



## ADMINISTRATIVE POLICY

**Policy Type:** Gainful Employment  
**Policy Number:** 2502  
**Date Adopted:** September 21, 2011  
**Version:** 4.0  
**Date Last Reviewed:** 06/03/2020  
**Office Responsible:** Financial Aid  
**Related Laws:** Title IV of the Higher Education act of 1965

### **Policy Summary:**

Institutions that participate in student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended (the HEA), are required to obtain Title IV approval from the Department of Education for programs that lead to GE. .

### **Definitions:**

Secretary – the Secretary of the U.S. Department of Education

GE Program – is a non-degree program, including all certificate programs. Note: awarding students one or more certificates as part of a degree program does not create GE programs based upon the awarding of the certificate(s).

Additional program is a program:

- i. With a Classification of Instructional Programs (CIP) code that is different from any other programs offered by the institution:
- ii. That has the same CIP code as another program but leads to a different degree or certificate; or
- iii. That the institution's accrediting agency has determined to be an additional program.

### **Policy Statement:**

JC shall establish and assure compliance with GE program requirements through cross referencing the CIP code of the program to make sure there is a corresponding Standard Occupation Code (SOC). JC designated personnel shall establish procedures to address requirements for program approval. The responsibilities for developing a new program are assigned as follows:

Approval for new GE Programs	Vice President for Instruction/Academic Dean
Accrediting Agency Approval	Chief of Staff
Program Information	Registrar
Department of Education Approval	Director of Financial Aid

As of August 1, 2019, pursuant to the final regulations published on July 1, 2019 (84 Fed. Reg. 31,392) and the sub regulatory guidance published on June 29, 2019 (Electronic Announcement #122), JC chooses early implementation of the final regulations, including rescission of the regulations at 34 CFR part 668 subpart Q and subpart R, effective July 30, 2019.

### **Reference(s):**

Approval: 34 CFR 600.10(c) and 600.20(c) and (d)

Reporting: 34 CFR 669.6(a)  
Disclosure: 34 CFR 668.6(b)  
Gainful Employment Electronic Announcement #122  
<https://www.onetonline.org/crosswalk/CIP?s>

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
11/15/11	Change log added	A.Goings
9/25/2014	Updated name and logo	K. Cvitkovic
7/24/17	Updated Last Review date	A. Spohn
05/14/20	Early Rescission of reporting	A. Spohn