Gainful Employment (GE): Submitting GE Completers List Corrections

June 14, 2016 and June 16, 2016

Agenda

- GE Process
- Draft GE Completers List Report
- Draft GE Completers List Corrections/Cases/Comments
- GE Completers List Web Pages on NSLDSFAP
  - Gainful Employment Completers List Page
  - Gainful Employment Completer Update Page
  - Gainful Employment Completer Add Page
  - Submit Draft Gainful Employment Completers List

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GE Process

- Draft GE Completers List *(June 2nd & 7th Webinar)*

- **Draft GE Completers List Corrections *(June 14th & 16th Webinar)***

- Final GE Completers List

- Request Earnings Data from SSA by Program

- Draft GE Debt-to-Earnings Calculation

- Draft GE Debt-to-Earnings Challenge

- Final GE Debt-to-Earnings Calculation

- GE Alternate Earnings Appeal

Draft GE Completers List Report

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Draft GE Completers List Report

- Draft GE Completers Lists (Pushed)
  - Distributed to institutions on June 1, 2016
  - Sent to the institution's TG mailbox associated with the Batch Gainful Employment Notification Package function
  - Delivered with message class: GECOMBOP

- File Layout for the GE Completers list is located in the [Gainful Employment User Guide](#) Appendix C

Draft GE Completers List Report

- GE Completers List Report (Ad-hoc)
  - Available on the Reports Tab of the National Student Loan Data System Professional Access (NSLDSFAP) Web site
  - Sent to the TG mailbox associated with the user that made the report request
  - Delivered with message class:
    - Summary Level/Condensed : GECOMSOP
    - Backup Detail : GECOMPOP

- File Layout for the GE Completers List Report is located in the [Gainful Employment User Guide](#) Appendix B.3

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Submitting Completer List Correction Requests

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Draft GE Completers List Corrections

- The only method for institutions to submit corrections is the new GE Completers List pages on the NSLDS Professional Access Web site

- The following are the only corrections to a completer (student) that can be submitted:

  - Add GE Completer (student)

    This correction type is entered on the GE Completers Add Page

    - GE Program for completer must exist in the institutions GE Completers List file

  - Update Student Identifiers

  - Exclusion Removal/Addition

    These corrections types are entered on the GE Completer Update Page

  - Update or Add GE Program Data

  - Delete GE Program Data

    - When all GE Program Data for a student is deleted the student will not be considered in the GE Program at time of calculation

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Corrections, Comments & Documentation

Gainful Employment Electronic Announcement #78 provided guidance on the types of Corrections and the Comments and Supporting Documentation that should be included.

- The GE Completers Update Page allows users to update exclusion and correct data

Gainful Employment Completers List - Exclusions and Inclusions

Reason for Exclusion	Applicable Dates	Comment Must Include	Examples of Acceptable Documentation	Examples of Unacceptable Documentation
Military - Title IV Loan in Military Deferment during the "earnings year"	Title IV loan in military deferment for at least one day during the 2014 calendar year.	▪ Beginning and ending dates of the military deferment ▪ Type of supporting documentation	▪ Screenshot from either NSLDS or Loan Servicer for proof of the military deferment on a Title IV Loan.	▪ Military papers ▪ Private loan deferment documentation ▪ Communication from student, family, etc.
Disability - Title IV Loan discharged or being considered for discharge on the basis of the borrower's total and permanent disability	Loan was discharged or discharge request was received on or before the date school submits its GE Completers List corrections to the Department.	▪ Date of loan discharge or date Total and Permanent Disability request was received by the Department's servicer ▪ Type of supporting documentation	▪ Screenshot from NSLDS, a loan servicer, or the Department's Total and Permanent Disability servicer indicating discharge or pending discharge of loan. ▪ Discharge documentation from the borrower's loan servicer.	▪ Social Security Administration documentation ▪ Veterans Affairs documentation ▪ Physician's information ▪ Private loan discharged due to total and permanent disability

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Corrections, Comments & Documentation (Cont.)

- Comments explaining the reason for the correction and the type of supporting documentation are <u>required</u> with each correction.
- Supporting documentation is not required to be submitted when corrections are submitted, but the documentation must be available if Federal Student Aid requests it.

Exclusions and Inclusions – page 2

Reason for Exclusion	Applicable Dates	Comment Field Must Include	Examples of Acceptable Documentation	Examples of Unacceptable Documentation
Death – Student is now deceased	Death occurred on or before the date school submits its GE Completers List corrections to the Department.	▪ Date of death ▪ Type of supporting documentation	▪ Death certificate ▪ Public notice ▪ Death discharge documentation ▪ Screenshot from NSLDS indicating a death discharge	▪ Personal notes (e.g., notes from the family)
Enrollment – Enrolled at the same or at another institution during the "earnings year"	Enrolled for at least one day during the 2014 calendar year.	▪ School Name ▪ OPE ID (optional) ▪ Beginning and ending dates of the student's enrollment during the 2014 calendar year ▪ Type of supporting documentation	▪ Official enrollment certification or transcript from the school ▪ If same school, screen shot from school's enrollment system ▪ Grade reports if dates are included on the report ▪ Screenshot from NSLDS showing enrollment during the 2014 calendar year	▪ Class schedules
Undergraduate Higher Credentialed Program Completed – Student completed a higher credentialed GE undergraduate program at the same institution	As of the end of the most recently completed award year (June 30, 2015). Date must be on or after completion of the GE program being reviewed.	▪ School Name ▪ OPEID ▪ Name of higher credentialed program ▪ CIP code and credential level of the higher credentialed program ▪ Date of completion of the higher credentialed program	▪ Official transcript from the institution that shows the completion date of the higher credentialed program ▪ Screenshot from NSLDS showing completion of the higher credentialed program	▪ Diplomas or certificates

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Corrections, Comments & Documentation (Cont.)

- GE Completer Add Page allows users to Add Completers to their Completers List
  - Can only Add completers to programs that exist on your Draft Completer List

Gainful Employment Completers List
Adds and Deletes

The information included in the table below lists the reasons and details needed for an institution to request that a student be added to or deleted from a GE Program's Completers List.

Reason	Applicable Dates	Comment Field Must Include	Acceptable Documentation	Unacceptable Documentation
Add – Student with Title IV aid (e.g., Work Study)	Completion date must be between July 1, 2008 and June 30, 2012	• The Title IV aid programs that the student received aid from • The award years for which the student received this Title IV aid • Date student completed the program • Type of supporting documentation	• Official transcript from the school and proof of Title IV aid receipt	• Case by case
Add – Person Data Conflict	Completion date must be between July 1, 2008 and June 30, 2012	• Concise explanation describing the data conflict • Date program completed • Type of supporting documentation	• Social Security Card • Current Driver's License (if it contains a Social Security Number) • W-2 form • Unexpired U.S. military ID (if it contains a Social Security Number) • State ID (if it contains a Social Security Number)	• Case by case
Add – Missing Student	Completion date must be between July 1, 2008 and June 30, 2012	• Concise explanation describing why the record is being added	• Case by case	• Case by case
Delete – Erroneous Student Record	Completion date must be between July 1, 2008 and June 30, 2012	• Concise explanation describing why the record is being deleted	• Case by case	• Case by case

Draft Completers List Helpful Hints

- When submitting your corrections, comments are always required. Comments must also include the type of supporting documentation you have to substantiate the correction.

- Supporting documentation will not be required when submitting your GE Completer List Corrections. However, Federal Student Aid may request that you provide the actual supporting documents at a later date.

- To Correct a CIP Code or Credential Level or BOTH, you will be required to submit a Completer Add (to report the correct CIP/CL) and a Delete GE Program Record (to remove the incorrect CIP/CL)

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Helpful Hints (continued)

- When Adding a Completer, if the program is not already on your Draft Completer List, you will not be able to add the Completer.

- If you're aware of another exclusion for a Completer already flagged for exclusion, you do not need to submit a correction since the Completer has already been excluded from the Completer List.

- If attempting to remove one exclusion from Completer who has other exclusions still in place, you do not need to submit a correction since any remaining exclusion will still cause Completer to be excluded from Completer List.
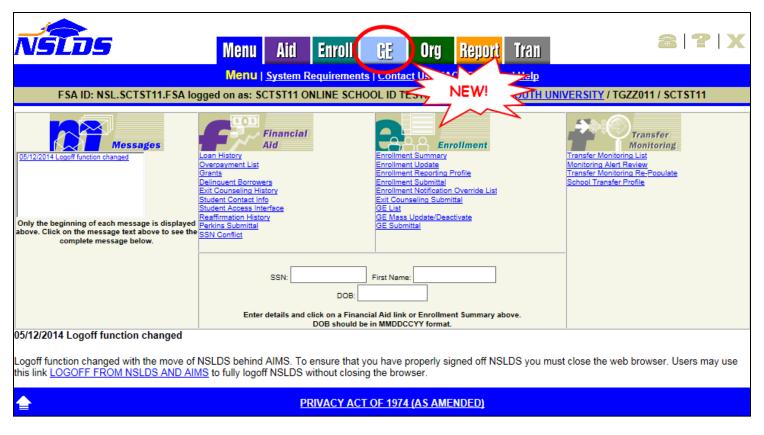
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Helpful Hints (continued)

- Corrections submitted through the Draft GE Completers List corrections process will not update your originally-reported GE Records. These corrections are made to a static copy of the Completers List data. You will also need to correct the GE Record data in NSLDS using the normal GE reporting/correction process.

GE Tab

New GE tab on the NSLDS Professional Access Web site

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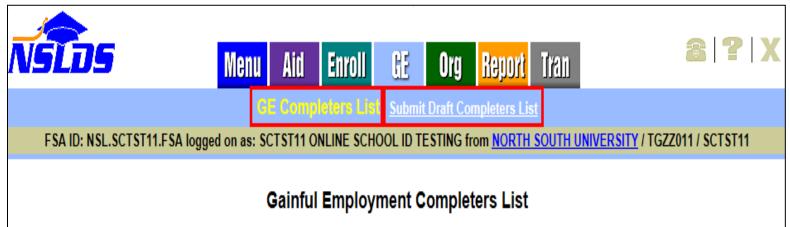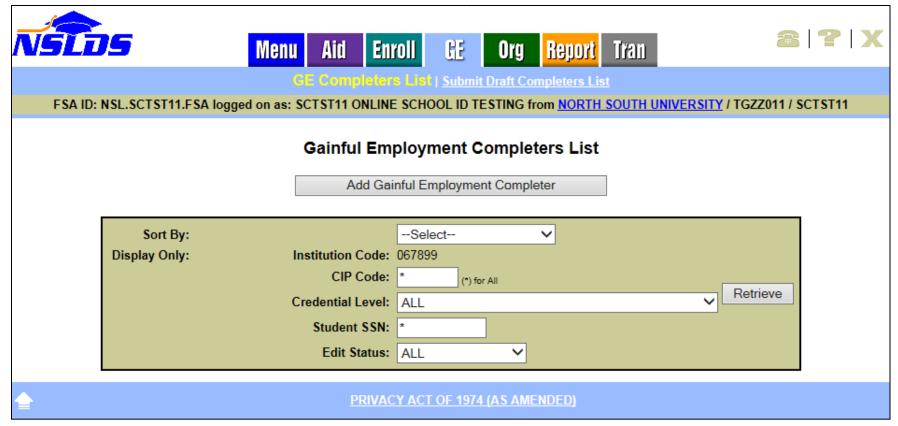
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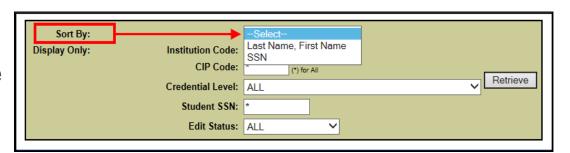# GE Tab

Two links under the GE Tab:

- GE Completers List Link
  - Gainful Employment Completers List Page
  - Add Gainful Employment Completer Page
  - Gainful Employment Completer Update Page
- Submit Draft Completers List Link
  - Submit Draft Gainful Employment Completers List Page

GE Completers List Page

- Selecting the GE tab will default to the Gainful Employment Completers List page
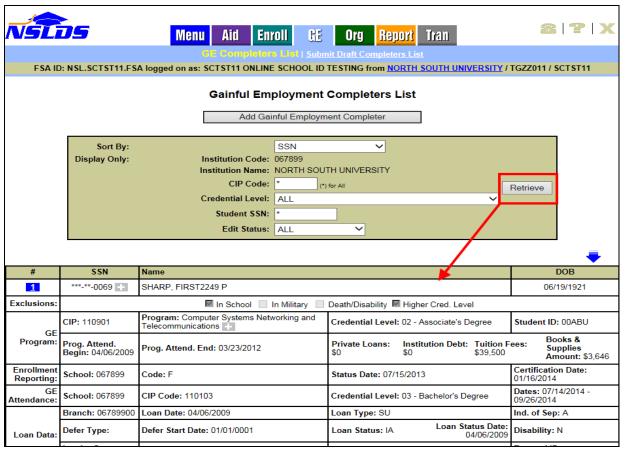
GE Completers List Page

- Sort By Options
  - Last Name, First Name
  - SSN (default)

- Display Only Options
  - Institution Code
  - CIP Code
  - Credential Level
  - Student SSN
  - Edit Status

GE Completers List Page

'Retrieve' will return a list of students in all of the GE programs reported to NSLDS by the institution

GE Completers List Page

- Each student will have the following sections:
  - Row 1 - Student Identifiers (Record Type -10)
  - Row 2 - Exclusions (Record Type -10)
  - Row 3 - GE Program (Record Type -15)

#	SSN	Name			DOB
41	***-**-0291 ➕	ALGER, FIRST4673 T			03/10/1926
Exclusions:	☐ In School ☐ In Military ☐ Death/Disability ☐ Higher Cred. Level				
GE Program:	CIP: 310507	Program: Physical Fitness Technician.	Credential Level: 02 - Associate's Degree		Student ID: 00AAF
	Prog. Attend. Begin: 01/05/2009	Prog. Attend. End: 03/25/2011	Private Loans: $7,953 Institution Debt: $0 Tuition Fees: $41,220		Books & Supplies Amount: $3,885

Row 1 → (points to row 41)
Row 2 → (points to Exclusions)
Row 3 → (points to GE Program)

GE Completers List Page

- In School Exclusion Supporting Data
  - Row 4 - Enrollment Reporting (Record Type - 40)
  - Row 5 – GE Attendance (Record Type - 50)
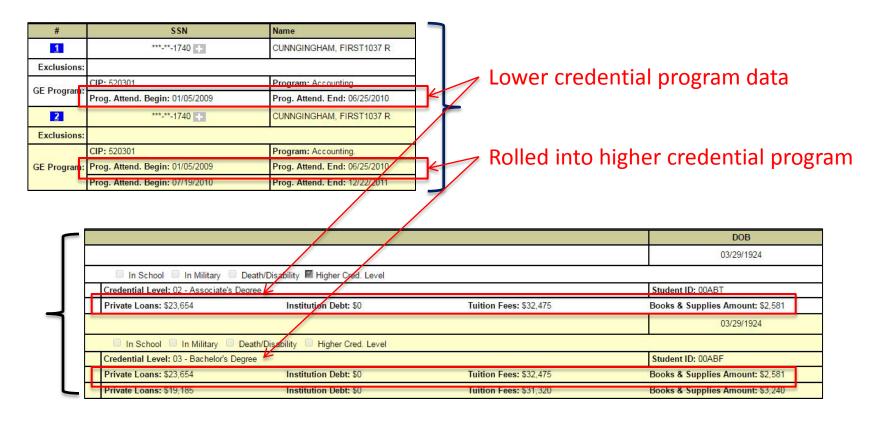 - Row 6 – Loan Data (Record Type - 45)

#	SSN	Name		DOB
1	***-**-0069 ⊞	SHARP, FIRST2249 P		06/19/1921
Exclusions:	☑ In School ☐ In Military ☐ Death/Disability ☑ Higher Cred. Level			
GE Program:	**CIP:** 110901	**Program:** Computer Systems Networking and Telecommunications ⊞	**Credential Level:** 02 - Associate's Degree	**Student ID:** 00ABU
	Prog. Attend. Begin: 04/06/2009	**Prog. Attend. End:** 03/23/2012	**Private Loans:** $0 **Institution Debt:** $0 **Tuition Fees:** $39,500	**Books & Supplies Amount:** $3,646
Enrollment Reporting:	**School:** 067899	**Code:** F	**Status Date:** 07/15/2013	**Certification Date:** 01/16/2014
GE Attendance:	**School:** 067899	**CIP Code:** 110103	**Credential Level:** 03 - Bachelor's Degree	**Dates:** 07/14/2014 - 09/26/2014
Loan Data:	**Branch:** 06789900	**Loan Date:** 04/06/2009	**Loan Type:** SU	**Ind. of Sep:** A
	Defer Type:	**Defer Start Date:** 01/01/0001	**Loan Status:** IA **Loan Status Date:** 04/06/2009	**Disability:** N
	Lender Srv: 700579	**Lender:** 899577	**FLS/GA:** 579	**External ID:** 001000069209004642202

Row 4 →
Row 5 →
Row 6 →

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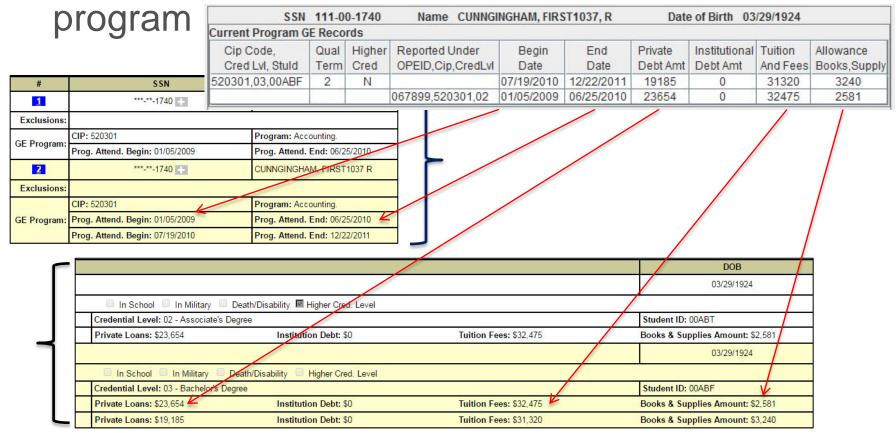
GE Completers List Page

- In Military Exclusion Supporting Data
  - Loan Data (Record Type - 45)
    - Loan Status
    - Deferment Type

- Death/Disability Exclusion Supporting Data
  - Loan Data (Record Type - 45)
    - Loan Status

245	***-**-0362 ➕	WAITE, FIRST1845 M			03/19/1920
Exclusions:		☐ In School ☐ In Military ☑ Death/Disability ☐ Higher Cred. Level			
GE Program:	CIP: 430103	stice/Law Enforcement	**Credential Level:** 02		00ABJ
	Prog. Attend. Begin: 07/19/2010	Prog. Attend. End: 06/22/2012	Private Loans: $0 Institution... $0 ...Tuition... $27,455		oks & Supplies Amount: $2,925
Loan Data:	Branch: 02503300	Loan Date: 05/20/2008	**Loan Type:** SU		Ind. of Sep: A
	Defer Type:	Defer Start Date: 01/01/0001	**Loan Status:** DI	**Loan Status Date:** 06/27/2014	Disability: Y
	Lender Srv: 700582	Lender: 899577	**FLS/GA:** 582		External ID: 131000362208025033002

Used for Military Exclusion

Used for Military and Death/Disability Exclusion

GE Completers List Page

- Higher credential program containing data from lower credential program that was excluded

#	SSN	Name
1	***-**-1740 ➕	CUNNGINGHAM, FIRST1037 R
Exclusions:		
GE Program:	CIP: 520301	Program: Accounting.
	Prog. Attend. Begin: 01/05/2009	Prog. Attend. End: 06/25/2010
2	***-**-1740 ➕	CUNNGINGHAM, FIRST1037 R
Exclusions:		
GE Program:	CIP: 520301	Program: Accounting.
	Prog. Attend. Begin: 01/05/2009	Prog. Attend. End: 06/25/2010
	Prog. Attend. Begin: 07/19/2010	Prog. Attend. End: 12/22/2011

Lower credential program data

Rolled into higher credential program

			DOB
			03/29/1924
☐ In School ☐ In Military ☐ Death/Disability ☑ Higher Cred. Level			
Credential Level: 02 - Associate's Degree			Student ID: 00ABT
Private Loans: $23,654	Institution Debt: $0	Tuition Fees: $32,475	Books & Supplies Amount: $2,581
			03/29/1924
☐ In School ☐ In Military ☐ Death/Disability ☐ Higher Cred. Level			
Credential Level: 03 - Bachelor's Degree			Student ID: 00ABF
Private Loans: $23,654	Institution Debt: $0	Tuition Fees: $32,475	Books & Supplies Amount: $2,581
Private Loans: $19,185	Institution Debt: $0	Tuition Fees: $31,320	Books & Supplies Amount: $3,240

GE Completers List Page

- Can use Viewer Tool to identify lower credential program data being rolled into higher credential program

	SSN 111-00-1740			Name CUNNGINGHAM, FIRST1037, R					Date of Birth 03/29/1924	
Current Program GE Records										
Cip Code, Cred Lvl, Stuld	Qual Term	Higher Cred	Reported Under OPEID,Cip,CredLvl	Begin Date	End Date	Private Debt Amt	Institutional Debt Amt	Tuition And Fees	Allowance Books,Supply
520301,03,00ABF	2	N		07/19/2010	12/22/2011	19185	0	31320	3240
			067899,520301,02	01/05/2009	06/25/2010	23654	0	32475	2581

#	SSN	
1	***-**-1740 [+]	
Exclusions:		
GE Program	CIP: 520301	Program: Accounting.
	Prog. Attend. Begin: 01/05/2009	Prog. Attend. End: 06/25/2010
2	***-**-1740 [+]	CUNNGINGHAM, FIRST1037 R
Exclusions:		
GE Program	CIP: 520301	Program: Accounting.
	Prog. Attend. Begin: 01/05/2009	Prog. Attend. End: 06/25/2010
	Prog. Attend. Begin: 07/19/2010	Prog. Attend. End: 12/22/2011

				DOB
				03/29/1924
☐ In School ☐ In Military ☐ Death/Disability ☑ Higher Cred. Level				
Credential Level: 02 - Associate's Degree				Student ID: 00ABT
Private Loans: $23,654	Institution Debt: $0	Tuition Fees: $32,475		Books & Supplies Amount: $2,581
				03/29/1924
☐ In School ☐ In Military ☐ Death/Disability ☐ Higher Cred. Level				
Credential Level: 03 - Bachelor's Degree				Student ID: 00ABF
Private Loans: $23,654	Institution Debt: $0	Tuition Fees: $32,475		Books & Supplies Amount: $2,581
Private Loans: $19,185	Institution Debt: $0	Tuition Fees: $31,320		Books & Supplies Amount: $3,240

GE Completers Update Page

Click the 'Active Blue Button' by the student's SSN to access the GE Completers Update Page

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GE Completers Update Page

- Original Program box shows data as it is in the Draft Completers List file

- Second box allows for updates and populates the most recent data if corrections have been previously applied through this page

- Updateable Data:
  - Student Identifiers (except SSN)
  - Exclusions (removal or addition)
  - GE Record data previously reported
    - Attendance begin/end dates, institutional and private debt, tuition/fees, books allowance

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GE Completers Update Page

GE Completers Update Page

Update the sample student

GE Completers Update Page

- Click Submit and enter comments for the update
- Click Confirm to accept/save updates
  - Does not submit updates to FSA which must be done through "Submit Draft Completer List" page once all corrections for a program are made and reviewed.

GE Completers Update Page

GE Completers List Page displays updated data

GE Completers Update Page

Reopening the updated student now shows the changes as current condition and original is still unchanged

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GE Completers Update Page (Delete)

- Deleting a student from a GE program because they were reported incorrectly or were actually in another GE program – delete associated GE data and Submit

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GE Completers Update Page (Delete)

Enter required detailed comments supporting the deletion of student from program and then Confirm to accept

- Follow-up with adding student to correct program if appropriate

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GE Completers Update Page (Delete)

Row containing specific program data – begin and end dates and financial reporting fields are removed from GE Program block

GE Completers Update Page (Delete)

Row containing specific program data – begin and end dates and financial reporting fields are removed from GE Record block of current data

GE Completers Add Page

Add Gainful Employment Completer button is at the top of the GE Completers List page
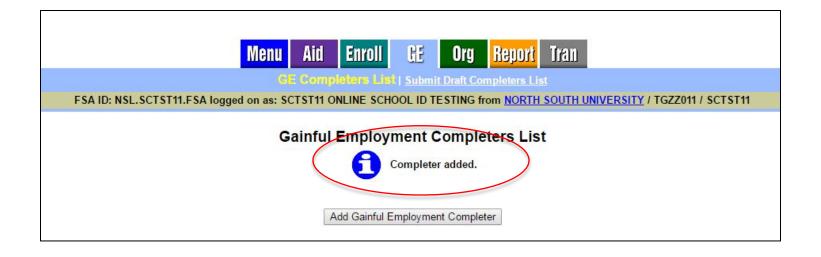
GE Completers Add Page

- Enter Student Details and GE Program Details

- CIP Code and Credential Level has to be valid and must already exist in the institutions GE Completers List File

- Input is required in all fields (except middle name)

- After clicking Submit, institution must enter detailed comments before confirming

GE Completers Add Page

Confirmation of the addition will display on the GE Completers List Page

Submit Draft GE Completers List Page

- Institutions utilize this page view programs that were edited and to submit all corrections under a GE Program to FSA for review

- Corrections were entered through the GE Completer Update and Add pages

Review edited records for program BEFORE submitting

Submit Draft GE Completers List Page

- To review corrected records, return to GE Completer List page, enter CIP and credential level for program edits to be reviewed and select "Edited Records" edit status
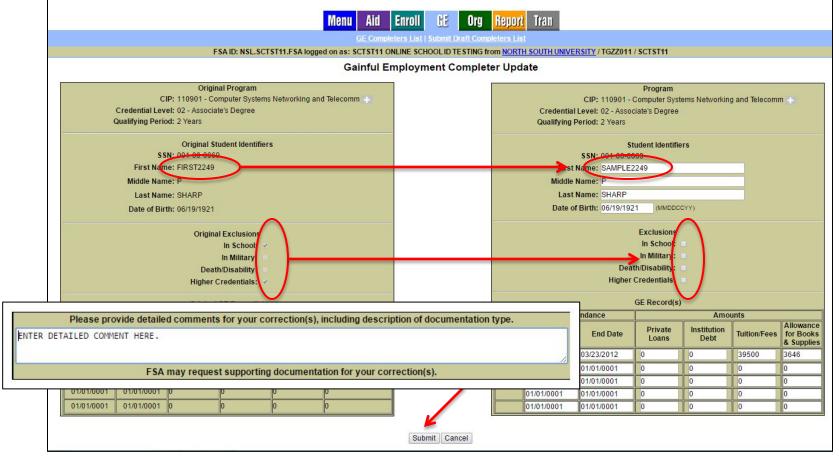
Submit Draft GE Completers List Page

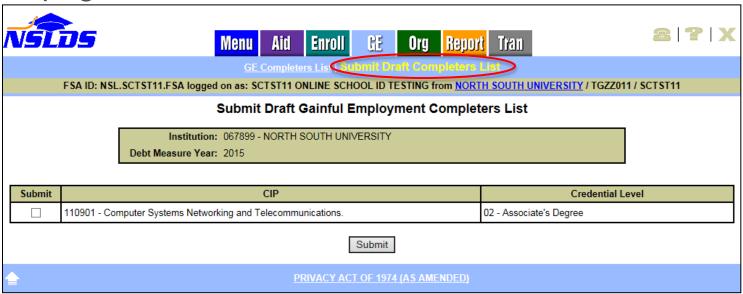- Select active blue index for individual records you wish to review

Submit Draft GE Completers List Page

- Compare original data (left block) to current corrected data (right block) and hit Submit to see associated comments

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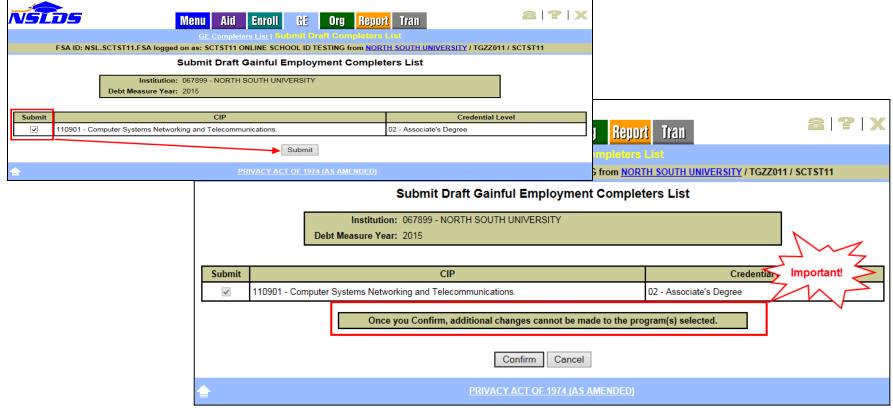
Submit Draft GE Completers List Page

- Make additional changes or comments or hit Confirm or Cancel to leave record to return to list of edited completers for this program

- Review all corrected records for the program prior to final submission of the program on "Submit Draft Completer List" page

Submit Draft GE Completers List Page
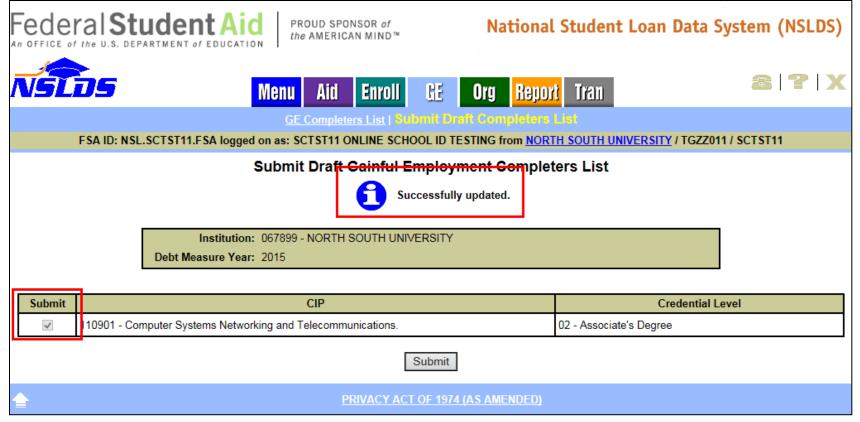
- Select GE Program and click Submit
- Once institution clicks Confirm, no corrections can be made to the selected GE Program

Submit Draft GE Completers List Page

After confirmation, Successfully updated message displays and the checkbox is locked

Submit Draft GE Completers List Page

- After confirmation, can still view records for the program but cannot Submit additional corrections for any records in the program

- Submit button is no longer active on the update page for completers in that program and attempting to add a student to a 'locked' program results in an error message

Menu **Aid** **Enroll** **GE** **Org** **Report** **Tran**

GE Completers List | Submit Draft Completers List

FSA ID: NSL.SCTST11.FSA logged on as: SCTST11 ONLINE SCHOOL ID TESTING from NORTH SOUTH UNIVERSITY / TGZZ011 / SCTST11

Gainful Employment Completer Add

The Program that was entered is currently locked and cannot be used.

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QUESTIONS?

- Gainful Employment Information Page:
  http://www.ifap.ed.gov/GainfulEmploymentInfo/indexV2.html

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NSLDS Contact Information

Customer Support Center:

- Phone: 1-800-999-8219

- Toll: 785-838-2141

- Fax: 785-838-2154

- Web: www.nsldsfap.ed.gov

- E-mail: nslds@ed.gov