

Gainful Employment  
Submitting GE Completers List Corrections  
April 2018

The information included in the table below lists the reasons why, under the gainful employment regulations, a student may be excluded from the GE Completers List. It also includes the information that must be provided by the institution to support its request to exclude or to include a student from the GE Completers List. Finally, it includes examples of the acceptable documentation and examples of unacceptable documentation to support institutions' requests. Note: Do not send documentation unless it is requested by the Department.

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 2015 calendar year.	<ul style="list-style-type: none"> <li>▪ Beginning and ending dates of the military deferment</li> <li>▪ Type of supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Screenshot from either NSLDS or Loan Servicer for proof of the military deferment on a Title IV Loan.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Military papers</li> <li>▪ Private loan deferment documentation</li> <li>▪ Communication from student, family, etc.</li> </ul>
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.	<ul style="list-style-type: none"> <li>▪ Date of loan discharge or date Total and Permanent Disability request was received by the Department's servicer</li> <li>▪ Type of supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Screenshot from NSLDS, a loan servicer, or the Department's Total and Permanent Disability servicer indicating discharge or pending discharge of loan.</li> <li>▪ Discharge documentation from the borrower's loan servicer.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Social Security Administration documentation</li> <li>▪ Veterans Affairs documentation</li> <li>▪ Physician's information</li> <li>▪ Private loan discharged due to total and permanent disability</li> </ul>

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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.	<ul style="list-style-type: none"> <li>▪ Date of death</li> <li>▪ Type of supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Death certificate</li> <li>▪ Public notice</li> <li>▪ Death discharge documentation</li> <li>▪ Screenshot from NSLDS indicating a death discharge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal notes (e.g., notes from the family)</li> </ul>
Enrollment – Enrolled at the same or at another institution during the “earnings year”	Enrolled for at least one day during the 2015 calendar year.	<ul style="list-style-type: none"> <li>▪ School Name</li> <li>▪ OPE ID (optional)</li> <li>▪ Beginning and ending dates of the student’s enrollment during the 2015 calendar year</li> <li>▪ Type of supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Official enrollment certification or transcript from the school</li> <li>▪ If same school, screenshot from school’s enrollment system.</li> <li>▪ Grade reports if dates are included on the report</li> <li>▪ Screenshot from NSLDS showing enrollment during the 2015 calendar year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Class schedules</li> </ul>
Undergraduate Higher Credentialed Program Completed – Student completed a higher credentialed GE undergraduate program at the same institution	As of the end of award year 2015-2016 (June 30, 2016). Date must be on or after completion of the GE program being reviewed.	<ul style="list-style-type: none"> <li>▪ School Name</li> <li>▪ OPEID</li> <li>▪ Name of higher credentialed program</li> <li>▪ CIP code and credential level of the higher credentialed program</li> <li>▪ Date of completion of the higher credentialed program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Official transcript from the institution that shows the completion date of the higher credentialed program</li> <li>▪ Screenshot from NSLDS showing completion of the higher credentialed program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Diplomas or certificates</li> </ul>

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Reason for Exclusion	Applicable Dates	Comment Field Must Include	Examples of Acceptable Documentation	Examples of Unacceptable Documentation
Graduate Higher Credentialed Program Completed – Student completed a higher credentialed GE graduate program at the same institution	As of the end of award year 2015-2016 (June 30, 2016). Date must be on or after completion of the GE program being reviewed	<ul style="list-style-type: none"> <li>▪ School Name</li> <li>▪ OPEID</li> <li>▪ Name of higher credentialed program</li> <li>▪ CIP code and credential level of the higher credentialed program</li> <li>▪ Date of completion of the higher credentialed GE program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Official transcript from the school that includes completion date of the higher credentialed GE program</li> <li>▪ Screenshot from NSLDS showing completion of the higher credentialed program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Diplomas or Certificates</li> </ul>
Inclusions – Reversals of exclusion flags	N/A – Resets exclusion flag to include completer	<ul style="list-style-type: none"> <li>▪ Concise explanation of the reason why the student should not be excluded, including applicable dates</li> <li>▪ Type of supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>

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, 2009 and June 30, 2013	<ul style="list-style-type: none"> <li>▪ The Title IV aid programs that the student received aid from</li> <li>▪ The award years for which the student received this Title IV aid</li> <li>▪ Date student completed the program</li> <li>▪ Type of supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Official transcript from the school and proof of Title IV aid receipt</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>
Add – Person Data Conflict	Completion date must be between July 1, 2009 and June 30, 2013	<ul style="list-style-type: none"> <li>▪ Concise explanation describing the data conflict</li> <li>▪ Date program completed</li> <li>▪ Type of supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Social Security Card</li> <li>▪ Current Driver's License (if it contains a Social Security Number)</li> <li>▪ W-2 form</li> <li>▪ Unexpired U.S. military ID (if it contains a Social Security Number)</li> <li>▪ State ID (if it contains a Social Security Number)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>
Add – Missing Student	Completion date must be between July 1, 2009 and June 30, 2013	<ul style="list-style-type: none"> <li>▪ Concise explanation describing why the record is being added</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>
Delete – Erroneous Student Record	Completion date must be between July 1, 2009 and June 30, 2013	<ul style="list-style-type: none"> <li>▪ Concise explanation describing why the record is being deleted</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>

Gainful Employment Completers List  
Data Corrections

Institutions may submit corrections to their self-reported GE data during the 45-day corrections period. The information included in the table below lists the comments the institution must submit to support a request.

Reason	Applicable Dates	Comment Field Must Include	Acceptable Documentation	Unacceptable Documentation
Data previously reported by institution is incorrect	GE Record must be for students who completed the GE program between July 1, 2009 and June 30, 2013	<ul style="list-style-type: none"> <li>▪ Concise explanation of the reason why the record is being corrected</li> <li>▪ Type of supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>	<ul style="list-style-type: none"> <li>▪ Case by case</li> </ul>