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November 22, 2011

Dear College President:

As you may know, the U.S. Department of Education (Department) published final regulations on October 29, 2010, requiring institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended, to report certain information about students who were enrolled in Title IV-eligible educational programs that lead to gainful employment (GE Programs). GE Programs include virtually all educational programs at for-profit institutions and most non-degree programs at public and private non-profit institutions. Pursuant to the final regulations, institutions were required to submit their GE Program information to the Department by November 15, 2011.

We have reviewed information provided by your institution to the Department's Integrated Postsecondary Education Data System (IPEDS) and information contained in the Department's Postsecondary Education Participants System (PEPS). It appears that your institution offers one or more programs that are subject to the gainful employment reporting requirements. However, as of November 15th we have no record that your institution submitted the required GE Program information.

If you believe that your institution has successfully reported GE Program data to the Department, your staff should contact our National Student Loan Data System (NSLDS) call center at 1-800-999-8219. If your institution has assigned its GE Reporting responsibility to a third-party, such as the National Student Clearinghouse, you need to check with that third-party to find out why we have no GE records for your institution.

If your institution has determined that it does not offer any educational programs that meet the definition of a GE Program (see GE Program Electronic Announcements #11 and #12) please have an email advising us of that determination sent to our Missing Data GE Program mailbox at [GE-Missing-Data@ed.gov](mailto:GE-Missing-Data@ed.gov). If you offer programs that, while meeting the GE Program definition, are not participating in the Federal student assistance programs, please send an email advising us that no data will be submitted for those programs. The email should be sent to our Missing Data GE Program mailbox at [GE-Missing-Data@ed.gov](mailto:GE-Missing-Data@ed.gov).

If your institution has not submitted all of its required gainful employment data, it must do so as promptly as possible.

The Department's compliance teams will determine, on a case-by-case basis, what administrative action, if any, may be imposed on an institution for its non-compliance with the November 15,

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2011 reporting date. One of the factors the teams will consider is how promptly the information was reported after November 15.

If members of your staff have general questions about the gainful employment regulations or specific questions about the reporting requirements they should review the information contained on our gainful employment webpage at [www.ifap.ed.gov/GainfulEmploymentInfo/index.html](http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html) . The webpage contains useful information including: the gainful employment regulations, Departmental guidance, frequently asked questions, training opportunities, contact information, and the NSLDS Gainful Employment Users Guide that describes the reporting processes.

Thank you for your continued cooperation.

Sincerely,

A handwritten signature in black ink that reads "James W. Runcie". The signature is written in a cursive style with a large initial "J" and "R".

James W. Runcie  
Chief Operating Officer  
Federal Student Aid

cc: Institutional Financial Aid Administrator