



GOODWIN COLLEGE PROCEDURE

TITLE:	Gainful Employment Reporting Procedure
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INTRODUCTION STATEMENT:

This policy guides College departments in complying with the federal Gainful Employment (GE) policy, including: (1) the annual updating of required disclosure forms; (2) the annual upload of accurate Gainful Employment data; and (3) the regular review of necessary programmatic accreditation to ensure compliance. Please see the Gainful Employment Policy for a list of definitions and additional information related to this procedure.

AREAS OF RESPONSIBILITY:

New Program Development Committee

- Approve new gainful employment programs after OIE completes a GE program review sheet

Admissions / Applicant Advising

- Correctly create EDU record (Applicant Advising)
- Correctly inform students what they can and cannot do:
 - Students may enroll in a direct-enroll certificate, but must complete the certificate prior to enrolling in a AS/BS program to ensure accurate reporting under the current regulations
 - Students may also jointly enroll in a Certificate and AS/BS program, assuming they meet other entry and admissions requirements

Registrar

- Correctly complete all necessary steps to indicate that the student is a Gainful Employment student/enrolled in a gainful employment program in SonisWeb (e.g., status indicator)

Office of Institutional Effectiveness

- Notify the Department of Education six-months prior to offering any new gainful employment certificates.
- Updated Annual Disclosure Forms (go to: <http://ope.ed.gov/GainfulEmployment/Default.aspx>)
- Inform the Department of Education of existing gainful employment certificates by 12/31 of each year.
- Gather, clean, and assist Financial Aid with uploading relevant Gainful Employment Data
- Ensure GE Certificate programs conform to relevant accreditation requirements
- Work with Admissions and Registrar to ensure that data is collected accurately
- Complete the Internal, New Gainful Employment Analysis/Recommendation Form with Program Directors or Chair and seek approval from the New Program Development Committee

Financial Aid

- Review and upload the Cleaned GE extract to the National Student Loan Database
- Assist OIE to interpret reporting guidelines

PROCEDURE DETAILS:

PROCEDURE A: ANNUAL DISCLOSURE FORMS

Annually, OIE will update the annual disclosure forms required under the Gainful Employment regulations. These can be found at: <http://www.goodwin.edu/oie/gainful-employment.asp>. OIE will:

- (1) Review the description of the certificate to ensure that it continues to match the most recent course catalog;

- (2) OIE will update the relevant consumer information (for the fiscal year, 7/1-6/30) at the bottom of the form, including:
- (a) On-Time Completions for the fiscal year;
 - (b) Job Placement information;
 - (c) Median Loan debt for Completers;
 - (d) Tuition and required fees (which is inputted in the upload Gainful Employment data);
 - (e) Estimated books and supplies.

These forms will be approved by: (1) the Director of Compliance; (2) the relevant program director and/or department head; (3) The Director of Career Services and (4) the Provost prior to being placed on the website.

PROCEDURE B: GE DATA EXTRACT, CLEANING, ANALYSIS, APPROVAL, AND UPLOAD PROCESS

Beginning two months prior to the annual data upload (October of each fiscal year); OIE will query the information necessary to successfully complete the annual upload. The relevant fields can be found on the Gainful Employment regulations handbook.

This information will be compiled and used by OIE to conduct the preliminary analysis to ascertain the viability of our GE programs as measured against the three GE evaluation metrics. Exclusions: As noted in the GE policy, if a student jointly enrolls in a certificate and an AS program they are *not* considered a GE student and their certificate is considered a milestone certificate. As a result, they are excluded from the Gainful Employment data upload.

PROCEDURE C: RELEVANT ACCREDITATION REVIEW

Prior to the annual upload and the updating of the disclosure requirements, the AVP for Institutional Effectiveness will confirm that all of our GE certificates have (1) been approved by the federal government and are on our current Eligibility and Certificate Approval Report (ECAR); (2) the state of Connecticut; (3) have been accredited by professional accreditation bodies, if applicable.

DEFINITIONS:

Gainful Employment (GE) Certificate: A direct-enrollment certificate that students are *not* using as a milestone certificate towards an Associate's (AS) and/or Bachelor's (BS) Degree. If a student is jointly enrolled in a direct-enrollment certificate and a higher degree, the certificate is NOT considered a gainful employment certificate for the purposes of the gainful employment data upload required under the current regulations. Exemptions are included in the Gainful Employment student definition below.

Gainful Employment Student: All students who enter into a gainful employment certificate must complete the certificate PRIOR to transferring into an A.S. or B.S.-level program. A student who is jointly enrolled in a GE-certificate and an AS/BS program, but only completes courses for the GE certificate is considered a GE student for the purpose of the GE data upload and will be included in any data extracts.

Milestone Certificate: Non-direct enrollment certificates and/or direct-enrollment certificates that a student jointly enrolls in with an advanced degree (AS and/or BS degree). Because OIE cannot, and the federal government has provided no instruction on how to, parcel out Title IV dedicated to the AS/BS Degree from the certificate, these students are excluded from the GE upload.

HISTORY:

Policy and Procedure Creation: Fall 2015

Cabinet Approval: 11/21/15

Revision to OIE section 1/8/2015 (Additional actions)

OIE Review Spring 2016

RESPONSIBLE OFFICE:	OIE, Financial Aid, Admissions, Applicant Advising and Registrar
OTHER INTERESTED OFFICE(S):	Compliance, Enrollment, Financial Aid, Registrar
REVIEW DATE:	April 2016

APPENDICES:

Please see the attached documents:

- (1) Appendix A: Table Explaining the Enrollment of Students and their corresponding Active-Program and Program-Sought Fields;
- (2) Appendix B: The GE Certificate Approval Form, used jointly by the academic department seeking a GE certificate, the New Program Development Committee, and the Office of Institutional Effectiveness;