

**MHEC**

Creating a state of achievement

INSTITUTION: _____ FAC. CODE _____

ADDRESS: _____ TEL: _____

TITLE OF OFFERING: _____

AWARD: _____ LENGTH OF OFFERING IN CLOCK HOURS: _____

PUBLISHED DESCRIPTION OF OFFERING (attach copies, see note below):

Title of Catalog or bulletin: _____ Page(s): _____

PUBLISHED CURRICULUM DESCRIPTION (List component "courses):

<u>Title</u>	<u>Clock Hrs.</u>	<u>Page</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Title of Catalog or bulletin where published (attach copies, see note below):

POLICIES: Code of Federal Regulations, Title 38, require that for a course of study to be approved that certain policies be in place. Please reference, and provide copies of the catalog, bulletin, schedule or other document which provides the following policies (attach copies, see note below):

- Standards of Progress Document(s) _____ page(s) _____
(Grading System, minimum grades required, conditions of interruption for unsatisfactory grades and conditions of reentrance for those students dismissed for unsatisfactory progress.)
- Withdrawal Document _____ page(s) _____
- Probationary Period if any Document _____ page(s) _____
- Student Conduct Document _____ page(s) _____
- Refund Policy Document _____ page(s) _____
- Method of Instruction: In-Class ____, Distance Education ____, Blended ____, or Other ____
- Advanced Placement for Relevant Previous Training
Document _____ page(s) _____

RECORDS: The institution agrees to keep attendance and progress records, **Yes** ____ **No** ____._____
Signature of School Certifying Official_____
Date

Is any or part of this offering to be provided by a training entity under contract to or with this State approved parent school (other than employer/employee relationships), if "yes" provide a copy of the contract, Yes ____ No ____

NOTE: Please provide two copies of the supporting catalog, bulletin or other documentation describing this program. These documents are to be certified by affixing the following statement to the front of each document "Certified true and correct as to content and policy." This statement is to be signed by the institution's School Certifying Official.

USC 3675/3676 APPROVAL DATE: _____ **SAA SIGNATURE & DATE:** _____