

**Department of Higher Education  
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS**

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Director**

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## **NOTICE OF ANNUAL STUDENT GRADUATE DATA REPORT**

**DUE: JULY 31, 2013**

To: School Directors  
From: Lorna Candler, Director, Division of Private Occupational Schools  
Date: July 2, 2013  
Subject: Student Graduate Data Reporting Requirement



Effective November 1, 2010 the Rules and Regulations concerning the Private Occupational Education Act of 1981 (Act) were revised. The revision is the addition of letter C. – Student Graduate Data under Board Rule V. – Annual Filings. The Division of Private Occupational Schools, Colorado Department of Higher Education is contacting you to request the submission of the Student Graduate Data required under the new Rule.

**Only those schools that offer Programs where a diploma/certificate or degree is awarded are affected by this Rule.** If your school only offers Stand Alone courses as continuing education or advanced training, your school is exempt from reporting (see Rule below).

### **C. Student Graduate Data**

1. Any Private Occupational School holding a certificate of approval to operate, and which offers a program/course certificate, diploma or associate degree as defined by rule Part I, "Definitions" of the Rules and Regulations Concerning The Private Occupational Education Act shall, on an annual basis, submit to the Division student graduate data consistent with the following:
  - a. Name of the school;
  - b. Name/identification of the respective program(s) for which certificates, diplomas or associate degrees are awarded; and
  - c. The number only (not by names or by any other personally identifying student information) of graduates having successfully completed and been awarded either a certificate, diploma or associate degree, within the annual reporting period. This graduate quantitative/number data shall be provided in respect to or reported by each program so identified by the school in fulfillment of this annual reporting requirement.
  - d. The printed name and written signature of the school representative submitting said annual report on behalf of the school, and an acknowledgement that with his or her signature this representative affirms under penalty of law that the school exercised due diligence in identifying, compiling and reporting a true and complete graduate data report.
2. Exemptions to this rule and its reporting requirement are those programs or courses approved as stand-alone courses which are offered solely as Advanced Education or Continuing Education.
3. The graduate data annual report shall be submitted to the Division on or before July 31st.
4. Violation of this rule by a school not exempt from this reporting requirement may be subject to disciplinary actions, fining authority or other powers of the Board as defined by statute and Board rule.

