

Where does this belong?

This worksheet can be used to determine the correct data files to submit your workforce and academic programs in.

NOTE: the term workforce program includes both workforce credit and non-credit bearing programs


Programs

Does the program meet any of the following?

The program is customized to meet the needs of a specific employer or company; the program is not financial aid eligible (other than HEAPS WF), is not on the Degree Inventory, is not HLC approved, does not meet the qualifications for an academic degree on its own;

YES →

Workforce
Files



NO ↓

The program is on your degree inventory; has gone through the institutional assessment process; is HLC approved as an academic program; is financial aid eligible (other than HEAPS WF);

YES →

Academic
Files




NO ↓

The program is one where an external organization develops the curriculum and provides the training, faculty and resources (such as Ed2Go, ToolingU); does not use institutional funds, staff, or faculty; is not financial aid eligible;

YES →

**DO NOT
SUBMIT**




NO ↓

The program is used for professional development for employees at the institution; is designed as personal enrichment; is a community education program; meant for a senior citizen audience;

YES →

**DO NOT
SUBMIT**



Where does this belong?

This worksheet can be used to determine the correct data files to submit your workforce and academic courses in.

NOTE: the term workforce course includes both workforce credit and non-credit bearing courses

Courses

Do the courses meet any of the following?

The course is a workforce course that does NOT satisfy any academic course requirements; does not transfer one to one as an academic course; does not go through the institutional assessment process; is not eligible for financial aid (other than HEAPS WF);

YES →



NO ↓

The course satisfies an academic course or program requirement; it is financial aid eligible (other than HEAPS WF); it has gone through the institutional assessment process; it is a course that is part of an academic program; it is NOT also used as a workforce course;

YES →



NO ↓

The course is used for both academic and workforce purposes; In this instance, the student takes it only as an academic course AND is eligible to or does receive financial aid for that course (other than only HEAPS WF)

YES →



NO ↓

The course is used for both academic and workforce purposes; In this instance, the student takes it only as a workforce course AND is not eligible or does not receive financial aid for the course (other than HEAPS WF)

YES →



NO ↓

The course is used for both academic and workforce purposes; In this instance, the student takes it only as a workforce course AND is eligible to or does receive financial aid for that course (other than HEAPS WF)

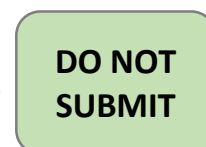
YES →



NO ↓

A course that is used for professional development for employees at the institution; A course that is designed as personal enrichment; community education; senior courses;

YES →



Where does this belong?

This worksheet can be used to determine the correct data files to submit your workforce and academic students in.

Students

Students are able to be submitted in either the workforce or the academic data files. In some circumstances, it is appropriate to submit students in both the workforce and the academic files if they are taking both types of courses. In this instance, the workforce courses they are taking should be submitted in the workforce files, and the academic courses they are taking should be submitted in the academic files. **Courses and registration cannot be turned in on both files.**

