**Gainful Employment Reporting and Disclosure Template**

**Part 1: Department of Education Mandated Submission Template:** Complete the highlighted selections below by typing in the *“Click here to enter text”*boxes.

1. **Institution Name:** University of Missouri-Columbia

2. **OPEID:** 002516

**3. Program Name/CIP Code:** Graduate Certificate in­­­­­­­­­­­­­­­­­:

Click here to enter text.

4. **How the institution determined need for the program:**

Click here to enter text.

5. **How the program was designed to meet local market needs:**

Click here to enter text.

6. **Narrative description of any wage analysis completed by the institution:**

Click here to enter text.

7. **Graduate Certificate Program Review and Approval Process:**

Graduate Certificates offered by the University of Missouri- Columbia (MU) verify the successful completion of a specified group of graduate courses designed to provide proficiency in a given discipline or a set of related disciplines. The didactic material for a graduate certificate may represent a more practice-oriented subset of an existing graduate discipline. Graduate Certificate programs are developed by MU faculty experts within the academic disciplines and each certificate must adhere to the MU Graduate Faculty Senate’s requirements; certificate proposals are required to demonstrate a need for such a program (e.g. market and educational needs) and offer a clear and appropriate educational objective.

MU’s Graduate Faculty Senate, in conjunction with the Vice Provost for Advanced Studies and Dean of the School, completes the initial review of all Graduate Certificates. Once approved by Graduate Faculty Senate, Graduate Certificates are reviewed by the highest levels of MU’s academic administration - the Office of the Provost and the Office of the Chancellor. If approved by these two offices, Graduate Certificates are subject to review by the University of Missouri System’s Office of the Vice President for Academic Affairs. If approved by the UM System’s Vice President for Academic Affairs, Graduate Certificates are subjected to the final review of the Missouri Department of Higher Education. If approved by the Missouri Department of Higher Education, Graduate Certificates are submitted individually to the U.S. Department of Education for approval of federal financial aid eligibility.

Since Graduate Certificates are derived from currently offered degree programs and received appropriate approval from the Missouri Department of Higher Education, it is our understanding from our communication with Dr. Karen Solomon at the Higher Learning Commission (HLC) that “if the certificates are derived from currently offered degree programs then there does not to be a Commission review.” Hence, the letter provided from the HLC in June 2008 concerning Certificates still applies and is included.

8. **Date of first day of class:**

Click here to enter text.

9. **Normal time to complete the program in weeks:**

Click here to enter text.

**Part 2: Gainfiul Employment Reporting Requirements:** Please provide the information below. MU is required by the U.S. Department of Education to report this infomration.

**Certificate description:**

Click here to enter text.

**Certificate web site:**

Click here to enter text.

**Contact information**:

Email: Click here to enter text.

Phone: Click here to enter text.

Address: Click here to enter text.

**Tuition for completing this program within normal time**:

Click here to enter text.

**Associated fees**:

Click here to enter text.

**Typical costs for books and supplies**:

Click here to enter text.

**Related occupational titles and codes**:

As part of the federal disclosure, MU is required to report prospective occupations for certificate holders. Titles can be found in the US Department of Labor’s database, O\*Net OnLine.

* Go to <http://www.onetonline.org/> .
* Click **Find Occupations**.
* Type a keyword in the search box.
* Hit go. Scan the list for feasible titles.
* Click on a title to review its summary.
* If it matches your certificate, copy the job title, occupational code, and the URL link to the summary page.

Please list **10** related occupations below:

|  |  |  |
| --- | --- | --- |
| **Code** | **Occupation** | **Summary Link** |
| **Example:** 29-1131.00 | Veterinarians | <http://www.onetonline.org/link/summary/29-1131.00> |
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