STATE OF COLORADO

Department of Higher Education
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS

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NOTICE OF ANNUAL STUDENT GRADUATE DATA REPORT

DUE: JULY 31, 2012

NEW

To: School Directors

From: Jim Parker, Director, Division of Private Occupational Schools

Date: June 6, 2012

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.

A system of reporting has been set up online for your convenience at highered.colorado.gov/dpos or you may submit the enclosed reporting form to meet the requirements.

Please provide the following Student Graduate Data to the Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, Colorado 80202 by July 31, 2012.

ANNUAL STUDENT GRADUATE DATA
Reporting Period: July 1, 2011 through June 30, 2012

School Name _____

Address _____

*Please list **ALL applicable Programs** for the above reporting period:*

Program Name (please print)	Number (only) of graduates	Type of award *diploma/certificate* or *associate degree* (pick one)

School Representative Acknowledgement

I hereby certify with my signature, affirm and otherwise attest in good faith that the school exercised due diligence in identifying, compiling and reporting a true and complete graduate data report to the Division.

_____ _____

Type or print name Date Signature