



Dr. Conrad Festa
Executive Director

January 6, 2004

Re: Supervision Visit of December 16, 2003

Ms. Cathy B. DeLung
Veterans Coordinator
Francis Marion University
P. O. Box 100547
Florence, SC 29501-0547

FAC: 1.1.0063.40

Dear Ms. DeLung:

The purpose of this letter is to formally acknowledge the findings resulting from the review of fifteen of sixty-three files presented and to provide our recommendations for correcting/improving items/issues identified.

Our review focused on the five approval criteria required under 38 CFR 21.4253(d). These criteria, along with any comments resulting from our review, are as follows:

- (1) The institution has submitted to the State approving agency copies of its catalog or bulletin that are certified as true and correct in content and policy by an authorized representative.
- (2) Adequate records are kept by the school to show the progress of each veteran or eligible person and to show that satisfactory standards relating to progress and conduct are enforced.

Nothing came to our attention during the review of the records selected that would indicate that a correction/improvement in this area is required.

- (3) The school maintains a written record of previous education and training of the veteran or eligible person that clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened proportionately, and that the person and the Department of Veterans Affairs are notified.
- (4) The school enforces a policy relative to standards of conduct and progress required of the student. The school policy relative to standards of progress must be specific enough to determine the point in time when educational benefits should be discontinued.

January 6, 2004

Nothing came to our attention during the review of the records selected that would indicate that a correction/improvement in this area is required.

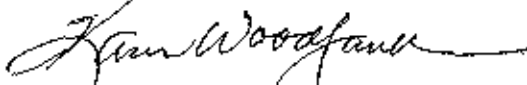
- (5) If the school has a standard of attendance, it maintains records of attendance for veterans and eligible persons enrolled in resident courses that are adequate to show the student meets the school's standard.

Nothing came to our attention during the review of the records selected that would indicate that a correction/improvement in this area is required.

Thank you for your conscientious efforts in administering this very important program for our veterans. Your commitment to the educational opportunities of our veterans is greatly appreciated.

If you have any questions or would like to discuss these findings further, please do not hesitate to contact Mr. Jimmie Ruff of my staff. Mr. Ruff can be reached at (803) 737-2295 or via email at jruff@che.sc.gov.

Sincerely,



Karen Woodfaulk, Director
Veterans Education and Training



Dr. Conrad Festa
Executive Director

January 6, 2004

Ms. Cathy B. DeLung
Veterans Coordinator
Francis Marion University
P. O. Box 100547
Florence, SC 29501-0547

FAC: 1.1.0063.40

Dear Ms. DeLung:

In accordance with Title 38, US Code of Federal Regulations 21.4258, this is to advise that your institution (proper name and address as shown above) has complied with all requirements for approval and payment of veteran's education benefits for pursuit of the courses/programs as shown below:

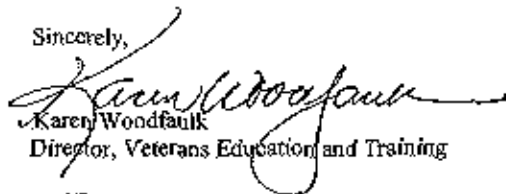
- New Approval under paragraph 3675 or 3676 (conditions for approval)
- Revision of Prior Approval under paragraph 3675 or 3676 (conditions for approval)
 - Complete, supersedes prior approval Academic Calendar
 - Additional Program(s)/Course(s) Program/Course Withdrawals
 - Additional branch, extension, or site under 21.4266 b. c.
 - New Certifying Official(s) Additional Certifying Official(s)
 - Catalog/Bulletin Certification Other Revision(s):

<u>NEW/REVISED/WITHDRAWN PROGRAM/SITES</u>	<u>EFFECTIVE DATE</u>	<u>CAT. DATE</u>	<u>CAT. PAGE</u>
Approval of 2003-2004 Academic Catalog	8/20/ 2003		

- Enrollment Limitations: None Noted
- Additional Criteria: None Noted

All documentation necessary to complete this action was provided to the SAA on December 16, 2003.

Sincerely,


Karen Woodfaulk
Director, Veterans Education and Training

KW/JR

Enclosure(s): Academic Catalog Checklist
C: VA: Transmittal Letter w/Enclosure; 2003-2004 Academic Catalog

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
SOUTH CAROLINA STATE APPROVING AGENCY (SC SAA)**

1333 Main Street, Suite 200, Columbia, SC 29201
Voice: (803) 737-2260 Fax: (803) 737-2297

ACADEMIC CATALOG/STUDENT HANDBOOK CHECKLIST AND CERTIFICATION

An authorized institutional representative should complete and sign this form. The form should then be returned to the SC SAA along with two copies of the school's current catalog and student handbook and any other document(s) referenced.

SCHOOL Francis Marion Univ. CITY Florence
CATALOG / BULLETIN DATES Fall 2003 Summer 04 Spring 2004 HANDBOOK DATES _____

Programs listed in this catalog/bulletin are consistent in TIME and/or TITLE with those currently approved by the SC SAA. Yes No If "NO", attach a 3675 or 3676 Application to revise the current listing.

**Note: On each line below, specify the page number and the publication that contains the required information. For example, if volume number and date of publication are found on page 1 of the catalog, you would write "1-C"; if on page 1 of the handbook, write "1-H"...*

- 1C 1. Volume number and date of publication
- 210 C 2. Names of school governing body, officials, and faculty
- 4 C 3. Calendar showing beginning and ending dates of each term, holidays, and other important dates
- 49 C 4. Policy for minimum entrance requirements
- 22 C 5. Policy on granting credit for prior education
- 55 C 6. Grading system (to include policy for removing Incomplete (I) grades)
- 58 C 7. Policy describing conditions under which a student's training would be interrupted due to unsatisfactory grades or academic progress
- 58 C 8. Policy describing the school's probationary period, if any
- 58 C 9. Policy describing the conditions under which a student would be dismissed for unsatisfactory conduct or for other disciplinary reasons
- 58 C 10. Policy describing conditions which must be satisfied for a student dismissed for unsatisfactory academic progress, unsatisfactory attendance, or disciplinary reasons to re-enroll at this school
11. Policy concerning leave 52, attendance 52, and tardiness 52
- 58 C 12. Statement of academic progress records maintained by the school and furnished to the student
- 59 C 13. Graduation requirements
- 26 C 14. Schedule of tuition and fees, and/or total cost of each course
- 28 C 15. Policy describing pro-rata refund of tuition and fees as required by CFR 21.4255 *(for Non-Accredited Colleges/Universities Only)*

I certify that this CATALOG/HANDBOOK/BULLETIN is true and correct in content and policy.

Name of Authorized Institutional Representative (Printed) Cathy B. DeLong (Signed) Cathy B. DeLong
Title Veterans Affairs officer Telephone 843 661-1172
Date Signed 12/16/03