



DIRECTIVE 2018-014

February 13, 2018

Re: CONSIDERATION OF A REQUEST BY BOWLING GREEN 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.

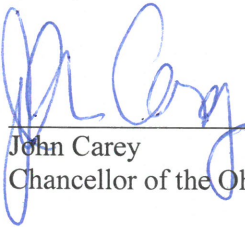
Prior to implementation Bowling Green State University is required to submit its program and rules to the Chancellor for approval. On December 8, 2017, the board of trustees of Bowling Green State University

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 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 Bowling Green State University's tuition guarantee program.

This Directive will take immediate effect.



John Carey
Chancellor of the Ohio Department of Higher Education



BOWLING GREEN STATE UNIVERSITY

Board of Trustees

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Action of the Board of Trustees
December 8, 2017

Approval of the Falcon Tuition Guarantee Plan
Resolution # 25-2017

Trustee Daley moved and Trustee Eisele seconded that the Bowling Green State University Board of Trustees approve the Falcon Tuition Guarantee Plan.

WHEREAS, the Ohio General Assembly enacted Sub. H.B. 59, effective September 29, 2013 and codified as Revised Code Section 3345.48; 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 which must be submitted to the Chancellor of the Ohio Department of Higher Education for approval; and

WHEREAS, the Board desires to adopt the Falcon Tuition Guarantee Plan which provides for guaranteed rates of tuition, general fees, course and class fees, and room and board rates;

NOW THEREFORE BE IT RESOLVED that the Board adopts the Falcon Tuition Guarantee Plan as attached for the governance of the program; and

BE IT FURTHER RESOLVED, directs the President and the Vice President for Finance and Administration, or either one, to proceed with submission of the Falcon Tuition Guarantee Plan to the Chancellor of the Ohio Department of Higher Education for approval and upon his approval, to proceed with implementing the approved Falcon Tuition Guarantee Plan to be effective for fall 2018; and

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

The undersigned, the duly appointed Secretary to the Board of Trustees of Bowling Green State University, a state-assisted institution of higher education organized under the laws of the State of Ohio, hereby certifies that he believes the foregoing reflects the intent of the BGSU Board of Trustees; as presented and adopted at a meeting duly called and held on December 8, 2017.

The Board Secretary conducted a roll call vote with the following results: Voting "yes" - Mr. Daley, Ms. Eisele, Mr. Keller, Ms. Montgomery, Ms. Newlove, Mr. O'Brien, and Dr. Ross. The motion was approved with seven affirmative votes.

To my knowledge, this authorization has not been amended or revoked and remains in full force and effect on the date hereof.

Patrick D. Pauken
Secretary to the Board of Trustees
Bowling Green State University
December 11, 2017

Bowling Green State University Falcon Tuition Guarantee Plan

A. FALCON TUITION GUARANTEE

1. The Falcon Tuition Guarantee is a Main Campus, cohort-based guaranteed undergraduate tuition program adopted in accordance with Ohio Revised Code §3345.48. The Falcon Tuition Guarantee provides all first-time students and their families the certainty that Tuition, Special Purpose, Course and Class 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 Falcon Tuition Guarantee will apply to all first-time, degree-seeking undergraduate students enrolling on the BGSU Main campus. Tuition and fees will be set annually for returning students on the BGSU Main and Firelands campuses. Participation in the program is required for all first-time, degree-seeking undergraduate students enrolling on the BGSU Main campus for the first time in fall semester of 2018 or later.
2. The four academic years of The Falcon Tuition Guarantee includes fall, spring and summer semesters. The four academic years are guaranteed regardless of the student's enrollment status (full, part-time or not enrolled) during that time.
3. Tuition is set by the Board of Trustees each academic year and is guaranteed for four academic years or twelve consecutive semesters for each entering Cohort. Winter sessions and summer semesters are charged separately based on the guaranteed Cohort per-credit-hour rate, less any discount that is or may be approved or implemented for applicable semesters.

B. TERMS/DEFINITIONS

1. First-Time Student

A first-time Student is any undergraduate, degree seeking student enrolled on BGSU's Main Campus for the first time on or after fall 2018 after graduating high school. First-time students include students who enroll at BGSU in the summer of 2018, transfer students who enroll from another college or postsecondary institution, and non-traditional students who enroll on the Main Campus for the first time. First-time Students do not include non-degree seeking students or conditionally admitted students such as students enrolled in the College Credit Plus Program, incoming exchange students, and other students participating in other pre-enrollment or postsecondary option programs.

2. Returning Students

Students enrolled at Bowling Green State University prior to the fall 2018 semester are considered returning students for purposes of assessing tuition and other fees and are not covered by The Falcon Tuition Guarantee (with the exception of students starting in the summer 2018, see summer start section D.1.). Tuition and other fees are set annually by the Board of Trustees for these students.

3. Cohort

- a. First-time 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 fall semester Cohort and one spring semester Cohort.
 - Any new degree-seeking, undergraduate student who is registered for classes for the first time as of the fifteenth day of the fall or spring semester will be assigned to that Cohort year for purposes of determining Tuition, Special Purpose, Course and Class 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 2018 through summer 2022 or spring 2019 through fall 2022).
 - Students may complete as many undergraduate degrees, majors, minors, and/or certificates as they choose within their Cohort period.
 - Following completion and graduation from a BGSU undergraduate program, students may enroll in graduate level coursework for designated programs offered at their guaranteed tuition rate until their Cohort period expires. Following the expiration of their original Cohort, tuition for graduate level coursework will be assessed at the current BGSU Main Campus graduate student rate applicable to the program of study.

4. Bachelor's Degree

An undergraduate degree requires the completion of a minimum of 122 semester credit hours. Bachelor's degree programs do not normally require more than 128 semester credit hours to be awarded unless additional coursework is required to meet professional accreditation or licensing requirements. Students completing degree programs requiring more than 128 hours can request one extension of the guaranteed Cohort period following the procedures outlined in section L. A list of Degree programs and majors that exceed 128 credit hours are provided in Exhibit A.

5. Tuition (Instructional and General Fees)

Tuition is the sum of Instructional and General Fees. For Non-Ohio residents, Tuition also includes a tuition surcharge. Tuition is set each academic year for four years for each entering Cohort.

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

a. Instructional Fee

These are the guaranteed instructional costs that first-time, degree-seeking students will pay. Non-Ohio resident students also pay a tuition surcharge. Each incoming Cohort is charged its unique, guaranteed resident or non-resident rate for four academic

years. Full time students pay additional tuition at the cohort per credit hour rate for over 18 credit hours enrolled each semester. Part-time students pay instructional fees on a pro-rated, per credit hour basis at their Cohort rate.

b. General Fees

These are campus fees charged to all students for non-instructional services and programs on campus. These fees support recreation, athletics, transportation, access to technology, other student-life facilities and student activities.

6. Room and Board Charges

Room and Board charges are the guaranteed rates for BGSU'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. BGSU requires first and second year students to reside in University provided housing and to purchase a meal plan (with certain exceptions as outlined in the University housing guidelines).

7. Additional Falcon Tuition Guarantee Fees

a. Special Purpose Fees

Additional per credit hour charges that vary by College within the University for cost of services provided to students enrolled in those programs (College/Academic Program Fees). These fees are charged as applicable and are guaranteed for the four academic years of the Falcon Tuition Guarantee.

b. Course and Class Fees

Course and Class Fees are per credit hour or a flat fee charge for certain courses or course-related costs and vary based on the course. These fees are charged as applicable and are guaranteed for the four academic years of the Falcon Tuition Guarantee.

8. Fees, Fines and Charges Not Included in The Falcon Tuition Guarantee

Only undergraduate tuition, mandatory fees, room and board and non-resident surcharge fees are included in The Falcon Tuition Guarantee. All other charges, including but not limited to, service charges, fines, parking permits, workshops, student health insurance, international student service fee, Fly Program fee, Optional Fees (legal, green & media), course and class fees for high cost programs (travel, aviation, program fees, study abroad) are excluded from The Falcon Tuition Guarantee Plan. Fees associated with voluntary extracurricular activities similar to learning communities or student organizations and clubs are also excluded from The Falcon Tuition Guarantee Plan.

C. DISSEMINATION

The terms of The Falcon Tuition Guarantee, along with Bowling Green State University Board of Trustees' approved guaranteed Cohort prices, will be widely disseminated including publication in the university student handbook, undergraduate course catalog and on the BGSU Admissions, Bursar and other student services websites. www.bgsu.edu/bursar.html

D. ADDITIONAL PROVISIONS

1. Summer Semester/Winter Session Start

Students whose first enrollment is a summer semester will pay the newest Cohort rate for the summer semester and will be assigned to the entering semester Cohort that immediately follows. (Summer 2019 will be assigned to the Fall 2019 Cohort). Students whose first enrollment is winter session will pay the newest Cohort rate for the winter session and will be assigned to the entering semester Cohort that immediately follows. (Winter Session 2019 will be assigned to the Spring 2019 Cohort).

Exception for students whose first enrollment is Summer 2018 will pay the continuing student/non-degree-seeking student tuition rate for the initial semester and will be assigned to the entering semester Cohort that immediately follows.

2. Students Enrolled on Both Main and Firelands Campuses

Students who take classes at the Firelands campus and the BGSU Main campus during the same semester will be charged the applicable rate of the campus. Historically, these students have been assessed tuition applicable to the "campus of the student" for all credit hours taken. BGSU will continue to use the "campus of the student" to determine the tuition applicable for all hours enrolled by the student during the academic year. Firelands campus students are not included in The Falcon Tuition Guarantee Plan.

3. Transfer Students from Firelands or Other Ohio Public Community & Technical Colleges

When a student transfers from one of Ohio's public community or technical colleges or Firelands campus, the student will be assigned based on the earliest date of enrollment as a full-time undergraduate student at the Ohio Public community or technical college or Firelands campus. When the Cohort expires the student will automatically be placed into the Cohort that went into effect the year after their assigned Cohort (Cohort +1). 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 next Cohort (Cohort +2) for the next year and so on until the student is no longer enrolled. (Students admitted for CCP or other conditional admissions are not considered to be fully admitted)

All students changing from a BGSU main campus to Firelands campus will receive the Firelands Tuition rate beginning the first semester they make the change.

4. Non-Degree Students

At the time of adoption of The Falcon Tuition Guarantee, students who are already at BGSU and are not pursuing an undergraduate degree or have not been admitted as a degree-seeking student are not covered by The Falcon Tuition Guarantee and will not be assigned to a Cohort unless the student is subsequently admitted and enrolls as a degree-seeking student. Tuition for these students will continue to be set annually by the Board of Trustees. Once a student is admitted as a First Time, 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.

5. Re-Enrolling Students

Students who were admitted in a degree-seeking program prior to Fall 2018 are not covered by The Falcon Tuition Guarantee and will pay tuition and other fees associated with returning students (with the exception of students starting in the summer 2018, see summer start section D.1.)

When a student originally assigned to a Cohort seeks to re-enroll after any period of non-attendance and not more than four 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 or more academic years have elapsed, then the re-enrolling student is assigned to the oldest unexpired Cohort.

E. EXCEPTIONS TO STANDARD LENGTH OF COHORT

The Falcon Tuition Guarantee is for four (4) academic years commencing with either fall 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 BGSU beyond their Cohort period. When certain exceptions are met, students may extend 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 the guaranteed Cohort price. The specific courses or length of exception will be determined as part of any approval. Extensions are granted on a case by case basis. (See Section L for details).

F. ACADEMIC COSTS INCLUDED IN THE FALCON TUITION GUARANTEE

Tuition is the sum of Instructional and General Fee. For Non-Ohio residents, Tuition also includes a tuition surcharge. Tuition is set each academic year for four years for each entering Cohort.

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

1. Instructional Fee

These are the guaranteed instructional costs that first-time, degree-seeking students will pay. Non-Ohio resident students also pay a tuition surcharge. Each incoming Cohort is charged its unique, guaranteed resident or non-resident rate for four academic

years. Full time students pay additional tuition at the cohort per credit hour rate for over 18 credit hours enrolled each semester. Part-time students pay instructional fees on a pro-rated, per credit hour basis at their Cohort rate.

2. General Fees

These are campus fees charged to all students for non-instructional services and programs on campus. These fees support recreation, athletics, transportation, access to technology, other student-life facilities and student activities.

3. Special Purpose Fees

Additional per credit hour charges that vary by College within the University and support specialized academic programs and instruction in that specific college. (College/Academic Program Fees) These fees are charged as applicable and are guaranteed for the four academic years of the Falcon Tuition Guarantee.

4. Course and Class Fees

Course and Class Fees are per credit hour or a flat fee charge for certain courses or course-related costs and vary based on the course. These fees are charged as applicable and are guaranteed for the four academic years of the Falcon Tuition Guarantee.

G. OTHER STUDENT COSTS INCLUDED IN THE FALCON TUITION GUARANTEE

The goal of The Falcon Tuition Guarantee is to provide a comprehensive set of costs for completing an undergraduate degree at Bowling Green State University. The following costs are also included in The Falcon Tuition Guarantee:

1. Room (Housing)

The Falcon Tuition Guarantee includes a guaranteed price schedule for housing that represents the various housing options available to undergraduate students. The rate charged to the 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 based on the Cohort rate set at the time of enrollment.

Student requests to reside in on-campus housing beyond the second year 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. Board (Meal Plan)

The Falcon Tuition Guarantee includes a number of meal plan options from which the 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 food items and merchandise in retail locations are subject to price change.

H. OTHER STUDENT COSTS NOT INCLUDED IN THE FALCON TUITION GUARANTEE

All other fees, fines, and costs related to attending Bowling Green State University not specifically identified as part of The Falcon Tuition Guarantee are excluded from the guaranteed Cohort price and are subject to price change. These exclusions include, but are not limited to, parking permits, workshops, student health insurance, international student service fee, Fly Program fee, Optional Fees (legal, green & media), and course and class fees for high cost programs (travel, aviation, program fees, study abroad). While such costs are excluded, Bowling Green State University will seek to limit increases to the extent feasible.

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 instruction 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 increase will be benchmarked against other State of Ohio four-year residential research institutions' four-year rolling cost averages to account for the impact of the Cohort pricing model on tuition charges. If Bowling Green State University's Cohort Tuition for Ohio residents falls significantly below these institutions, Bowling Green 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. Other increases in Cohort pricing, including the Non-Resident Tuition Surcharge, Special Purpose Fees, Course and Class Fees and Room and Board charges are not subject to the pricing formula set forth above and will be determined by the Bowling Green State University Board of Trustees.

J. STUDENTS WHO STOP/OUT WITHDRAW AND RETURN

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 semester(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 his or her 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 LONGER THAN THEIR COHORT PERIOD TO GRADUATE

Students who do not complete their undergraduate degree requirements and are not eligible for an exception by the end of their assigned Cohort term, will automatically be placed into the Cohort that went into effect the year after their assigned Cohort (Cohort +1). The student will remain in that Cohort for up to one year and if still enrolled after that Cohort expires, will automatically be placed in the next Cohort (Cohort +2) for the next year and so on until the student is no longer enrolled.

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

There will be some students who 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 merit to determine whether an extension should be granted and if so, the nature and duration of any exception.

1. A BGSU Falcon Tuition Guarantee appeals committee jointly administered by the Office of the Provost and the Office of the VP of Finance and Administration will evaluate requests for exceptions. The appeal must fall within extenuating circumstances established by the Appeals Committee as described below.
 - a. Other circumstances will be considered for an extension of the guaranteed Cohort price beyond the four academic years depending on the validity and impact of the circumstances including:
 - Enrollment in a degree program requiring more than 128 hours to graduate
 - Illness or Injury
 - Disability that necessitates a reduced course load as a reasonable accommodation
 - Medical Leave of Absence
 - Victim of Interpersonal Violence or Crime while enrolled
 - b. 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.
2. Any student called to military service in the United States Armed Services will be given an automatic extension of their guaranteed Cohort price based upon the number of academic semesters impacted by the student's active duty absence.

3. If 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 classes or space in classes provided by the University, as determined in consultation with Student Advising and Registration and Records, the University will provide the student with an opportunity to take the necessary course or courses without requiring the payment of tuition.

M. GRADUATE COURSES

Following completion and graduation from a BGSU undergraduate program, students may enroll in graduate level coursework for designated programs offered at their guaranteed undergraduate tuition rate until their Cohort period expires. Following the expiration of their original Cohort, tuition for graduate level coursework will be assessed at the current BGSU Main Campus graduate student rate applicable to the program of study.

Exhibit A – Bowling Green State University

Degree Programs and Majors that Exceed 128 Credit Hours or require more than four academic years to complete:

College	Degree Program	Minimum Credit Hours	
College of Arts and Sciences	Bachelor of Fine Arts in Art Education	Field Experience Requirements	137
College of Education and Human Development	Bachelor of Science in Education	Field Experience Requirements	Adolescence to Young Adult, Integrated Languages (138)
			AYA, Dual Field Science (130)
			AYA, Single Field Science (128-132)
			Integrated Sciences (145)
			Intervention Specialist (129)
			Middle Childhood Education (137)
			Physical Education Health Education (145)
			Workforce Education and Development-Business and Marketing Education (142)
College of Musical Arts	Bachelor of Music, Music Performance		Woodwind Specialization (137)
			Voice Specialization (141)
			Instrumental Specialization (133)



**Department of
Higher Education**

John R. Kasich, Governor
John Carey, Chancellor

TUITION GUARANTEE 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: *Amy Shaffer* February 13, 2018

Bowling Green State University

- BGSU 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