



**ALABAMA
STATE
APPROVING
AGENCY**

2022 AVAA Conference

CATALOG APPROVALS

- Applications will now be sent out 60 days prior to the expiration of your current catalog. You will receive an email with the updated application from Laura Taylor. Once you receive the application, you will have 30 days to submit the complete application packet.
- The school is required to utilize the application that was emailed to you. The footer of the application notes the most current update. Do not use outdated applications from previous years. The application is a “living document”, it can/will change from year to year.



CATALOG APPROVALS

- The catalog application and packet submission is not the sole responsibility of the SCO. You must have input from stakeholders at your school, i.e the Registrar, Provost, Academic Dean, etc...
- Please pay attention to the signature lines. These areas must be signed by the appropriate administrator of the school. If signed by the SCO or school's VA department/office, your application will be denied.



CATALOG APPROVALS

- If the school has multiple branch locations covered under one catalog, it must identify which programs are offered at each branch campus. In addition, all branch and extension campuses must be clearly listed and identifiable in your catalog.
- Branch campuses with separate facility codes must complete separate application packets.
 - This is for branch campuses only. This does not apply to extension campuses and sub-facility codes.



CATALOG APPROVALS

- All policies and regulations must be included in the catalog. The school must fill in the appropriate page number on the application. If that policy is missing from the catalog, then it will have to be included in an addendum. The policy and regulations submitted as an addendum must be printed in next year's catalog.
- Graduate course loads must be printed in the school's graduate catalog.



CATALOG APPROVALS

- All boxes on the catalog certification page must be filled out, including the catalog ending date.
 - Please make sure that dates are in concurrence with the academic calendar.
- The catalog cannot refer to the school's website for further information, i.e. tuition, graduate course load, academic calendar, etc... All policies and necessary data must be printed in the catalog or submitted as an addendum, signed as true and correct by the administrator in charge of catalog data.



CATALOG APPROVALS

- Use the checklist included in the application to make sure the packet is complete and that the school is submitting all required documents.
- Addendums must be printed and added to the current printed catalogs. The school must also add the addendum(s) to their online catalog.



CATALOG APPROVALS

- Does the school offer any courses that requires domestic travel? As part of the submission packet, the school will be required to submit a breakdown of all charges for that course. Many schools are combining all tuition, fees, and expenses into one flat charge. Please be aware that some charges, such as those related to travel, food, etc., are not eligible for VA funding. Therefore, we need a breakdown in order to review and approve that program.



CATALOG APPROVALS

- The in-state tuition rate is the only charge that is eligible for certification for study abroad programs. As long as the instructor is an employee of the school, and the course is not being taught under an agreement with a college/university in the city and country where the student is taking the course.
 - Other costs associated are not eligible for VA funding.



CATALOG APPROVALS

- All current and new programs must be listed on the program approval spreadsheet in order to remain approved. Please make sure the form is correctly filled out. If the school does not request approval for a program, then it will be withdrawn and the school will have to reapply for that program's approval.
- Review the WEAMS report to check the program names, types, hours, etc... are listed correctly. If there are any name and/or hour changes, please make note of those changes in the appropriate column.



CATALOG APPROVALS

- You cannot use your own form or printout; you are required to use the spreadsheet. Programs that are not listed will be withdrawn.
- Schools with multi-year catalogs, if any of your policies, curriculum, charges, etc... change prior to the expiration of the approved catalog, you must notify SAA and submit an addendum for review and approval.



RISK BASED SURVEYS

- Alabama SAA will begin conducting Risk Based Surveys, according to Public Law 116-315 Section 1013. These surveys will be more in-depth than your typical compliance survey, conducted by the SAA in the past.
- 10 files will be reviewed, 8 VA students and 2 non-VA students. Expansions are possible.
- Multiple departments could be contacted.



RISK BASED SURVEYS

- Advertising and Recruiting materials will be reviewed.
- 90/10 will be reviewed.
- The last two fiscal years of financials will be reviewed.
- All complaints filed against the school will be addressed.



RISK BASED SURVEYS

- There will be 2 student interviews.
- There will be an interview with a faculty member.
- Any punitive actions taken by Accrediting Agency and/or any federal or state agency will be addressed.
- The reviewer will visit and monitor one class.



RISK BASED SURVEYS

- Isakson & Roe, Section 1014, provides the criteria of when a “Targeted-Risk Based Survey” is required.
 - Notice of action taken by a State
 - Notice by an accrediting agency or association of an action taken by that agency or association
 - Notice that the Secretary of Education has placed the educational institution on provisional certification status.
 - Receipt that an educational institution has been placed on heightened cash monitoring level 2



RISK BASED SURVEYS

- Isakson & Roe, Section 1014, provides the criteria of when a “Targeted-Risk Based Survey” is required.
- Punitive action was taken by the Attorney General, Federal Trade Commission, or any other Federal department or agency for misconduct or misleading marketing practices
- Loss or risk of loss by an educational institution of accreditation from an accreditation agency or association including notice of probation, suspension, or order to show cause relating to the educational institution’s academic policies and practices



CONTACT INFORMATION

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QUESTIONS?

