

Appendix B: Direct Enrollment Certificate Approval Form

Completed by Department Chair, Program Director or New Program Development Committee (Questions 1- 7)

1) Please describe this program:

2) CIP Classification for this program:

3) Alternative program names (is there a different title for this certificate at different schools?):

4) Job titles associated with this job: _____

5) Estimate Time to Completion: _____

6) Estimate Expected Tuition: _____

7) Estimate Expected Debt Load (assume all cost is borne by debt): _____

***** **OFFICE OF INSTITUTIONAL EFFECTIVENESS** *****

Transferred to OIE as of: _____ (Please put date)

Given to: _____ (Please put OIE analyst or project manager’s name)

8) Estimate Employability:

a. What is the demand for graduates of this certificate in CT: High Medium Low

- i. Source:
- ii. Second Source:

b. What is the demand for graduates of this certificate in MA/New England: High Medium Low

- i. Source
- ii. Second Source

c. Likelihood of Employability: Low Medium High

- i. If Low = multiple average starting salary by 50%
- ii. If Medium = multiple average starting salary by 80%
- iii. If High = use expected average starting salary

9) Estimated First Year’s Salary:

a. Estimated debt-to-salary ratio:

b. Estimate debt-to-discretionary salary ratio:

10) Sensitivity Analysis: OIE will take information provided in question 1 – 7 and assume a time to completion of 150% and 200% with the corresponding increases in debt. We will also assume an employability rate of low (if employability is not already low). (See attached analyses)

11) OIE Recommendation Based on Analysis: Accept Reject

Why:

