



**ADMINISTRATIVE POLICY STATEMENT**

**Policy Title:** Gainful Employment Certificate Approval for Inclusion in the CCHE Higher Education Funding Formula

**APS Number:** 1040

**APS Functional Area:** **ACADEMIC/RESEARCH**

<b>Brief Description:</b>	Provides procedures for Board of Regents approval of new gainful employment certificate programs.
<b>Effective:</b>	January 1, 2018
<b>Approved by:</b>	President Bruce D. Benson
<b>Responsible University Officer:</b>	Vice President for Academic Affairs
<b>Responsible Office:</b>	Office of the Vice President for Academic Affairs
<b>Policy Contact:</b>	Office of the Vice President for Academic Affairs
<b>Supersedes:</b>	N/A
<b>Last Reviewed/Updated:</b>	January 1, 2018
<b>Applies to:</b>	All campuses

**Reason for Policy:** Provides procedures for Board of Regents approval of gainful employment certificates, as referenced in Regent Policy 4.B.3.

**I. INTRODUCTION**

APS 1040 was adopted following revisions to Regent Law and Policy effective January 2018.

Board of Regents approval of certificate programs is not required; however, a campus may request board approval of gainful employment<sup>1</sup> certificates. Consistent with Colorado Commission on Higher Education (CCHE) policy, a Colorado public institution may elect to submit records of gainful employment certificate completions for inclusion in the higher education funding formula provided they have been awarded in a program approved by the governing board. This APS outlines procedures for obtaining Board of Regents approval in such cases.

**II. POLICY STATEMENT**

A. Gainful Employment Certificate Approval Process

1. Campus Review Process

The campus shall have a process for developing, reviewing, and approving Gainful Employment certificates. A record of campus reviews and approvals shall be included with the proposals.

<sup>1</sup> Gainful employment certificates are defined according to federal guidelines.

2. System Review Process

The vice president for academic affairs shall review the proposal and associated documents before the proposal is forwarded to the Board of Regents.

3. Review and Action by the Board of Regents

Following board protocol, the vice president for academic affairs shall place the proposal on the agenda of the next appropriate meeting, and ultimately, on the board agenda for final approval.

If the Board of Regents approves the proposed certificate, the vice president for academic affairs shall notify CCHE for appropriate action.

B. Guidelines for Certificate Program Proposals

1. Certificate Description: Describe the field of study and basic design of the proposed certificate.
2. Workforce Demand: Supply evidence of the opportunities available to certificate completers.
3. Academic Requirements: Describe the admission criteria and list the courses and credit hours required for completion and the number of courses to be offered online.
4. Tuition and Fees: Provide the tuition rate and any mandatory fees.
5. Resource Requirements: Explain the resources required to deliver the program, clearly indicating new resources that must be secured.
6. Enrollment: Provide enrollment projections for the first five years of implementation.
7. Budget: Provide revenue and expenditure estimates, including the primary sources and uses of funds.
8. Other relevant information: Include any other information deemed relevant to support new certificate proposals.

C. Certificate Program Discontinuance

1. Regent Law ([Article 4, Part B](#)) delegates to the chancellor the authority to discontinue a Regent approved certificate.
2. The Vice President for Academic Affairs shall be informed of the discontinuance of a Regent approved certificate and shall communicate the action to CCHE.

**III. HISTORY**

Approved January 1, 2018