



GAINFUL EMPLOYMENT
Notice Format for Intent to Offer an Educational Program

Instruction Page

The U. S. Department of Education now requires that additional documentation be submitted by all institutions creating new programs before financial assistance funding is approved. At the time you are initiating your proposal to create the new program or graduate certificate with more than 18 hours, this Notice Format for Intent to Offer an Education Program needs to be worked on as well in order to ensure that supporting documentation is researched and provided with the proposal. The U.S. Department of Education requires supporting documentation. Please read the document carefully before submitting your proposal so that you are aware of the type of supporting materials that must be used to develop the program.

Once approval for your new program/certificate is granted by the UIS Campus Senate, The **highlighted questions** on the attached form must be completed and **submitted to the Provost's Office**. All supporting documents noted on the form in questions 4, 5, 6, and 7 (highlighted in light gray) must be included with this completed form when it is submitted to the Provost's Office.

Once approval for the new program/certificate is received from IBHE, the Provost's Office will work with the UIS Office of Financial Assistance to submit these additional materials to the U. S. Department of Education. You will be notified when/if approval to award financial assistance is granted for your new program. Please be advised that if you elect for students to enroll in the program/certificate prior to approval being received from the U. S. Department of Education, you need to clearly inform these students via your program website that the new program/certificate is not yet eligible for financial assistance funding. (The UIS Graduate Education website has a link to programs or certificates that are pending financial assistance eligibility.)

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For more information, please contact Joy Thibadeau in the Provost's Office at 206-6544, or jthib2@uis.edu.

NOTICE FORMAT FOR INTENT TO OFFER AN EDUCATIONAL PROGRAM

UIS GAINFUL EMPLOYMENT DOCUMENTATION for

<< ENTER NAME OF DEGREE or CERTIFICATE PROGRAM HERE >>

1. Institution Name: University of Illinois Springfield

2. OPEID: 00933300

3. Program Name and CIP Code supported by this documentation:

4. Narrative description of how need for this program was determined. (For example, describe what need this program will address and how the department became aware of the need. If the program is replacing a current program, identify the current program being replaced and provide details describing the benefits of the new program. If the new program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative.) Documents that support this description must be included with your submission.

5. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. Also, list courses included in the program. (For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers.) Documents that support this description must be included with your submission.

6. Narrative description of any wage analysis the institution/department may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. Documents that support this description must be included with your submission.

7. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, one or more of the following: business advisory committees, program integrity boards, public or private oversight or regulatory agencies (not including the state licensing/authorization agency or accrediting agency), and/or businesses that would likely employ graduates of the new program. (For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program.) Documents

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such as meeting minutes, correspondence, proposals, or other items that support the development, review, and/or approval of the program must be included with your submission.

Written proposals for new graduate certificate programs at UIS must be developed in accordance with specific guidelines and undergo review at multiple levels of committee review and analysis within the institution. Criteria for approval include: purpose of the proposed certificate; target market/intended audience; occupational/student demand; proposed curriculum and schedule of course offerings; relation to existing degree program; relation to professional accreditation or continuing education requirements; and certificate admission requirements. Committee recommendations and implementation decisions are conveyed in writing, and successful proposals are approved and submitted to the University of Illinois Board of Trustees and Illinois Board of Higher Education. Graduate certificate curricula and program performance are reviewed on a regular cycle in accordance with Illinois Board of Higher Education requirements.

8. Date of the first day of class. Include both the first day the program was or will be offered by the institution, and the day you would like to begin disbursing Title IV funds to students enrolled in the program.

The courses for this certificate will first be offered on _____. We respectfully request that Title IV funds be made available to students pursuing this graduate certificate beginning _____ (the start of the fall _____ semester), or as soon as possible thereafter.