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): __________________________

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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:

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