Appalachian State University
Graduate Council
September 19, 2011
(Approved October 17, 2011)

Present: John Abbott, Becky Battista, Doris Bazzini, Joseph Cazier, Susan Davies, Keith Davis, Mary Englebert, Pollyanne Frantz, Dru Henson, Holly Hirst, Marie Hoepfl, Edelma Huntley, Jim Killacky, Katherine Ledford, Mike Mayfield, Katrina Palmer, William Pelto, Jenny Primm, Martin Root, Jennifer Snodgrass, Glenda Treadaway, Peg Werts, David Wiley (for Charles Duke)

Excused: Peter Villanova
Absent: Aaron Lancaster, Fred Whitt
Guest: Andrea Wawrzusin

Dr. Huntley called the meeting to order and welcomed members. Provost Lori Gonzalez postponed her visit until the October 17 meeting. Membership and committee assignments: http://www.graduate.appstate.edu/facultystaff/council/council_mem.html. Subcommittees are:
- Curriculum and Policy, chaired by Holly Hirst
- Assessment and Review, chair TBD
- Awards and Recognition, chaired by Keith Davis
The task force from 2010-11 reviewing Graduate Faculty text in the Faculty Handbook will submit its report this fall.

Minutes. MOTION: It was moved (Hoepfl) and seconded (Root) that the minutes of the April 13, 2011 meeting be approved. VOTE: Motion carried. None opposed.

Announcements from the Dean
- UNC-Graduate Council met last week. There are over 40 program proposals backlogged, some dating back to 2007-08. ASU has two active: 1) separation of Instructional Technology, Computers (LES) from Educational Media (LES and C&I jointly managed program); and 2) the Ph.D. in Psychology.
- The Board of Governors will continue its review process of low productivity programs which were deemed to be quite successful last fall. Recall we discontinued two programs and merged two.
- All programs seeking approval by UNC-Graduate Council must be able to identify source of funding and the specific need and demand in the state. The Board of Governors is focusing on a specific question: How will the program be supported without enrollment growth funding? Institutions are encouraged to collaborate with other UNC campuses to offer joint programs when appropriate.

Announcements from Research Protections
- Dr. Stan Aeschleman is the new chair of the Institutional Review Board.
- Refer to the complete report attached.
Announcements from Grants Resources and Services (previously Proposal Development)

- NSF Graduate Research Fellowship Program (GRFP) and the EPA STAR Fellowships for Graduate Environmental Study deadlines are coming up in November.
- REACH NC – The statewide database which will connect faculty expertise with the needs of economic developers, state government, etc., is in progress. Appalachian’s faculty profiles are in the staging site now with an anticipated November 1, 2011 rollout date for selected profiles.
- Refer to the complete report attached.

Announcements from Sponsored Programs – refer to the complete report attached.

Announcements from Graduate Studies

- Data reported on the enrollment snapshot is incorrect; the webfocus data used was not compiled correctly, but IT has since corrected the issue. An update will be given at the October meeting.

In keeping with the new format of providing announcements/reports for reading, it was requested that any action items required be highlighted.

NEW BUSINESS

A. DegreeWorks was demonstrated by Dr. Hirst. Select graduate program directors will test DegreeWorks petition tool as a way to reduce paper forms from now to February. If successful, every degree and certificate program will need to identify the person responsible for entering petitions.

B. Student Funding Task Force. The Graduate School seeks input from the task force (which will include Graduate Council members and graduate program directors) related to financial support for graduate students. The task force will study all forms of financial support, including assistantships, scholarships and fellowships, and research funding. Also up for discussion will be appropriate responsibilities for graduate students holding assistantships, selection and eligibility criteria for graduate assistants, and the distinction between assistantships and scholarships/fellowships. Drs. Huntley and Hirst will serve as resource persons to this group.

C. SACS. Dr. Bazzini reported on the SACS Graduate Education Standards 3.6.1 and 3.6.2. 3.6.1 relates to whether graduate programs demonstrate they are more advanced in academic content than undergraduate programs. Of the three found not to be in compliance, one is closing due to low enrollment (MA in Family and Consumer Science). Two will provide additional documentation which will bring them into compliance (MA in Music Performance and the MA in Public History). 3.6.2 relates 1) to knowledge of the literature of the discipline, and 2) ensures students are engaged in research and/or appropriate professional practice and training experiences at the graduate level. The subcommittee failed to find compliance in four programs. One is closing due to low enrollment (MA in Family and Consumer Science). The other three are the MM in Music Performance, the EdS in Educational Administration, and the MA in Educational Media. None of the 14 certificate programs were found to be out of compliance.
4. **Graduate Program Review** (draft attached). The Graduate Education Task Force recommended that program quality be reviewed. Although data is entered into TracDat, who is responsible for data extraction? Who will prepare the one-page summary reports recommended by the Task Force for review by the Graduate Council and Dean’s Council? The Task Force recommended that programs that fall into this category submit comprehensive status reports to the Graduate Council in September of even-numbered years. It is recommended that reporting requirements be merged with data requested for accreditation to avoid duplication.

**MOTION:** It was moved (Hoepfl) and seconded (Cazier) that discussion of the program review process be referred to the Assessment and Review Committee. Question was called (Killacky). **VOTE:** Motion carried.

5. Faculty Awards Reception – October 20 at 5:00 p.m. in the Solarium. Dr. Hirst asked for volunteers to select the recipient of the Distinguished Graduate Faculty and inductees into the Academy of Outstanding Mentors.

6. Other 2012 Awards
   - Dean’s Award for Excellence in Graduate Education – MA in Reading
   - Transforming NC Award – AppalAir Can-Doo Project: Brett Taubman (CHE), Jim Sherman (PHY) and Baker Perry (GHY)
   - Wachovia Environmental Award – Dr. Lynn Siefferman (BIO)

**OTHER**

1. Dr. Hoepfl encouraged faculty to go online and vote for Appalachian’s Solar Homestead for the Solar Decathlon People’s Choice Award. The website will be available in the coming week.

2. Dr. Hirst announced that due to Payroll error, some graduate assistants received September 15 checks while others will receive their first check on September 30.

**Motion to Adjourn** (Root)
Past Events
- COM 3928 class, Navigating the IRB, Robin Tyndall (13 participants)

Institutional Review Board (IRB)
- Dr. Stan Aeschleman agreed to serve as IRB Chairperson.
- We received over 400 requests for IRB review in the 2010-22 fiscal year. Despite an over 30% increase in requests, average study turnaround time remains within 14 days.

The IRB requires online CITI training in conducting human subject research. CITI erroneously sent notices of training expiration to Appalachian users. Please disregard these notices; training does not expire.

The U.S. Department of Health and Human Services published an Advanced Notice of Proposed Rulemaking for revisions to the Common Rule which includes sweeping changes to the regulations governing research with human subjects.
Institutional Animal Care and Use Committee (IACUC)

- The IACUC is drafting a formal university policy. IACUC requests for review hold steady from previous years with approximately 15 requests.

Radiation Safety

- No report

Institutional Biosafety Council (IBC)

- The Chancellor approved a new university policy on recombinant DNA which requires that all activities with recombinant DNA undergo IBC review.
- Dr. Ece Karatan, a faculty member in Biology, received NIH funding to support research involving recombinant DNA. With this award, NIH requires that all research involving recombinant DNA conducted at Appalachian undergo IBC review.

Export Controls

- No report

Intellectual Property

- Members of the Intellectual Property Advisory Council were appointed by the Provost and the Chief Research Officer. Monthly meetings have been scheduled to review disclosures of intellectual property. Membership and the meeting schedule are available on the webpage.

Upcoming Events

- Robin Tyndall will facilitate a Hubbard Center Workshop, “Navigating the IRB”, on September 22, at 3:30.
- Julie Taubman, Oscar Knight, and Amy Love will facilitate a Hubbard Center Workshop on data protections on November 6.
Initiatives:

- REACH NC expertise portal implementation in progress.
- PARE (Peer Assisted Review Enterprise) formed. Sixteen faculty and EPA professionals will serve as reviewers for internal competitions – primarily limited submission competitions. An AsULearn site has been created to facilitate the review process.

Events:

- Professional Writing Retreat for Faculty: Grant Proposal Writing workshop (May / 6 participants)
- Universities’ Role in the Economic Development Continuum webinar (June / 3 participants)
- New Faculty Orientation (August / 32 participants)
- New International Faculty Orientation (August / 8 participants)

Research Development Officers (RDOs):

- Budget cuts have resulted in the suspension of the RDO initiative for the current academic year.

Other Activities:

- The Office of Proposal Development has been renamed as Grants Resources & Services
- Amy Love served as guest speaker about Challenge.gov opportunities for Dr. Jay Fenwick’s mobile apps development course
- Pollyanne Frantz attended the “Research Contracting: Piecing Together the Puzzle” workshop in RTP
- Amy Love attended the “UNC Defense Opportunities” workshop in Greensboro and the “NC QUEST Cycle 10” workshop in Chapel Hill
- Amy Love has created an online application form for the URC Competitive Grants program
- Frantz and Love met individually with 24 faculty and graduate students over the summer about extramural funding and proposals in process
- Web site revisions. Based on January 2011 Communications survey responses and Google Analytics, the following modifications have been made to the GRS web site:
  - The limited submissions page has been restructured to clarify the course of action for each program
The entire Funding Opportunities section has been restructured for easier navigation
An online funding search request form now is available.

- Three internal competitions were conducted for external funding opportunities with limited submissions restrictions (NEA Grants for Arts Projects program; Wells Fargo National Environmental Grants program; and NEH Summer Stipends program).

**Upcoming Events:**
*For a complete listing of events, see* [http://www.orsp.appstate.edu/events/index.html](http://www.orsp.appstate.edu/events/index.html).
- New Faculty and Researcher workshop (September 23)
- Finding Funding workshop (September 29 with repeating dates throughout semester)
- NIH AREA Grant program workshop (October 10)
- Faculty Learning Community: Grant Proposal Writing (6 sessions with 6 participants during fall semester).
Items of Note

- Year-to-date award information through the end of July is available on the Web at http://www.orsp.appstate.edu/awards. A summary follows:
  - 13 proposals requesting $20,493,287
  - 22 awards totaling $932,353
  - As of 9/1/2011 our unofficial figures are:
    - 40+ submissions in progress/under development (several not yet in AGrants)
    - 9 proposals moving through the electronic routing system
    - 32 submissions requesting $2,932,894
    - 44 awards totaling $2,292,045

- Workshop Activity
  - AGrants training for Administrators (began in June) and for principal investigators/directors (began in August) will run through December
  - Navigating Externally Funded Fellowships was offered for the first time on 9/1/2010

- AGrants/RAMSeS
  - Appalachian was 1 of 3 campuses that presented at a recent UNC General Administration training program
  - Stephen Kimel of was recognized for the quality of his communications when asking for repairs or system changes.
  - Over the summer OSP was unable to fulfill numerous requests to realign projects after submission/funding. PIs should be careful to identify interdisciplinary collaborations before routing for administrative approvals.

- OSP had a one day retreat in August to review departmental vision and mission statements and to plan for the coming year.

- The department is currently engaged in data collection for the incoming provost

- Weekly ORSP meetings scheduled for 8:30 am every Wednesday have been restructured use time more efficiently and to nurture expanded contacts as follows:
  - 1st Wednesday of each month = ORSP meeting (Sponsored Programs, Research Protections, Grants Resources and Services) – all staff
  - 2nd Wednesday of each month = ORSP directors’ meeting
  - 3rd Wednesday of each month = OSP and SFA director’s meeting
  - 4th Wednesday of each month = Full staff of ORSP and Special Funds Accounting
Upcoming Events (See http://www.orsp.appstate.edu/events for dates and locations)

- The Office of Sponsored Programs is collaborating with the Office of Proposal Development to host an NIH workshop for ASU and neighboring institutions on October 10, 2011.
- OSP and Special Funds accounting are collaborating on several programs
  - Sponsored Projects at Appalachian State University
  - Managing Externally Sponsored Project Awards
  - Conversations at Noon (a series of brown bag discussions, not structured presentations)
- Longstanding Programs
  - Understanding Contracts
  - Building Budgets

NEW Business

- New Office Hours for OSP – The Office of Sponsored Programs will be open from 8 am - 5 pm Monday, Tuesday, Wednesday, and Friday. On Thursdays OSP will open from noon to 4 pm, closed to phone and foot traffic during the morning hours to allow staff to review contracts, negotiate awards, and contact sponsors to complete pending activity. The new schedule will take effect on September 15, 2011. The staff thanks you for your support.
- Charlotte Smith is leading a team in the review and revision of the ORSP Web page. Team members include ORSP, SFA, IT, and faculty.
## REPORT TO THE GRADUATE COUNCIL FY 2012
July 1, 2011 - June 30, 2012

### SUBMISSIONS

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**Number of Submissions and Percent Compared to Last Year:**

**Dollar Amount and Percent Compared to Last Year:**

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### AWARDS

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*Methods for counting other actions is currently under review by the Office of Sponsored Programs. The criteria for how these actions are counted will change but counting and reporting them will resume.*

**Dollar Amount and Percent Compared to Last Year:**

- Up: $15,966,520, 188%
- Down: -39, -55%
Graduate Studies Report  
For September 2011 Graduate Council  
Holly Hirst

(1) Graduate student research funding.  
The Provost has granted us permission to increase the allocation from the F&A indirect grant and contract receipts for graduate student funding to $10,000. Grants are available for research costs and for travel to disseminate research results.

(2) Graduate enrollment for Fall 2011.  
Enrollment data were pulled on Friday, September 9, 2011 (just after the official snapshot). The factbook on the graduate school website will be updated with specifics later this fall. Preliminary Data:

TOTAL ENROLLMENT: On / Off: 1068 / 805 = 1873 unduplicated headcount.  
Comparison: Fall 2010: 1093/959 = 2052; this year we are down 2% on / 16% off / 8.7% overall.

Update on low enrollment programs (2010 cycle):
CHILD DEVELOPMENT 8 (2 on + 6 off) – closed for enrollment until Fall 2012
COMP SCIENCE 15
ENGLISH 16 (and ENG ED-community college concentration 6) – to be merged
GERONTOLOGY 2 – closed for enrollment until Fall 2012 online program is launched
HISTORY 16 + PUBLIC HISTORY 14 – to be merged
HISTORY ED 7 – closed for enrollment until Fall 2012
MATH 14
MATH ED 5
MUSIC THERAPY 11
MUSIC PERFORMANCE 17
MUSIC ED 3
PSY – CLINICAL HEALTH 21
PSY – I-O 17
PSY – GEN EXPER 12
PSY - SCHOOL 18
ROMANCE LANG 9 (2 on + 7 off)

(3) Degreeworks update.  
We have entered all graduate certificate and degree programs as listed in the 2009-10, 2010-11, and 2011-12 Bulletins. After the September 19-21 training for our office staff, we will be working with individual programs to review how the software functions and refine “pre-approved” elective lists.

(4) Internship process update.  
Now that the new internship form is in place, we are asking all programs to use it and report on ways the form can be improved to function better at the graduate level. There will be a more detailed discussion of this at a later Council meeting this fall. Please continue to send feedback and questions to Holly Hirst so that she can advocate on behalf of graduate programs.

(5) Recent federal regulation changes.  

A. Gainful Employment: The feds have clarified their definition of gainful employment (required for a program to be eligible for federal aid for students). As before, degree programs are considered gainful employment without additional justification. Any program that results in state licensure for direct classroom instruction (we have some licensure only non-degree programs) is also considered
gainful employment. That leaves graduate certificate programs. For more information, please see the Gainful Employment Update appended to this report.

B. State Authorization: The feds have requested that universities comply with existing state laws regarding operating an educational institution in states other than the home state. The “stick” is that they will remove our students’ ability to receive financial aid if we do not comply. We are on notice as of July 2011, we need to show good faith efforts immediately, and we must comply by 2013.

The major problem with this: Every state has different definitions of what it means to “operate” and different processes for “registering” (and in may cases paying a fee!). Some components that might be in the definition of operating:

• physical building in the state and teaching classes there
• online students living in the state
• internship, practicum, or field experience placements in the state
• recruiting in the state outside of fairs sponsored by an organization in the state
Gainful Employment Disclosure and Reporting Requirements

Here is an update on the changes we have made to comply with the new federal requirement that we disclose to prospective graduate certificate students information about employment prospects for persons receiving the certificate along with the costs of completing the programs. Appalachian (specifically the Office of Financial Aid) must also report on all individuals receiving financial aid for certificate enrollment each year.

- Disclosure deadline July 1 (met)
- Reporting deadline: October 1 (a plan is in place to capture the relevant data)

For those who may be unfamiliar with this new regulation: All non-degree programs for which a student does not also get certification or licensure from an external agency -- for the graduate school that is all graduate certificates -- must make available the following information to prospective students. (In other words, degree programs and non-degree teacher licensure programs are exempt from the requirements.)

- Intended Occupation - Both Title and Standard Occupation Code from the Bureau of Labor Statistics
- Standard Time to Completion
- Tuition and Fees to Complete the Program
- Costs of Books and Supplies (I am using $200 for every 3 hour course as the standard)
- On-Time Completion Rate in the Most Recent Full Year (Fall 2009-Summer 2010)
- Job Placement Rate in the Most Recent Full Year (Fall 2009-Summer 2010)
- Median Loan Debt in the Most Recent Full Year (Fall 2009-Summer 2010)

With input from the graduate program directors and Lori Townsend (Financial Aid), we have created a “gainful employment” section on every graduate certificate information page on the graduate school website. Below is a screenshot of the Planning Certificate Information. You can find links to all of our graduate certificate pages at http://www.graduate.appstate.edu/admissions/programs/certificate.html

Lori Townsend and I met in June to review the "dear colleague" letters about this, and develop a plan of action. Since we only started awarding financial aid for certificate programs in Fall 2009, there are very few certificate-only students who have received aid, and only one who completed a certificate program with some aid. (Note: Most of our certificate students are degree-seeking as their primary program and thus are not subject to the reporting requirements.)

Next year, (July 1, 2012) additional metrics will be enforced that may make some of our graduate certificate programs ineligible for federal aid: An institution's certificate programs would have to meet at least one of the metrics below in order to be considered a gainful employment program.

- at least 35% of former students are repaying their loans.
- the estimated annual loan payment of a typical graduate does not exceed 30% of the graduate's discretionary income.
- the estimated annual loan payment of a typical graduate does not exceed 12% of the graduate's total earnings.

As you can imagine, these data are going to be more challenging to collect, and may result in removing some graduate certificates from the list of those eligible for federal aid.
Gainful Employment Program Disclosure

Students pursuing the graduate certificate in Planning are eligible for federal financial aid, provided you take at least 4.5 hours (1/2 time enrollment) in a semester.

Under the Code of Federal Regulations 668.68, the following information is provided to prospective students seeking only the certificate (not simultaneously with a degree) to help you make informed decisions about this program, which does not lead to a degree.

Intended Occupation for Certificate Holders: City and Regional Planning Aides OR Urban and Regional Planners (Standard Occupation Code 19-4061.01; 19-3051.00); note that this certificate is also intended to provide students with a way to transition into the master’s degree program in Geography with a concentration in Planning.

Standard Time to Completion: 3 semesters (18 months)

Tuition and Fees (estimated) to Complete the Program:

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<thead>
<tr>
<th></th>
<th>in-state</th>
<th>out-of-state</th>
</tr>
</thead>
<tbody>
<tr>
<td>off campus</td>
<td>$3654</td>
<td>$13990.50</td>
</tr>
</tbody>
</table>

Costs of Books and Supplies (estimated): $1200

Information about Students who have Completed the Certificate-Only Program in the Most Recent Full Year (Fall 2009-Summer 2010):

- Number of certificate-only students enrolled: 4; Number of certificate-only students completing: 4
- On-Time Completion Rate: 100% (all students successfully transitioned to the MA in Geography)
- Job Placement Rate: 100% (all students successfully transitioned to the MA in Geography)
- Median Loan Debt: no students received federal aid

Figure 1: Example Gainful Employment Information for the Planning Certificate