



**Department of
Higher Education**

John R. Kasich, Governor
John Carey, Chancellor

DIRECTIVE 2017-075

July 28, 2017

**Re: CONSIDERATION OF A REQUEST BY THE OHIO STATE UNIVERSITY TO ESTABLISH AN
UNDERGRADUATE TUITION GUARANTEE PROGRAM**

Section 3345.48 of the Ohio Revised Code authorizes the board of trustees of a state university to establish an undergraduate tuition guarantee program. In establishing the program the board must adopt rules that include all of the following:

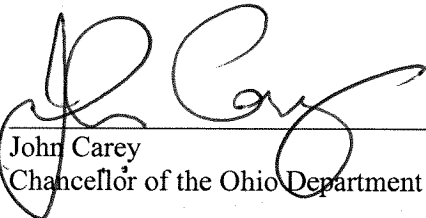
1. The number of credit hours required to earn an undergraduate degree in each major;
2. A guarantee that the general and instructional fee for each student in a cohort shall remain constant for four years so long as the student complies with the requirements of the programs;
3. A benchmark by which the board sets annual increases in general and instructional fees. This benchmark and any subsequent benchmark shall be subject to approval by the chancellor;
4. Eligibility requirements for students to participate in the program;
5. Student rights and privileges under the program;
6. Consequences to the university for students unable to complete a degree program within four years, as follows:
 - a. For a student who could not complete the program in four years due to a lack of available classes or space in classes provided by the university, the university shall provide the necessary course or courses for completion to the student free of charge.
 - b. For a student who could not complete the program in four years due to military service or other circumstances beyond a student's control, as determined by the board of trustees, the university shall provide the necessary course or courses for completion to the student at the student's initial cohort rate.
 - c. For a student who did not complete the program in four years for any other reason, as determined by the board of trustees, the university shall provide the necessary course or courses for completion to the student at a rate determined through a method established by the board under division (B)(7) of 3345.48.
7. Guidelines for adjusting a student's annual charges if the student, due to circumstances under the student's control, is unable to complete a degree program within four years;
8. A requirement that the rules adopted be published or posted in the university handbook, course catalog, and web site.

Prior to implementation the Ohio State University is required to submit its program and rules to the Chancellor for approval. On July 11, 2017, the board of trustees of the Ohio State University adopted an undergraduate tuition guarantee program and subsequently submitted the attached program to the Chancellor for approval.

Agency staff reviewed the request and posted its recommendations to the ODHE website for the purpose of providing a period of public comment before final approval by the Chancellor. No public comments were received.

Based upon my review of staff recommendations and public comments received, I hereby determine the program conforms in principle with the parameters and guidelines of section 3345.48 of the Ohio Revised Code and approve the Ohio State University's tuition guarantee program.

This Directive will take immediate effect.



John Carey

Chancellor of the Ohio Department of Higher Education

mlc



THE OHIO STATE UNIVERSITY

Board of Trustees

190 North Oval Mall
210 Bricker Hall
Columbus, OH 43210-1358

614-292-6359 Phone
614-292-5903 Fax

<http://www.trustees.osu.edu/>

July 12, 2017

Chancellor John Carey
Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43212

Chancellor Carey:

As you know, The Ohio State University Board of Trustees met yesterday in public session for the purpose of approving the university's fiscal year 2018 tuition and fees structure. As part of this approval the university proposed and the trustees approved the establishment of a tuition guarantee program. Please find enclosed this structure and the accompanying guarantee program.

The board feels strongly that this program provides predictability and certainty for our students and for the university. Thank you for your partnership in this process.

Sincerely,

Alex Shumate
Chairman, Board of Trustees



ESTABLISHMENT OF TUITION GUARANTEE PROGRAM

Resolution No. 2018-001

Synopsis: Approval of the establishment of a tuition guarantee program that includes instructional, general, housing and dining fees for each incoming cohort of eligible new first year Ohio State University undergraduate students.

WHEREAS the university wishes to adopt the Ohio State Tuition Guarantee program, which will provide fixed instructional, general, housing and dining fee rates for eligible undergraduate students for four years of attendance, to become effective autumn 2017; and

WHEREAS the Ohio State Tuition Guarantee program will provide students and their families with predictability as they plan for a four-year education; and

WHEREAS Revised Code Section 3345.48 authorizes this Board to establish an undergraduate tuition guarantee program by adopting rules for the governance of the program that must be submitted to the Chancellor of the Ohio Department of Higher Education for approval;

NOW THEREFORE,

BE IT RESOLVED that the Board of Trustees adopts the accompanying principles for the governance of the Ohio State Tuition Guarantee program, attached as Exhibit A;

BE IT FURTHER RESOLVED that the Ohio State Tuition Guarantee program approved by the Board of Trustees is contingent on the approval by the Chancellor of the Ohio Department of Higher Education and shall be implemented beginning with the 2017-2018 academic year; and

BE IT FURTHER RESOLVED that the university is authorized to make future modifications to the Ohio State Tuition Guarantee program principles to provide for the effective and efficient administration of the program, subject to compliance with the requirements of Ohio Revised Code Section 3345.48.

CERTIFIED

This is to certify that the foregoing is a true and accurate excerpt from the minutes of the Board of Trustees meeting held July 11, 2017.


Blake Thompson
Secretary

THE OHIO STATE UNIVERSITY TUITION GUARANTEE

A. THE OHIO STATE TUITION GUARANTEE

1. The Ohio State University Tuition Guarantee is a Cohort-based, guaranteed undergraduate Tuition program adopted in accordance with Ohio Revised Code §3345.48. Ohio State University's Tuition Guarantee provides all eligible new first year undergraduate students and their families the certainty that resident tuition, Mandatory Fees, and Room and Board charges will not increase over the ensuing four academic year period from their first enrollment as a degree-seeking student. The Ohio State Tuition Guarantee will apply to all new degree-seeking resident undergraduate students enrolling at the Columbus campus, Regional campuses, and Agricultural Technical Institute (ATI). Participation in the program is required for all new first-year degree-seeking undergraduate resident students enrolling at The Ohio State University for the first time in autumn semester of 2017 or later.,
2. The four academic years of The Ohio State Tuition Guarantee includes autumn, spring, and summer terms. The four academic year term is guaranteed regardless of the student's enrollment status (full, part-time or not enrolled) during that time.
3. Undergraduate resident tuition, mandatory fees and room and board is set by the Board of Trustees each academic year and guaranteed for 4 academic years for each entering Cohort. Tuition for summer terms are charged separately based on the guaranteed Cohort per-credit-hour rate, less any discount that is or may be approved and implemented for summer terms.

B. TERMS

1. New First-Year Students

A New First-Year Student is any undergraduate, degree-seeking student enrolled at any of The Ohio State University's campuses for the first time on or after autumn 2017, and who has not been enrolled at any other college or postsecondary institution. New First-Year Students include students who enroll at Ohio State after graduating from high school and non-traditional students who enroll at any of the Ohio State campuses for the first time. New First-Year Students do not include non-degree-seeking students, College Credit Plus or Advanced High School; exchange students; and other students participating in other pre-enrollment or postsecondary option programs.

2. Transfer Students

A Transfer Student is any student who transfers to The Ohio State University from another college or postsecondary institution. Transfer students who transferred from any college or university prior to autumn semester 2017, are not covered by The Ohio State Tuition Guarantee as they are considered part of the returning student Cohort (New First Year students who started autumn 2016, or prior term in which a Cohort does not exist).

All students changing campuses from an Ohio State regional campus to Columbus campus, or vice versa are considered campus change students as specified in section D.2. These students, when changing campus will join the Cohort they began with at their starting campus, and will receive that Cohort's set of rates at the campus they are moving to for the remaining time of their guaranteed 4 years.

3. Returning Students

Students enrolled at the Ohio State University Columbus or regional campus prior to autumn semester 2017 are considered Returning Students for purposes of assessing tuition and other fees and are not covered by The Ohio State Tuition Guarantee. Tuition and other fees are set annually by the Board of Trustees for these students.

4. Cohort

- a) Eligible new First-Year students are assigned to a Cohort (group) based on the semester in which the student first enrolls as a degree-seeking student. Each academic year contains one autumn semester Cohort and one spring semester Cohort.
 - Any new degree-seeking, undergraduate resident student who is registered for classes as of the fifteenth day of the autumn or spring term will be assigned to that Cohort year for purposes of determining Undergraduate Resident Tuition, Mandatory Fees, and Room and Board for the four academic years covered by the guaranteed Cohort price. Each Cohort commences with the first semester of enrollment and the pricing remains constant for four academic years (e.g., fall 2017 through summer 2021 or spring 2018 through autumn 2022).
 - Students may complete as many undergraduate degrees, majors, minors, and/or certificates as they choose within their Cohort period.

5. Bachelor's Degree

An undergraduate degree requires the completion of a minimum of 121 semester credit hours. Bachelor's degree programs do not normally require more than 121 semester credit hours to be awarded unless the additional coursework is required to meet professional accreditation or licensing requirements. Students completing degree programs requiring more than 121 hours can request one extension of the guaranteed Cohort period following the procedures outlined in L. below.

A complete list of programs and their required credit hours can be viewed at <http://undergrad.osu.edu/majors-and-academics/majors>.

6. Tuition (Instructional and Mandatory Fees)

Undergraduate resident Tuition is the sum of the undergraduate resident Instructional Fee and Mandatory Fees. Non-resident students also pay a non-resident surcharge, and international student pay an additional international surcharge that are not part of the guarantee. Under the Ohio State Tuition Guarantee, Tuition is set each academic

year for four academic years for each entering Cohort.

Tuition for summer terms are charged separately based on the guaranteed Cohort per-credit-hour rate, less any discount that is or may be approved and implemented for summer terms.

b) Instructional Fee

These are the guaranteed instructional costs that eligible undergraduate resident first-time degree-seeking students will pay. Each incoming undergraduate resident Cohort is charged its unique, guaranteed rate for four academic years. Full-time students pay additional Tuition at their Cohort rate for over 18 credit hours enrolled. Part-time students pay Instructional Fees on a pro-rated, per-credit-hour basis at their Cohort rate.

c) Mandatory Fees

For Columbus campus, these are campus fees charged to all students that include basic general fee, Student Activity fee, Recreational fee, Student Union fee, and COTA Bus fee.

For Regional and ATI campuses, these are the general fee.

7. Room and Board Charges

Room and Board charges are the guaranteed rates for Ohio State's housing and meal plan options. Students pay a fee based on the housing and meal plan selected. The schedule of fees and options are guaranteed for each Cohort for four academic years at the respective campus. The Ohio State University requires first- and second-year students at the Columbus campus to reside in University-provided housing and to purchase a meal plan (with certain exceptions as outlined in the University housing guidelines). Regional students may elect room and board options where available.

8. Fees, Charges, and Fines Not included in the Guarantee

Only undergraduate resident tuition and mandatory fees and room and board charges are included in The Ohio State guarantee. All other charges including but not limited to undergraduate non-resident surcharge, international surcharge course fees, technology fees, program fees, student health insurance, textbooks, charges and fines incurred by students such as late fees and graduate and professional tuition and fees are not included.

C. DISSEMINATION

The University Bursar, University Registrar, Admissions, Enrollment Services, and other student service offices using various methods including publishing on websites and in student handbooks and course catalogs will disseminate the terms of The Ohio State Tuition Guarantee, along with The Ohio State University Board of Trustees' approved guaranteed Cohort prices.

D. ADDITIONAL PROVISIONS

1. Summer Term Start

Students whose first enrollment is a summer term will pay the prior Cohort tuition rate for the initial term, but will be assigned to the entering semester Cohort that immediately follows. Summer start students are typically students who have confirmed their enrollment and will be matriculating for the first time for the fall semester immediately following the summer term. By being assigned to the following semester Cohort, these students will receive the benefit of guaranteed tuition for four full years after completing the initial term.

2. Students moving from/to The Ohio State Regional Campuses (Campus change students.)

All students changing from an Ohio State regional campus to Columbus campus, or vice versa, will join the Cohort they began with at their starting campus, and will receive that Cohort's set of rates at the campus to which they are changing to for the remaining time of their guaranteed 4 years.

3. Transfer Students from other colleges or universities

Students transferring from a college or university outside of The Ohio State University that first enrolled in any college or university prior to fall of 2017 will not be part of the Ohio State Tuition Guarantee. These students will follow the traditional tuition model.

All eligible students transferring from a college or university outside of The Ohio State University that enrolled on or after Fall 2017 will join in the Cohort that aligns with their start date at their original college or university, and will receive that Cohort set of rates applicable to the campus to which they have transferred for the remaining time of that guaranteed Cohort rate's four years. If the student does not graduate in the remaining time, the student will be charged the next active Cohort rate. If a transfer student arrives at Ohio State more than four years after their Cohort began they will be charged at the rate established for the next active Cohort.

4. Re-Enrolling Students

Re-enrolling students who were admitted in a degree-seeking program prior to autumn 2017 are not covered by the Ohio State Guarantee and will pay tuition and other fees associated with Returning Students.

When an undergraduate resident student originally assigned to a Cohort seeks to re-enroll after any period of non-attendance and not more than four (4) academic years have elapsed since the student's initial degree-seeking enrollment, then the student will be assigned to the student's original Cohort for the balance of the cohort period. If four (4) or more academic years have elapsed, then the re-enrolling student is assigned to the oldest unexpired Cohort at the campus to which they are re-enrolling (as defined in section K).

5. Non-Degree Students

Students admitted or enrolled as non-degree-seeking students (students who are not pursuing an undergraduate degree or have not been admitted as a degree-seeking student at The Ohio State University) are not covered by The Ohio State Guarantee and will not be assigned to a Cohort unless the student is subsequently admitted and enrolls as an undergraduate resident degree-seeking student. Tuition, mandatory fees and room and board for these students will continue to be set annually by the Board of Trustees. This includes non-degree-seeking students or conditionally admitted students such as students enrolled in College Credit Plus or Advance High School; exchange students, and other students participating in other pre-enrollment or postsecondary option programs. Once an undergraduate resident student is admitted as a New First Year degree-seeking student, the student will be assigned to the Cohort based on the semester in which the student first enrolled as a degree-seeking student.

6. Students enrolled at both Columbus and Regional Campuses

In addition to students who take all of their credit hours during an academic year (autumn, spring, or summer) on either a regional campus or the Columbus campus, some students take classes at the regional campuses and the Columbus campus during the same semester or academic year. Historically, these students have been assessed the tuition applicable to the "campus of the student" for all credit hours taken. The Ohio State University will continue to use the "campus of the student" to determine the Cohort tuition rate applicable for all hours enrolled by the student during an academic year.

E. EXCEPTIONS TO STANDARD LENGTH OF COHORT

The Ohio State University Tuition Guarantee is for four (4) academic years commencing with either the autumn or spring semester. Some students may require additional academic periods beyond the four (4) academic years to complete their baccalaureate degree and will continue to attend Ohio State beyond their Cohort period. When certain exceptions are met (as described in Section L of this document) students may extend their guaranteed Cohort price beyond their guaranteed Cohort period. A student must apply for an exception no later than one semester prior to the expiration of their Cohort. Students with approved exceptions will be granted additional courses at their guaranteed Cohort price. The specific courses or length of the exception will be determined as part of any approval.

F. ACADEMIC COSTS INCLUDED IN THE OHIO STATE UNIVERSITY TUITION GUARANTEE

Tuition (Instructional and Mandatory Fees)

Tuition is the sum of the undergraduate resident Instructional Fee and Mandatory Fees. Non-resident students also pay a non-resident surcharge, and international student pay an additional international surcharge that are not part of the guarantee. Under the Ohio State Tuition Guarantee, Tuition is set each academic year for four academic years for each entering autumn and spring Cohort.

Tuition for summer terms are charged separately based on the guaranteed Cohort per-credit-hour rate less any discount that is or may be approved and implemented for

summer term.

a) Instructional Fee

These are the guaranteed instructional costs that undergraduate residential degree-seeking students will pay. Each incoming Cohort is charged its unique, guaranteed rate for four academic years. Full-time students pay additional Tuition at their Cohort rate for over 18 credit hours enrolled. Part-time students pay Instructional Fees on a pro-rated, per-credit-hour basis at their Cohort rate.

b) Mandatory Fees

For Columbus campus, these are campus fees charged to all students that include the basic General Fee, Student Activity fee, Recreational fee, Student Union fee, and COTA Bus fee.

For Regional and ATI campuses, these are the General Fee.

A complete description of these fees can be found at
<http://registrar.osu.edu/policies/feesexplanation.asp>

G. OTHER STUDENT COSTS INCLUDED IN THE OHIO STATE UNIVERSITY TUITION GUARANTEE

The Ohio State Tuition Guarantee is designed to provide a comprehensive set of costs for completing a resident undergraduate degree at The Ohio State University. The following costs are also included in The Ohio State University Tuition Guarantee:

1. Housing Rates (Room)

The Ohio State University Tuition Guarantee includes a guaranteed price schedule for housing that represents the various housing options available to undergraduate students. The rate charged to the eligible student is based upon the student's selected or assigned residence type and location. If a student changes from one room or hall type to another during the Cohort period, the housing rate charged to the student will be adjusted based on the guaranteed price schedule that is in effect throughout the student's Cohort period.

Student requests to reside in Columbus on-campus housing beyond the second year and regional on-campus housing are subject to room availability. If space is available for a student who has already met the residency requirement, the established Cohort rate schedule for student rooms continues throughout the period covered by the guaranteed Cohort price.

2. Meal Plan Rates (Board)

The Ohio State University Tuition Guarantee includes a number of meal plan options from which the eligible student may choose depending on whether the student is residing on- or off- campus. A meal plan is required for students residing in university housing. A Cohort menu of meal plans and rates is included as part of the Cohort pricing, and the actual meal plan cost will be based on the meal plan selected by the

student. While the meal plan price will remain guaranteed during the Cohort period, individual meal items and merchandise in retail locations are subject to price changes.

H. OTHER STUDENT COSTS NOT INCLUDED IN THE OHIO STATE UNIVERSITY TUITION GUARANTEE

All other fees, fines, and costs related to attending The Ohio State University not specifically identified as part of The Ohio State University Tuition Guarantee are excluded from the guaranteed Cohort price and are subject to price changes. These exclusions include but are not limited to non-resident surcharge, international surcharge differential and program fees, course and technology fees, student health insurance, and textbooks.

I. COHORT PRICING BEYOND THE INITIAL YEAR

1. Once the initial Cohort Tuition is established, subsequent Cohort increases in Tuition will be based on:
 - a) The average rate of inflation, as measured by the consumer price index prepared by the Bureau of Labor Statistics of the United States Department of Labor (all urban consumers, all items), for the previous sixty-month period; and
 - b) The percentage amount the Ohio General Assembly restrains increases on in-state undergraduate Instructional and General Fees for the applicable fiscal year. If the General Assembly does not enact a limit on the increase of in-state undergraduate instructional and general fees, then no limit shall apply under this section for the Cohort that first enrolls in any academic year for which the General Assembly does not prescribe a limit.
 - c) This rate of increase will be benchmarked against peer four-year residential research institutions' four-year rolling cost averages to account for the impact of the Cohort pricing model on tuition changes. If Ohio State University's Cohort Tuition for Ohio residents falls significantly below these institutions, Ohio State University may elect to submit for approval by the Chancellor of the Department of Higher Education an increase in the forthcoming Cohort Tuition pricing in excess of the stated limitation for Ohio residents.
2. Increases in Cohort pricing for Room and Board charges are not subject to the pricing formula set forth above and the plan composition and rates will be determined by The Ohio State University Board of Trustees.

J. STUDENTS WHO WITHDRAW AND RE-ENROLL

If a student takes a leave, withdraws, or is judicially suspended from the University for one or more academic semesters, the four (4) academic year period covered by the guaranteed Cohort price will not be extended. As a result, the student will lose the term(s) of eligibility while absent within the four (4) academic year Cohort period. When the student re-enrolls, if four (4) academic years have not lapsed since the student's initial degree-seeking enrollment, then the student will be charged the guaranteed rate based on their original Cohort for the balance of the Cohort period. If four (4) or more academic years have passed, then the re-enrolling student is assigned to the oldest unexpired Cohort (as defined in section K).

K. STUDENTS WHO REQUIRE MORE THAN THEIR COHORT PERIOD TO GRADUATE

Students who do not complete their undergraduate degree requirements and are not eligible for an exception (as defined below) by the end of their assigned Cohort term, will be placed into the Cohort that went into effect the year after their assigned Cohort. The student will remain in that Cohort for up to one year and if still enrolled after that Cohort expires, will be placed into the subsequent Cohort for the next year and so on until the student is no longer enrolled.

L. EXCEPTIONS FOR STUDENTS WHO REQUIRE MORE THAN THEIR COHORT PERIOD TO GRADUATE

Some students will take longer than their guaranteed Cohort period to graduate due to circumstances beyond their control. No later than one semester prior to the expiration of their guaranteed Cohort term, a student may request an extension of their guaranteed Cohort price. Each case will be evaluated on its own merits to determine whether an extension should be granted and if so, the nature and duration of any extension.

1. A Tuition Guarantee Appeals Committee administered by the University Registrar will evaluate requests for exceptions. The appeal must fall within extenuating circumstances established by the Appeals Committee as described below.
 - a) If the Appeals Committee finds that the student cannot complete the degree program within the four (4) academic years of the student's Cohort due solely to a lack of available mandatory or required courses or space in required or mandatory classes provided by the University, the University will provide the student with an opportunity to take the necessary course or courses without requiring the payment of tuition.
 - b) Other circumstances will be considered for an extension of the guaranteed Cohort price beyond the four (4) academic years depending on the validity and impact of the circumstances including:
 - Enrollment in a degree program requiring more than 121 hours to graduate
 - Illness or Injury of the student
 - Disability that necessitates a reduced course load as a reasonable accommodation
 - Medical Leave of Absence
 - Victim of Interpersonal Violence or Crime while enrolled
 - c) If the Appeals Committee determines that the student has provided sufficient documentation of extenuating circumstances that were outside the control of the student and prevented the student from completing the student's program of study during the assigned Cohort period, the Committee will determine the appropriate period of time or number of courses to extend the guaranteed Cohort price.
 - d) Any student called to active duty in the United States Armed Services will be given an automatic extension of their guaranteed Cohort price based upon the number of academic terms impacted by the student's active duty absence.



**Department of
Higher Education**

John R. Kasich, Governor
John Carey, Chancellor

TUITION GUARANTEE PROGRAM REQUEST FOR APPROVAL

The following request has been posted for a 2-week public comment period and is recommended for approval. No public comments were received.

Recommender: Michelle Chavanne

July 28, 2017

The Ohio State University

- The Ohio State University submitted a request to establish a tuition guarantee program pursuant to 3345.48 of the Ohio Revised Code. The rules are attached.

Comments received:

None