

NEW PROPOSAL TEMPLATE for a Gainful Employment Program

Gainful Employment Electronic Announcement #5 dated June 1, 2011 and posted on www.ifap.ed.gov explains the process for institutional notification to the Department of new educational programs that prepare students for gainful employment in a recognized occupation (GE Programs). An institution’s notification to the Department of its intent to offer a new GE Program must include information to support the institution’s determination of the need for the program, as required by the regulations at 34 CFR 600.20(d)(2). *Institutions must wait for the Department of Education to approve programs for Title IV eligibility before disbursing Title IV funds and proposals must be submitted to the Department of Education 90 days before the first day of class begins for the program.*

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| 1. Institution Name:
 | University of Colorado Colorado Springs |
| 1. OPEID:
 | 004509 |
| 1. Proposed Program Name:
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| 1. Contact Person:
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| 1. Department Chair:
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| 1. Website URL for program:
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| 1. Narrative description of how the institution determined the need for the program. Describe what need this program will address and how the institution became aware of that need. If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative.
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|  In 1995, the then Graduate School of Public Affairs (now School of Public Affairs) Dean and faculty determined that a focused Public Management certificate would be useful to public administrators as a way of building expertise and qualifying for advancement.  |
| 1. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers.
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| This is a four-course graduate certificate. Content, length and requirements were determined by SPA faculty. It can be completed in the classroom or online. |
| 1. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program.
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|  This certificate prepares students for a broad range of public sector jobs; wage data would be similarly broad. This certificate is also taken by students who are preparing themselves to seek elective offices, which also have a very broad salary range. |
| 1. Was the program reviewed or approved by:
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| 1. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, the entities selected in #8. For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the Department upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.
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| The School of Public Affairs is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA). The courses required for the graduate certificate in public management are also courses in the Master of Public Administration degree, which is the NASPAA-accredited degree. NASPAA accreditation is for a period of seven years; re-accreditation visits are conducted by a team of external reviewers who, among other aspects, assess the quality and rigor of all courses offered within the MPA and the qualifications of the faculty who teach those courses.At the University level, graduate degrees and certificates receive oversight from the Graduate Dean and Graduate Executive Committee; at the School level, faculty govern the curriculum. |
| 1. What is the first day the program will be offered to students?
 | 8/21/1995 |
| 1. When do you intend to begin disbursing Title IV funds to students?
 | 1/17/2012 |
| 1. Please list all admission criteria:
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| Earned baccalaureate degree from an accredited institution. |
| 1. List the UCCS courses required to complete the program:
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| Required:PAD 5001 Introduction to Public Administration and Public ServicePAD 5002 Organizational Management and BehaviorOne of the following:PAD 5004 Economics and Public FinancePAD 5005 The Policy Process and DemocracyOne of the following:PAD 5220 Human Resources Management in Public Service OrganizationsPAD 5625 Local Government Management |
| 1. Describe how you will determine the on-time completion rate, job placement rate, and median loan debt in order to disclose the information on your departmental website.
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| Most students in this program are already employed and are taking the certificate for advancement opportunities, although a few are pre-service. At this time, student self-report is the only way we have to obtain placement information; we do an alumni survey bi-annually, but of course response is voluntary. The Office of Institutional Research will provide statistics and work with the liaison to complete annual reporting.  |
| 1. Estimate the cost of the program:
 | Per Term: Annual: |
| Tuition and fees |    |
| Room and board |   |
| Books and supplies |   |
| Additional explanation of costs, if necessary (e.g. cost per credit hour) | The cost per three credit hour course is $1666.00; there are three terms per year. To finish in one year, the student would need to take two courses during one of the terms, which is possible to do. The number per term above is the total cost averaged over three terms. The cost of books is approximately $100 per course. If a student takes a class online, there is a $100 technology fee per online course, which is not reflected in the numbers above. |
| 1. Select the *primary* occupational group for which the Gainful Employment Program will train the student.
 | Management |
| 1. Refer to the [Standard Occupational Classifications](http://www.bls.gov/soc/major_groups.htm) and list all six-digit codes that reflect occupations in which the graduates of the proposed program will be trained for employment.
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| 1. How many credits are required to earn this credential?
 | 12 |
| 1. What is the anticipated length of the program, in semesters including summer? (e.g. 2 years = 6 semesters)
 | 3 |
| 1. Have you read the Gainful Employment regulations as posted at <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html> and are you aware that failure to comply and failure to meet “gainfulness” could make your program ineligible for Title IV financial aid on an annual basis?
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| THE REMAINING FIELDS ARE TO BE COMPLETED BY THE UCCS GAINFUL EMPLOYMENT COMMITTEE |
| CIP Code: | 44.0401 | Plan Code: | NDGE-CERN |
| Career Code: | NDGE | Subplan Code: | PBM |
| Program Code: | NFAEG | Effective Date: | 1/17/2011 |
| Date Reviewed: | 12/9/2011 | Preliminary GE? | Yes  |
| TO SUBMIT, PLEASE EMAIL THIS FORM TO: INSTITUTIONAL RESEARCH (rmarschk@uccs.edu) & FINANCIAL AID COMPLIANCE (asutz@uccs.edu).  |