



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

---

---

<b>TITLE:</b>	Gainful Employment Reporting
---------------	------------------------------

### **POLICY STATEMENT:**

Goodwin College complies with federal Gainful Employment regulations. Gainful Employment disclosure information is reported on the Office of Institutional Effectiveness website, and the information is updated every fall.

### **PROCEDURE DETAILS:**

#### **PROCEDURE A: ANNUAL DISCLOSURE FORMS**

Annually, OIE updates the Annual Disclosure Forms required by the Gainful Employment regulations. The completed forms are located on the college website 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) 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 Cost of Books and Supplies.

The forms will be reviewed and approved by: (1) the Director of Compliance; (2) Director of Financial Aid, (3) the relevant program director and/or department head; (4) The Director of Career Services and (5) 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 Sonis for the information necessary to successfully complete the annual upload. The relevant fields are found in the Gainful Employment regulations handbook. The data 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.

#### **PROCEDURE C: RELEVANT ACCREDITATION REVIEW**

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

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

**DEFINITIONS:**

A Gainful Employment Program is defined as an educational program offered by an institution of higher education, which leads to a certificate, or other non-degree recognized credential, and which prepares students for gainful employment in a recognized occupation. Exemptions are included in the Gainful Employment student definition below. The complete federal definition along with reporting instructions can be found at: <http://www.ifap.ed.gov/presentations/attachments/2015GEWebinarJan13Jan15.pdf>:

**EXCLUSIONS:**

This policy does not apply to students who earn an embedded certificate along the way to a higher credential.

Additional exclusions noted in the GE policy,

- if at least one a student's Title IV loans were in a military-related deferment status at any time during the calendar year for which earnings information is obtained from the SSA;
- at least one of the student's Title IV loans have been approved, or are under consideration, by ED for a total and permanent disability discharge;
- the student was enrolled in any other Title IV eligible program at the institution or another institution during the calendar year for which SSA earning are obtained;
- for undergraduate GE programs, the student completed a higher-credentialed undergraduate GE program at the same institution;
- for graduate GE programs, the student completed a higher-credentialed graduate GE program at the same institution; and,
- the student is deceased.

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Director of Financial Aid, Assistant Director of Financial Aid, Director Business Services, Director of Institutional Research and Assessment, AVP of Institutional Effectiveness, Provost, Registrar, Vice President of Academic Affairs, Manager of Applicant Academic Advising, Assistant Vice President for Enrollment, Vice President for Enrollment, Marketing and Communications

**HISTORY:** Policy and Procedure Creation: Fall 2015

Cabinet Approval: 11/21/15

OIE Review: April 2016, May 2017

<b>EFFECTIVE DATE:</b>	Fall 2015
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Institutional Effectiveness
<b>REVIEW DATE:</b>	May 31, 2017

**APPENDIX:**  
N/A