

Appendix O

(To Accompany Appendix E for Graduate Certifications Proposal)

Gainful Employment (GE) Certificate

TO BE COMPLETED BY DEPARTMENT HEAD

Application for Review for Title IV Federal Student Aid Eligibility

NAME OF PROGRAM: _____

DEPARTMENT: _____ **SCHOOL/COLLEGE:** _____

A program eligible to participate in Title IV federal student aid would be considered a Gainful Employment Program if it is a standalone certificate program and prepares students for “gainful employment in a recognized occupation.” A review and documentation of these criteria is essential prior to program implementation. Failure to meet these criteria may jeopardize Purdue University’s eligibility to award federal student financial aid or take part in other programs under the Higher Education Act. Final approval for eligibility is determined by the U.S. Department of Education.

QUESTION	ELIGIBILITY CRITERIA
<p>1. Is this a standalone certificate program?</p> <p>2. Is the student required to be enrolled in a degree-seeking program while pursuing this certificate?</p> <p>3. Would this certificate alone prepare a student for gainful employment in a recognized occupation?</p> <p>4. Is the program a one-year minimum training program that leads to a degree (or other recognized educational credential) and prepares students for gainful employment in a recognized occupation?</p>	<p>1. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">If YES, list the Standard Occupation Code(SOC): _____</p> <p style="margin-left: 40px;"><i>(The Department of Labor’s Standard Occupational Code (SOC) must be provided to show the occupation that the program prepares students to enter and can be found on the Department of Labor’s O*NET website - http://www.onetonline.org)</i></p> <p>4. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">If YES, describe how this program prepares the student for gainful employment:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">***If you answered NO to all of the above – STOP HERE. Certificate is not eligible for Gainful Employment***</p>

AREA OF REVIEW	ELIGIBILITY CRITERIA
Academic Year Definition Requirements	<p>Number of weeks of instructional time per academic year for this program: _____ In an academic year, a full-time student must complete at least _____ semester hours.</p> <p>(NOTE: Federal regulations define academic year as a period of a minimum of 30 weeks of instructional time. In an academic year, a week of instructional time is any week in which at least one day of regularly scheduled instruction or examination occurs, or at least one day of study for exams for final exams if it occurs after the last scheduled day of classes for the semester. Instructional time does not include periods of orientation, counseling, vacation, or any other activity not related to class preparation or examinations. Internships, cooperative education, and independent study are forms of instruction that may be included in the definition of academic year. For an undergraduate educational program, an academic year is a period a full-time student must complete at least 24 semester hours.)</p> <p>The length of the program is _____ academic years. (Federal regulations require that the program length is at least two academic years and provides an associate, bachelors, graduate, or professional degree or a one-year training program that leads to a degree or certificate (or other recognized educational credential) and prepares students for gainful employment in a recognized occupation.)</p> <p>Department Head (please attach a Program of Study documenting the following):</p> <ul style="list-style-type: none"> • Each course within the program is acceptable for full credit toward Purdue University's associate, bachelor, graduate, or professional degree. - OR - • This program is a minimum of 8 credit hours and no more than 12 credit hours maximum and prepares students for gainful employment in the same or related recognized occupation as an educational program that has previously been designated as an eligible program at Purdue University, West Lafayette.
Document(s) Required	<p>Attach a copy of the program of study, the program certificate approval by the Faculty Senate and Provost's Office, and the approval from the Indiana Commission for Higher Education (ICHE) and/or Higher Learning Commission (HLC), if applicable. <u>(Approvals on file in the Office of the Provost)</u></p>

Signature: Department Head Date

When Completed Return to: Executive Director
Division of Financial Aid, Purdue University
475 Stadium Mall Drive, Schleman Hall 305
West Lafayette, IN 47907-2050

Office Use: This program is

_____ **Eligible** – Based on submitted documentation, the Division of Financial Aid has determined that this certificate IS ELIGIBLE for Title IV federal student aid.

_____ **Ineligible** – Based on submitted documentation, the Division of Financial Aid has determined that this certificate IS INELIGIBLE for Title IV federal student aid.

Signature: Executive Director of Financial Aid Date