

**Reporting Requirements and Standards
Gainful Employment (GE) Disclosure Reports
Minnesota State Colleges and Universities
June 24, 2011**

Gainful Employment Programs

Gainful employment programs are those “that prepare students for gainful employment in a recognized occupation.” Public institutions are required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Reporting is not required for undergraduate certificates and diplomas less than 16 credits and graduate certificates and specialist awards that are less than 8 credits. Degree programs at all levels are not considered to be gainful employment programs.

Definition of a Program for Reporting Purposes

Reporting is required at the ‘Gainful Employment Program’ level. The regulations define a “Gainful Employment Program” based on the following data elements:

- **Institution:** 6 digit OPEID (Office of Postsecondary Education identifier)
- **Program:** 6 digit CIP Code (Classification of Instructional Programs)
- **Credential Level:**
 - ✓ Undergraduate Certificates (includes Certificates and Diplomas)
 - ✓ Post Baccalaureate Certificates (includes Graduate Certificates and Specialist awards)

The federal definition of a program for Gainful Employment reporting purposes does not match the elements in the System Program Inventory that are used to define unique programs within the system: Institution, 8-digit CIP (CIP-8), and Award. To meet the disclosure requirements, data on programs must be rolled-up to the 6-digit CIP (CIP-6) and to only two award levels: Undergraduate Certificates and Post Baccalaureate Certificates. The result is that a single Gainful Employment Program at an institution may contain a number of distinct programs from the program inventory that vary both in terms of credit totals and award levels (e.g., Certificates and Diplomas)

Each disclosure document includes the name of the Gainful Employment Program (the CIP-6 title) as well as a list of each of the institution’s approved programs in this group.

Disclosure Form

A final report format for reporting Gainful Employment Disclosure information will not be available from the Department of Education by the July 1 effective date. The format of the reports prepared for system colleges and universities is based on the draft report available at: http://edicsweb.ed.gov/edics_files_web/04561/Att_1845-0107%20v2%20Gainful%20Employment%20Disclosure%20Template%20Zip%20File%20Draft.pdf

Program Cost Information

Total tuition and fees are based on the fiscal year 2011 Board of Trustees approved undergraduate and graduate resident tuition and fee rates and the total program credits reported in the program inventory. If institution programs with different costs (e.g., a certificate and a diploma program) are included in a single gainful employment program group, a range of costs is reported. Because of differential costs for some courses (e.g., online) and the use of banded tuition, a footnote has been added to alert students that their actual costs may vary based on the specific courses and programs they take.

Total books and supply costs are based on the data provided by each institution to iSeek through an annual program survey (reported at the CIP-8 level by campus). When cost data are not available through this survey, estimates for undergraduate programs were based on the institution level book and supply costs for full-time students that are reported on the IPEDS Survey by each institution. A book and supply cost per credit was calculated and multiplied by the credits in the program to estimate the costs for each program. The costs are calculated for each program in the inventory (CIP-8/award level) and then summarized for each Gainful Employment Program group based on the CIP- and credential level (UG/GR). If the reported books and supply costs varied across programs in the group, a range is reported.

Room and board costs are to be reported as applicable. These costs are not included on the disclosure reports as room and board/living on campus are not required as part of any program.

Median Loan Debt

The regulations require reporting of median Federal Title IV loan debt and private educational loan debt separately for program graduates. The median must be based on both borrowers and non-borrowers. Loans to parents are excluded. Data are to be reported for the most recent year available. Because some programs do not have graduates every year, the most recent year between 2008 and 2010 in which there were program graduates was used in the median loan calculations.

Reported median loan debt information is based on ISRS financial aid loan disbursement data for students completing the program. Loan data were pulled based on the completion year term and the original enrollment year term. Borrowing data was available for fiscal years 2003 through 2010. Federal loan totals include the following types of loans as recorded in ISRS:

Awd Id	LONG_DESC
10218	Federal Graduate Plus Loan
10217	Federal Direct Graduate Plus Loan
10053	Aux Loan to Assist Students
10046	Federal Perkins Loan
10046	Fed Perkins Loan
10044	Unsub Federal Direct Loan
10043	Sub Federal Direct Loan

Awd Id	LONG_DESC
10042	Unsub Federal Stafford Loan
10041	Sub Federal Stafford Loan

Institutional Finance Plans are not applicable and are not listed on the disclosure form.

On-Time Completion Rate

The regulations require reporting of an on-time completion rate and specify how it must be calculated. The rate is calculated as: the number of students who completed the program within normal time (100% of the time published by the institution) divided by the number who completed the program. The regulations specify that each graduate's enrollment is measured from when they start at the college or university, not when they start the program.

“Normal” or “Published” time was calculated as the number of semesters required to complete the program based on the total program credits recorded in the Program Inventory and based on students attending full time for two semesters. For undergraduate programs, program credits were divided by 15 and rounded up to the next full term. For graduate programs, program credits were divided by 10 and rounded up to the next full term. Start dates were based on the graduate's original undergraduate or graduate enrollment year term as recorded in ST_TERM_DATA, or if missing, the first undergraduate or graduate term for which an enrollment record was found. The calculation is made based on the specific program the graduate was enrolled in, and then, when necessary, combined with the data for other programs falling into the same CIP-6 Gainful Employment Program.

As required, rates as based on the most recent year for which data are available. Because some programs do not have graduates every year the most recent year between 2008 and 2010 in which there were graduates was used to calculate the completion rates.

Job Placement Rates for Students Completing the Program

The regulations require reporting of: *“The placement rate for students completing the program, as determined under a methodology developed by the National Center for Education Statistics (NCES) when that rate is available. In the meantime, beginning on July 1, 2011, if the institution is required by its accrediting agency or State to calculate a placement rate on a program basis, it must disclose the rate under this section.....”*

Because the NCES methodology is not yet available, system standards for reporting have been followed and both the total and related employment rates are reported on the disclosure form.

The rates as based on the most recent year for which data are available. Because some programs do not have graduates every year and there is a lag between graduation and the availability of employment data, the most recent year between 2007 and 2009 for which employment rates are available was used in the calculation.

Occupations Related to the Program

The regulations require that each Gainful Employment Program disclosure report include links to related occupational profiles on the U.S. Department of Labor's Occupational Information Network (O*NET). The expectation is that the links on the disclosure form are to programs that graduates typically enter.

The CIP-6 associated with the Gainful Employment Program was used to link the program to Standard Occupational Classification (SOC) codes and to O*NET occupational profiles. O*NET data on educational credentials were used to eliminate occupations that match the CIP-6 code but generally require an educational level beyond that provided by the program being reported. If more than two-thirds of the workers in an occupation typically possess credentials at a higher level of education than that provided by the program the occupation is not included on the disclosure report.

Data Privacy/Suppression

The FAQ available at <http://www.ifap.ed.gov/GainfulEmploymentInfo/2011GEFAQ.html> indicates that if the number of students who completed a GE Program during the award year was less than ten, for privacy reasons, the college or university should not disclose to the public the median debt amounts and the on-time completion rates. Because placement rate information is reported based on system standards and methodology, total employment and related employment rates are not disclosed if the number of students employed is less than six.

Contact Information

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