

ENROLLMENT MANAGEMENT AND ADMISSIONS GUIDANCE MEMO

REFERENCE: **EM26-001**
TOPIC: **OHIO GUARANTEED ADMISSIONS**
AUTHOR: **CHRISTOPHER KACIR,
ASSOCIATE VICE CHANCELLOR FOR STUDENT SUCCESS**
DATE: **30 OCTOBER 2025**
RELEVANT STATUTE: **AM. SUB. H.B. 96, SECTION 3345.06**

The following is important information for the Ohio Guaranteed Admission program which is included in the guidance memos provided at <https://highered.ohio.gov/educators/financial-aid/sgs-guidance-memos/guidance-memos>.

Overview

Per Section 3345.06 of the Ohio Revised Code, the Ohio Guaranteed Admissions (OGA) program guarantees the top 10% of each graduating high school class (as determined by the Chancellor) undergraduate admission to every Ohio public college and university and participating Ohio private colleges and universities. If a student in the top 10% does not meet the standards for unconditional admission (as prescribed by the college or university) or is in need of remediation, they can be admitted to a branch or regional campus of the college or university. Further, OGA guarantees the top 5% of each high school graduating class (as determined by the Chancellor for High Education) admission, if remediation-free, to the main campus of every Ohio public college and university and participating Ohio private colleges and universities.

Qualified Institutions

OGA guarantees admission to any of the following institution types:

- All state institutions of higher education, as defined in section 3345.011 of the Revised Code.
- All participating private nonprofit institutions of higher education that hold a certificate of authorization pursuant to Chapter 1713 of the Revised Code.

Institutional Responsibilities

A qualified institution shall admit the top 10% of each graduating high school class for undergraduate studies. If a student in the top 10% does not meet the standards for unconditional admission (as prescribed by the college or university) or is in need of remediation, the student can be admitted to a branch or regional campus of the college or university.

A qualified institution shall admit the top 5% of each high school graduating class (the top 5% is defined as students who have been nominated for the Governor's Merit Scholarship (GMS) admission, if remediation-free, to their main campus for undergraduate studies.

Students who are identified as being within the top 5 or 10% of their graduating class will be presented with a Class Rank Certification Form from their high school. Students are instructed to include this form in any application they make to a qualified institution. Students who have already applied to a qualified institution before receiving the form are instructed to forward the form to the admissions office of any qualified

institution(s) that they had applied to previously. Qualified institutions should review the form and, if there are questions regarding the form, contact the high school or school district for additional information and/or confirmation of the student's class rank.

It is strongly recommended that all qualified institutions include question(s) on their admissions form asking if the applicant is in the top 5 or 10% of their high school class.

Academic remedial or developmental coursework

Pursuant to Ohio Revised Code Section 3345.06(C), if an OGA student in the top 5% or top 10% is determined by a college or university to require academic remedial or developmental coursework, the college or university may delay admission to the main campus pending, or make admission conditional upon, the student's successful completion of the academic remedial or developmental coursework at a branch/regional campus, or community, state community, or technical college. NOTE: Students who meet or exceed the Ohio Uniform Statewide Standards for Remediation-Free Status (<https://higher.ed.ohio.gov/static/files/uploads/college-readiness/2021%20Uniform%20Remediation%20Free%20Standards.pdf>) cannot be required to complete remedial or developmental coursework.

Student Responsibilities

Students are responsible for completing following to receive guaranteed admission.

- OGA students must graduate on time from their high school.
- OGA students must apply for admission to the college or university they intend to enroll at by the deadlines established by that college or university.
- OGA students who intend to take a "gap year" prior to starting their postsecondary education must apply within the published deadlines and defer entrance.
- OGA students will receive a Class Rank Certification Form from their high school or school district and must include that form in any application they make to a qualified institution or provide that form to the qualified institution promptly after receipt of the form.
- OGA students seeking admission to one or more selective programs at a qualified institution must apply for program admission as required by that institution. OGA does not guarantee admission to any particular program.
- OGA students may be required to demonstrate that they do not require academic remedial or developmental coursework through the college or university's usual placement procedures.

Student Identification

As noted in the Student Responsibilities section, OGA students will receive a Class Rank Certification form from their high school to provide to the institution. A copy of that form is attached to this guidance memo. If a qualified institution is seeking to verify a student's status as an OGA participant, it should contact the students' high school or school district. Students ranked between the top 5% and the top 10% will not appear in the GMS eligibility report.

For the top 5% only: Institutions can use the GMS eligibility report to verify a subset of students because the top 5% of each high school graduating class is defined as students who have been nominated for the GMS. Please be aware that there are limitations to using the GMS eligibility report for this purpose. First, students will only populate the eligibility report after they accept their offer of GMS and indicate their intention to enroll at a specific qualified institution. Depending upon timing, an OGA student may not appear on the eligibility report. Thus, the eligibility report can be used to verify positive instances, but negative instances will need to be

subsequently verified by contacting the high school or school district. Students ranked between the top 5% and the top 10% will not appear on the GMS eligibility report.

In addition, the GMS eligibility report is populated with the social security number provided by the student. It is possible for students to provide incorrect information, and ODHE cannot validate this for accuracy. Students who do not have a social security number have selected an option within the student GMS portal to indicate this. These students will appear on the eligibility roster with a blank SSN. Please be aware of these possible inconsistencies between the HEI eligibility roster and your financial aid system. If a social security number is found to be incorrect, or a student with a blank number needs to be updated, please send a file with the corrected information via the secure file transfer site (HEIFX), which can be found at:

<https://heifx.ohiohighered.org>. (Select Governor's Merit Scholarship under the Associate with Program dropdown.)

Reporting

Qualified institutions participating in OGA agree to provide additional data on OGA participants (e.g.: enrollment, credit hours, student demographic information, degree completions) for required reports as requested by ODHE.

Enrollment Management personnel should direct any questions to the Admissions Program inbox at admission@highered.ohio.gov.