



ADMINISTRATIVE POLICY STATEMENT

Policy Title: Gainful Employment Certificate Approval for Inclusion in the CCHE Higher Education Funding Formula Board of Regent Approval for Non-degree Certificates

APS Number: 1040

APS Functional Area: **ACADEMIC/RESEARCH**

Brief Description: Provides procedures for Board of Regents approval of new gainful employment certificate programs.

Effective: January 1, 2018 TBD

Approved by: President Bruce D. Benson Todd Saliman

Responsible University Officer: Vice President for Academic Affairs

Responsible Office: Office of ~~the Vice President for~~ Academic Affairs

Policy Contact: Office of ~~the Vice President for~~ Academic Affairs

Supersedes: N/A Gainful Employment Certificate Approval for Inclusion in the CCHE Higher Education Funding Formula, January 1, 2018

Last Reviewed/Updated: January 1, 2018 TBD

Applies to: All campuses

Reason for Policy: Provides procedures for Board of Regents approval of non-degree gainful employment certificates, where required, as referenced in Regent Law, Article 4, Part B and Regent Policy 4.B.3.

I. INTRODUCTION

APS 1040 was adopted following revisions to Regent Law and Policy effective January 2018 and has been revised following revisions to Regent Law, Article 4, Part B and Policy 4.B.3 in April 2025.

In general, Board of Regents approval of non-degree certificate programs is not required. However, “external entities may require Board of Regents approval to create and/or discontinue non-degree credentials. When allowed by the external entity, the Board of Regents delegates non-degree credential approval authority to the chancellors. The Board of Regents shall be informed of any such non-degree credential created or discontinued on a chancellor’s approval. (Regent Law, Article 4, Part B Policy 4.B.3)” a campus may request board approval of gainful employment¹ 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 where it is required and not delegated and elements that should be considered where delegated in such cases.

¹ Gainful employment certificates are defined according to federal guidelines.

II. POLICY STATEMENT

A. Required Board~~Gainful Employment~~ Certificate Approval Process

1. Campus Review Process

The campus shall have a process for developing, reviewing, and approving Gainful Employment~~non-degree~~ certificates which require Board approval whether delegated or not. A record of campus reviews and approvals shall be included with the proposals.

- If approval has been delegated to the Chancellor, the approved certificate with associated proposal shall be submitted to the vice president for academic affairs for inclusion as an information item on the next appropriate meeting of the Board of Regents or appropriate Regent committee.
- If the campus requests CCHE notification, the vice president for academic affairs shall notify the CCHE for appropriate action.

2. Approval by the Board of Regents

Non-degree certificates requiring Board of Regents approval that have not been delegated to the chancellor, have these additional requirements

2-a. System Review Process

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

3-b. 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 and the campus so requests, 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. Note whether the certificate is for-credit, or not-for-credit, which will impact subsequent responses
2. External Requirements~~Workforce Demand~~: Supply any evidence specified by the external body that is requiring Board of Regents approval~~evidence of the opportunities available to certificate completers.~~
3. Academic Requirements: As appropriate, d~~Describe~~ the admission criteria and list the courses and credit hours required for completion and the number of courses to be offered online. Where there are no for-credit courses, described the learning goals and means for meeting those goals.
4. Tuition/Cost and Fees: PP~~Provide~~ the tuition rate, certificate cost and any mandatory fees, as appropriate.
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 by the campus to support the specific 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, whether delegated or not.
2. The Vice President for Academic Affairs shall be informed of the discontinuance of a Regent approved certificate, delegated or not, and shall communicate the action to CCHE (if appropriate) and provide this information to the next appropriate meeting of the Board of Regents or appropriate Regent committee.

III. HISTORY

Approved YYYY January 1, 2018
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