

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

Application for Revised Approval Non-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 non-accredited institutions that have been previously approved and are applying for revised approval. *Two (2) certified copies of the catalog/bulletin need to be provided with the application, in addition to other supporting documents including VA Forms 22-8794, 22-1919 and 10-0144A.*

1. Name of Institution

Address

City

State

Zip Code

2. Contact Person Regarding Approval

3. Telephone Number

Fax Number

E-mail Address

4. Institutional Corporate State: (Check one)

Public

Private for Profit

Private Non-profit

5. Approval for the institution will be based on the information submitted below. Submit two (2) current Bulletins and/or Catalogs. Each catalog needs to contain the following statement on the front cover: **"I hereby certify that this catalog is true and correct in content and policy,"** and signed and dated by the designated official.

CATALOG/BULLETIN INFORMATION

Catalog

Bulletin

Volume

Number

Pub. Date

School Years Covered

Identify the policy location for the following:

Page # Document #

- A.. A list of the names of the members of the schools governing body _____
- B. A list of the names and titles of the school's administrative officials and faculty _____
- C. A school calendar showing legal holidays, beginning and ending dates of each quarter, term, or semester, and other important dates _____
- D. School policy and regulations on entrance requirements and enrollment dates for each program..... _____
- E. School policy and regulations relative to leave, absences, class cuts, make-up work, tardiness and interruptions for unsatisfactory attendance _____
- F(1). An explanation of the institutions grading system _____
- F(2). A statement of the minimum grades considered satisfactory _____
- F(3). A description of the probationary period (if any)..... _____
- F(4). A policy stating the conditions for interruption for unsatisfactory grades or progress _____
- F(5). A statement of the conditions under which the institution would permit a student suspended or dismissed for unsatisfactory grades or progress to be readmitted..... _____

- F(6). A statement about the progress records kept by the institution and furnished to the student _____
- G. School policy and regulations relating to the conditions for dismissal for unsatisfactory conduct _____
- H. A detailed schedule of charges to the student including fees, tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges _____
- I. The school's pro-rata policy relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course, withdraws, or is discontinued (Compliance with 38 CFR 21.4255 – Veteran Pro-rata policy – required) _____
- J. A description of the available classroom space, facilities and equipment, instructional material, and instructor personnel _____
- K. A program outline describing subjects or units in each course, type of work (i.e., lecture, laboratory or shop) or skill to be learned, and the approximate time and clock/credit hours to be spent on each subject or unit _____
- L. School policy and regulations relative to granting credit for previous education and training and shortening the program accordingly _____

DEGREE/CERTIFICATE PROGRAM INFORMATION

1. Does your school operate using Credit Hours or Clock Hours? _____ How many are considered full time? _____
2. Does your school operate using Quarters _____ Semesters _____ or Non-Standard Terms _____
3. Are any of the programs for which you are requesting approval, require an off-campus **externship / practical training** course as a requirement for graduation? Yes _____ No _____

If Yes, which one(s):

4. Are any of the programs for which you are requesting approval, taught in whole or in part by **independent study** or **on-line**?
Yes _____ No _____

If Yes, which one(s):

DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

5. Degree Programs

The list of degree programs requested for approval. (Certificate programs are listed on Page 3)

This is where you will list 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, attach a copy of your most recent VA form 22-1998 and indicate below, **"Approve as before."**
- If your school **is adding, deleting or changing** names of programs, attach a copy of your most recent VA form 22-1998 and indicate below, **"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 indicated below for new programs.

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

DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

6. Certificate/Diploma Programs:

This is where you will list the Certificate/Diploma programs you want to have approved for the current year.

- If you **are not** making changes to the list of programs that were previously approved for your institution, attach a copy of your most recent VA form 22-1998 and indicate below, "**Approve as before.**"
- If you **are adding or deleting or changing** names of programs, attach a copy of your most recent VA form 22-1998 and indicate, "**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 _____."
- **Note:** A change in the number of credit hours or contact hours for a program **is** a reportable change and must be listed below.

Please follow the format indicated on the Application for Approval form for new programs.

A Program	B Emphasis/ Concentration/Track	C Page(s) In Catalog	D Length (Credit/Clock Hours)	E Student/ Teacher Ratio
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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	B	C	D
Facility	Address City and State	Telephone Number	Degree(s) Course(s)

DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

8. Deficiency Courses:

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 on this list, indicate below, **"Approve as before."**

A Course	B Reference Page(s)	C Length (Credit/Clock Hours)
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DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

9. **Class Schedule** requested for approval.

A Title of Program	B Class Meeting Times	C Break Periods	D Hrs. of Attend. Per Day	E Days Of Week	F Total Hours Per Week	G Weeks Per Term
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DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

10. **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)

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ADDITIONAL REQUIRED DOCUMENTATION

- A. 2 Copies of this application form including the attached VA forms.
- B. 2 Copies of your current catalog and student handbook.
- C. 2 Copies of your current academic calendar, unless it is a part of the catalog or student handbook.
- D. 2 Copies of any Contracts or Memorandums of Understanding with other institutions/organizations to teach a portion of the curriculum.

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 intimation;
- 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. 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