Dear Assistant/Associate Deans:

The Office of the Provost requests that each college work to post Federal Financial Aid Gainful Employment Disclosures.

The U.S. Education Department's gainful employment regulations require disclosure of certain program information to students and prospective students. Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation."

What Is a Gainful Employment Program?

Only Gainful Employment programs require disclosures. For public and nonprofit schools, the department generally considers the following to fall into the disclosure category:

- Nondegree programs,
- Certificate programs, and
- Approved “comprehensive transition programs” for students with intellectual disabilities.

The following do not fall into the Gainful Employment category:

- Degree programs,
- Certificates awarded as part of degree programs,
- Certain programs that are fully transferable to bachelor’s degree programs, or
- Preparatory courses of study that provide coursework necessary for enrollment in eligible programs.
- For proprietary schools, all programs are considered Gainful Employment programs except for preparatory coursework necessary for enrollment in eligible programs and a few bachelor’s degree programs in liberal arts.

What Gainful Employment Data Schools Must Disclose?

Gainful employment regulations require disclosure of the following information for each "gainful employment" program:

- Certificate name and short description
- Normal time to complete the program (e.g., two-year associate’s degree)
- On-time graduation rate for students, including leaves of absence, etc., in time calculations
- Placement rate for those completing the program, as determined by states or accrediting agencies
- Occupations by name and Standard Occupational Classification (SOC) code that the program prepares students to enter
- Costs of tuition and fees, books and supplies, and room and board, listed separately
- Median debt load of those completing the program, separated by type of loan and calculated based on data from students completing the 2011-2012 award year.

(To protect privacy, on-time completion rates and median debt amounts should not be disclosed for programs with fewer than 10 students completing in a given award year.)
Where Must Schools Disclose Their Gainful Employment Information?

GE Program disclosures must be displayed on the educational programs’ websites and on any promotional materials for the program.

Specifically, institutions must prominently display the disclosures in a simple and meaningful manner. Additionally, any other web page containing general, academic, or admissions information about the GE Program must also contain a prominent and direct link to the single web page that contains all the required information.

GE Program disclosures must also be provided in all promotional materials whenever feasible.

Promotional materials include flyers, brochures, invitations, program catalogs, and other content published to broadcast, print, direct mailings, email, social, or on-line media channels that promote a GE Program. If including the text of the disclosure is not feasible because of the size or format of the promotional materials, the institution may display the URL or provide a live link to the single web page where the required information is located, with a clear explanation of the information that is available at that web page. GE Frequently Asked Questions D-Q/A3 and D-Q/A18 address questions pertaining to promotional materials

What This Means to You?

1. **Post disclosure information.** We ask that you post this information on certificate program webpages or PDF documents and provide link on printed promotional pieces.

Attached to the email you will find a template and a database with the certificate programs listed that need to have these disclosers posted. The data base includes:

Certificate name, CIP code, Banner Code, Enrollment numbers for 2012-13, debt load, SOC links and certificate web/PDF links

NOTE: If fewer than ten people are enrolled in a certificate program: on-time completion rates and median debt amounts should not be disclosed for programs, however list the following text under the specific disclosure area: “Not reported due to fewer than ten graduates.”

If there is no data reported on the spreadsheet then list: “No data reported – no graduates”

2. **Ending a Certificate Program:**

To end a certificate program, the college dean needs to sends an email to Carol Baumgartner at carolyn.baumgartner@utoledo.edu

Email should note program name, date and year in which the program will end.

Carol will work to add the end date in the Banner.

3. **If starting a new certificate program,** know there are specific documentation required in addition to UT’s process of new program approval. You’d work with the Office of the Provost when creating a new program:
Documentation required for new programs:

http://www.ifap.ed.gov/eannouncements/attachments/060111GEAnnouncement5AttachNoticeFor\matforIntenttoOfferanEducationalProgram.pdf

New Programs

NP-Q1: What is the process for notifying the Department that my institution will be starting a new GE Program?

NP-Q2: My institution cannot submit the notification for a new GE Program 90 days before the planned first day of class. We will not have the program approved by our governing board by then. What do we do?

NP-Q3: I previously submitted an E-App which is still under review and locked. We now want to add new GE Programs. I cannot submit the required information on my E-App, because of the pending application. What should I do?

NP-Q4: If my institution needs to update the CIP Code of a gainful employment program, does such a change trigger the gainful employment program regulations related to new programs outlined in Electronic Announcement #16?

NP-Q5: Whom should I contact about my ECAR and Program Participation Agreement with the Department?