called _____."
 - If the number of credit hours required for graduation in a Certificate program changes that is also something you need to indicate below.

Please follow the format below for new programs:

A Program	B Emphasis/ Concentration/Track	C Ref. Page(s)	D Total Length (Credit/Clock Hours)
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DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

5. **Practical Training Courses** to be approved in accordance with V.A. Regulation 21.4265 (Internships, Residency, Practicum, Externship, etc.)

There are two conditions that have to be met in order for a course to be *Practical Training*.

First, it must be required for graduation.

Second, the training must be held off-campus.

- If your school has been previously approved for Practical Training Courses and you are not adding or deleting programs then in the space below write, "**Approve as before.**"
- Practical Training courses for new programs should be listed using the format below.

A	B	C	D
Degree/Certificate	Reference Page	Course Title and Number	Length (Credit/Clock Hours)

DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

6. **Independent Study Courses** to be approved in accordance with V.A. Regulation 21.4267 (includes on-line courses).

Note: Accredited NCD schools **cannot** offer independent study/online courses for veterans benefits.

Note: Accredited IHLs can be approved for online/independent study courses for degree programs.

Note: Accredited IHL/NCD institutions can be approved for online/independent study courses for degree and/or certificate programs.

- If your school has been previously approved for Independent Study/Online Courses and you are not adding or deleting programs, then indicate below, "**Approve as before.**"
- Independent Study/Online Courses for new programs should be listed using the format below.

A	B	C	D
Degree	Reference Page	Course Title and Number	Length (Credit/Clock Hours)

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DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

7. Courses offered at **Subsidiary Branches or Extensions** to be approved in accordance with V.A. Regulation 21.4266/4251.

Note: One of the following conditions must exist:

- Only a small unit of courses is taught, not an entire program. The curriculum is not large enough to allow pursuit on a continuing basis.
- Course offerings at a branch are offered on a temporary basis.
- The branch or extension is located in Colorado and normally is just a classroom location and does not have administrative capability.
- The facilities must be within 55 miles of each other.

If the branch or extension does not meet one of the above conditions, then the branch or extension must be approved as a separate entity.

A Facility	B Address City and State	C Telephone Number	D Degree(s) Course(s)
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DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

8. **Deficiency Courses** requested for approval.

Note: This section includes remedial, deficiency and refresher courses. Normally they are numbered below 100; for example, ENG090, MTH099, etc.

Deficiency courses: any required secondary level course not previously completed satisfactorily.

Remedial courses: special course designed to overcome a deficiency at the elementary or secondary level.

Refresher courses: a course at the elementary or secondary level to review or update material previously covered in a course that has been satisfactorily completed.

- If your school has previously been approved for Deficiency Courses and you are not adding or deleting courses from this list, indicate below, "**Approve as before.**"

A	B	C
Course	Reference Page(s)	Length (Credit/Clock Hours)

DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

9. **Contract Courses** requested for approval under authority of 21.4233(e).

All or part of the program of education of a school may be provided by another school or entity under contract. Such school or entity actually providing the training must obtain approval of the course from the State approving agency in the State having jurisdiction of that school or entity.

A	B	C
Course	Reference Page(s)	Length (Credit/Clock Hours)

ADDITIONAL REQUIRED DOCUMENTATION

- A. Two (2) completed copies of this application form. (Three (3) copies if you want one returned to you.)
- B. Two (2) copies of your current **catalog** and **student handbook**, certified as “true and correct in content and policy”, or other publications/brochures which describe school programs, policies, procedures and rules. (Three (3) copies if you want one returned to you.)
- C. Two (2) copies of your current **academic calendar**, unless it is a part of the catalog or student handbook, certified “true and correct in content and policy”, signed and dated by the designated official.

CERTIFICATION

I the undersigned, certify that:

- A. I am an officer or official of the institution named in the application, and I make this certification under the authority of the named institution.
- B. The school does not utilize advertising, sales, or enrollment practices of any type which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation;
- C. Notwithstanding any other provision of law, the institution will make available for examination by duly authorized representatives of the government during normal business hours, without prior notice, any records and accounts of the institution pertaining to persons who received education assistance under Title 38, U.S. Code, as well as the records of the other students which are necessary to ascertain that the institution is complying with the requirements of Title 38;
- D. I have read and completed this application for approval under Title 38, U.S. Code, including all statements and materials submitted with the application; and E.
- E. I certify that the answers, statements, and materials submitted as part of the application are, to the best of my knowledge, true and correct in content and policy.

Name of School Official	Position Title
Signature of School Official	Date of Signing