DIRECTIVE 2015-033

June 15, 2015

Re: CONSIDERATION OF A REQUEST BY NORTH CENTRAL STATE COLLEGE TO ESTABLISH A TUITION GUARANTEE PROGRAM

North Central State College ("NCSC") has requested approval to establish a tuition guarantee program pursuant to §3333.33 of the Ohio Revised Code which authorizes two-year institutions to establish tuition guarantee programs subject to the approval of the Chancellor of the Ohio Board of Regents (the "Chancellor"). Also pursuant to Section 3333.33 the Chancellor established guidelines, set forth in directive 2014-018 issued on September 16, 2014, for the boards of trustees to follow when developing tuition guarantee programs.

The directive states that the program must include the following details:

a. The definition of the cohort to which the program will apply;

b. A guarantee that the general and instructional fees for each student in the cohort shall remain constant so long as the student complies with the requirements of the program (the institution should also specify any additional fees that will remain constant, if applicable);

c. Assurances that the guaranteed amount for general and instructional fees will always comply with the limitations and restrictions on increases that is or may be set by the Ohio General Assembly;

d. The duration of the guarantee, which shall be at least two academic years;

e. Eligibility requirements for students to participate in the program;

f. The number of credit hours required to earn an associate’s degree in each major;

g. Consequences to the institution for students unable to complete a degree program within time period set for the guarantee in the event the student could not complete the program due to a lack of available classes or space in classes provided by the institution;

h. Assurances that if a student does not complete the degree program due to military service or other circumstances beyond a student’s control, as determined by the board of trustees, the institution will provide the necessary course or courses for completion to the student at the student’s initial cohort rate.

i. 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 in the time period set for the guarantee;

j. A requirement that the details of the tuition guarantee program be published or posted in the institutional handbook, course catalog and website;
NCSC submitted a proposal, which is attached to this directive, and covers all the details addressed above.

The directive further requires that the board of trustees must pass a resolution adopting the tuition guarantee program. NCSC'S board passed this resolution on April 22, 2015.

Agency staff reviewed the request and posted its recommendations to the Regents' web site for purposes 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, I hereby approve the tuition guarantee program from North Central State College.

This Directive will take immediate effect.

John Carey
Chancellor of the Ohio Board of Regents
Office of the President

Mr. John Carey
Chancellor, Ohio Board of Regents
25 South Front Street
Columbus, Ohio 43215

Dear Chancellor Carey:

This letter is a revised submission. North Central State College proposes the implementation of a Tuition Guarantee program for all new, first-time, and returning students (new from high school or delayed from high school) who begin in Fall or Spring. Our formal request is outlined below and includes the required details:

a. The definition of the cohort to which the program will apply;
   - The program will apply to new and returning students who enter into an agreement with North Central State College to participate in the Tuition Guarantee program. "New" means first-time enrolled at North Central State College after high school and "returning" means they have been absent for at least a year. This includes out-of-state students.

b. A guarantee that the general and instructional fees for each student in the cohort shall remain constant so long as the student complies with the requirements of the program (the institution should also specify any additional fees that will remain constant, if applicable);
   - North Central State College will ensure the guarantee applies to instructional, general/technology fees, and out of state surcharges. It does not apply to supplemental fees.

c. Assurances that the guaranteed amount for general and instructional fees will always comply with the limitations and restrictions on increases that is or may be set by the Ohio General Assembly.
   - North Central State College assures that the guaranteed tuition amount and instructional, general/technology fees amounts will comply with limitations and restrictions on increases set by the Ohio General Assembly.

d. The duration of the guarantee, which shall be at least two academic years;
   - The tuition rate is guaranteed and will not increase for four (4) consecutive years, 12 terms including summer terms, for students who are eligible and maintain their eligibility.

e. Eligibility requirements for students to participate in the program;
   - First-time, full-time enrollees at North Central State College and returning students may participate in the North Central State College Tuition
Guarantee Program. To participate in the TGP program, students must enroll as a full-time student for a period not to exceed four (4) consecutive academic years, or up to twelve consecutive academic terms, including summer terms, in accordance with the criteria established in the Tuition Guarantee Program, maintain at least a 2.5 GPA with the College, and complete an academic plan by the second semester of enrollment at North Central State College. Each participant will work with an academic advisor to establish the participant’s academic plan.

- Note that while summer terms are included in the time period the student has to complete the TGP program, attendance during summer terms is optional for TGP students.

f. The number of credit hours required to earn an associate's degree in each major;

- North Central State College has included in its Tuition Guarantee Program policy, enclosed, a listing with the number of credit hours required to earn an associate's degree in each major.

g. Consequences to the institution for students unable to complete a degree program within time period set for the guarantee in the event the student could not complete the program due to a lack of available classes or space in classes provided by the institution;

Cancelled Courses (requires students to be enrolled less than full-time)

- On occasion, the College may cancel courses due to institutional factors beyond students’ control. The College will make every effort to contact students to assist with enrollment in alternate required courses to ensure students are enrolled full-time.

- Students who demonstrate reasonable efforts being made yet are unable to maintain a full-time schedule will not be penalized for cancelled courses for which they had previously enrolled.

- These situations will be handled on an exception basis and documented by the respective academic Dean or designee. This includes situations when designated required courses are not offered during a given term or if the class the student needs is full and the student cannot enroll in the course.

h. Assurances that if a student does not complete the degree program due to military service or other circumstances beyond a student’s control, as determined by the board of trustees, the institution will provide the necessary course or courses for completion to the student at the student’s initial cohort rate.

The College acknowledges that there may be some students who require exceptions to the TGP criteria due to circumstances beyond their control such as medical issues and family emergencies. Each case will need to be evaluated on its own merit. Cases that would be given consideration include, but are not limited to, the following:
Military Service Leave

- Students who withdraw due to military call-up will not be impacted by the consecutive year requirement provision of the TGP. Military leaves of absence are beyond the students control and may take place for an extended period of time. Therefore, students who have entered the TGP and have had to withdraw from the College due to military call-up will be afforded the opportunity to return and re-engage in the TGP to complete remaining semesters (up to 12 semesters total, including summer terms) of the TGP, provided that the student returns to the College as soon as possible after his or her military call-up has ended. The student will be provided the tuition rate guaranteed at the time the student signed his/her TGP agreement. In addition, students will have to provide sufficient proof of military leave.

Programs that require less than full-time enrollment

- Most programs offered by the College are designed with full-time enrollment planned scheduling. However, some programs have courses planned at less than full-time (i.e. nursing). Therefore, students who have been admitted into selective admission programs that are designed to matriculate less than a full-time course load may be afforded the opportunity to continue in the TGP despite being enrolled on less than a full-time basis.

- Programs designated as less than full-time in the College catalog are applicable to this exception. This does not include academic plans outside of the official College catalog.

- This exception is only for students who have been admitted and are matriculating in the applicable academic program within their respective four-year TGP window. Absent some other exception applying, this exception does not in any way extend an affected student’s four-year TGP window.

i. 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 in the time period set forth in the guarantee;

- Students who break the contract (i.e., do not enroll full-time or in consecutive terms) will be charged the then current tuition rate. For example if a student enrolls in less than 12 hours, he or she would break the agreement and pay the current tuition rate. If a student does not enroll in consecutive terms, he or she would pay the current tuition rate when they reenroll. Once the contract is broken any subsequent term enrollments will be at the current tuition rate for those terms.

j.A requirement that the details of the tuition guarantee program be published or posted in the institutional handbook, course catalog and website;

- Once approved, the Tuition Guarantee Program will be documented accordingly in North Central State College materials and website.

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We appreciate you taking the time to review our request. If you have any questions, or need any further information, please do not hesitate to contact me.

Sincerely,

Dr. Dorey Diab, President North Central State College
Tuition Guarantee Program (TGP)

General Provisions:
North Central State College offers the Tuition Guarantee Program (TGP) to encourage students to enroll as a full-time student at North Central State College and complete their degree or certificate within four years. It is an incentive for all new and returning students to enroll full-time and pay the same tuition rate for four consecutive years. The TGP guarantees tuition\(^1\) at the credit tuition rate from the first term a student is eligible to participate in the TGP. The tuition rate is guaranteed not to increase for these four consecutive years, 12 terms including Summer terms, for students who are eligible and maintain their eligibility.

All new and returning students who enroll full-time in Fall or Spring term and meet both the enrollment criteria and the TGP criteria set forth below are eligible to participate in the TGP.

Criteria:

1. New Students may participate in the TGP. New Student is defined as a high school graduate, first-time, full-time enrollee at North Central State College.
2. Returning Students may participate in the TGP. Returning Student is defined as a student returning to the College after at least a one year absence who maintained at least a 2.5 GPA with the College.
3. To participate in the TGP, students must enroll as a full-time student for a period not to exceed four (4) consecutive academic years, or up to twelve consecutive academic terms, in accordance with the criteria established in the TGP. Summer term enrollment is optional and is not considered a break from the TGP. Students who choose to enroll in a Summer term will pay the frozen tuition rate.
4. Students must sign a TGP agreement which commits the student to following and meeting the TGP’s criteria, including the following:
   - Maintain enrollment in at least twelve (12) credit hours per semester;
   - Continue to enroll each Fall and Spring semester during the entire period of the TGP, which is four (4) consecutive years from the start of enrollment; and
   - Complete an academic plan by the second semester of enrollment at North Central State College.
   - Maintain at least a 2.5 GPA with the College.

Dissemination:
The College requires and guarantees that the details of the TGP are made available to students on the College’s website and in the College’s catalog.

Hours required to earn Degree:
As stated in the College catalog, the number of credit hours required to earn an Associate’s Degree in each major are as follows –

\(^{1}\) Tuition Guarantee applies to tuition only and does not include supplemental fees, which may be adjusted at the discretion of the college. The Tuition Guarantee will comply with the limitations and restrictions set by the Ohio General Assembly.
1. Health Sciences:
   - Respiratory Care - 65 credit hours
   - Radiological Science - 65 credit hours
   - Occupational Therapy Assistant - 65 credit hours
   - Physical Therapist Assistant - 65 credit hours
   - Associate Degree Nursing - 65 credit hours
   - Health Services Technology - 64 credit hours
   - Bioscience - 62 credits

2. Associate of Arts:
   - Business Administration - 63 credit hours
   - Communication - 63 credit hours
   - Education - 64 credit hours
   - English - 63/64 credit hours
   - Liberal Arts - 63 credit hours
   - Philosophy - 63 credit hours
   - Paralegal - 64 credit hours
   - Psychology - 63/64 credit hours
   - Sociology - 63 credit hours
   - Social Work - 63 credit hours

3. Associate of Science:
   - Business Administration and Accounting - 62 credit hours
   - Mathematics - 65 credit hours
   - Business Administration and Management - 61/62 credit hours
   - Pre-Mortuary Science - 64 credit hours
   - Pre-Professional Studies - 65 credit hours

4. Business, Industry, and Technology:
   - Accounting - 63 credit hours
   - Business Administration - Business Management - 65-66 credit hours
   - Business Administration - Healthcare Management - 62 credit hours
   - Business Administration - Marketing - 64-65 credit hours
   - Criminal Justice - 64 credit hours
   - Criminal Justice - Law Enforcement - 60-65 credit hours
   - Early Childhood Education - Pre Kindergarten - 66 credit hours
   - Human Services - 62.5 credit hours
   - Industrial Technology - Integrated Engineering - 62 credit hours
   - Industrial Technology - Manufacturing - 65 credit hours
   - Information Technology - Networking - 63-65 credit hours
   - Information Technology - Software Development - 64-65 credit hours
   - Mechanical Engineering Technology - 65 credit hours
   - Paralegal Studies - 61 credit hours
   - Visual Communications Media and Technology - Graphic Design - 64 credit hours
   - Visual Communications Media and Technology - Video Production - 64 credit hours

5. Education, Professional, and Public Services:
   - Criminal Justice- Law Enforcement- 65 credit hours
   - Criminal Justice- 64 credit hours
   - Early Childhood Education- 65 credit hours
   - Human Services- 62.5 credit hours
   - Paralegal- 61 credit hours
Procedures for Known Exceptions:

The College acknowledges that there may be some students who require exceptions to the TGP criteria due to circumstances beyond their control such as medical issues and family emergencies. Each case will need to be evaluated on its own merit. Cases that would be given consideration include, but are not limited to, the following:

Military Service Leave
- Students who withdraw due to military call-up will not be impacted by the consecutive year requirement provision of the TGP. Military leaves of absence are beyond the students control and may take place for an extended period of time. Therefore, students who have entered the TGP and have had to withdraw from the College due to military call-up will be afforded the opportunity to return and re-engage in the TGP to complete remaining semesters (up to 12 semesters total, including Summer terms) of the TGP, provided that the student returns to the College as soon as possible after his or her military call-up has ended. The student will be provided the tuition rate guaranteed at the time the student signed his/her TGP agreement. In addition, students will have to provide sufficient proof of military leave.

Programs that require less than full-time enrollment
- Most programs offered by the College are designed with full-time enrollment planned scheduling. However, some programs have courses planned at less than full-time (i.e. nursing). Therefore, students who have been admitted into selective admission programs that are designed to matriculate less than a full-time course load may be afforded the opportunity to continue in the TGP despite being enrolled on less than a full-time basis.
- This exception is only for students who have been admitted and are matriculating in the applicable academic program within their respective four-year TGP window. Absent some other exception applying, this exception does not in any way extend an affected students four-year TGP window.
- Programs designated as less than full-time in the College catalog are applicable to this exception. This does not include academic plans outside of the official College catalog.

Cancelled Courses (requires students to be enrolled less than full-time)
- On occasion, the College may cancel courses due to institutional factors beyond students’ control. The College will make every effort to contact students to assist with enrollment in alternate required courses to ensure students are enrolled full-time.
- Students who demonstrate reasonable efforts being made yet are unable to maintain a full-time schedule will not be penalized for cancelled courses for which they had previously enrolled.
- These situations will be handled on an exception basis and documented by the respective academic Dean or designee. This includes situations when designated required courses are not offered during a given term.

Other Provisions:

Outstanding Balance from Prior Term
- Students who have an outstanding balance are required to resolve their balance in order to register for the upcoming term. In accordance with the College’s procedures for registration, students will have to resolve any outstanding charge prior to registering for subsequent semesters.

Other Failure to Comply
- If a student becomes ineligible for the TGP due to circumstances which are under the student’s control or fails to comply with the TGP requirements, the student will be required to repay the College the difference between the TGP tuition rate and the College’s then current tuition rate, but only for the term in which the student becomes ineligible. For subsequent terms the student will be required to begin paying College’s tuition and fee rates that are current at that time.

Breaking TGP Agreement
A student who breaks his or her TGP Agreement (i.e. does not enroll full-time or in consecutive terms) will be charged the then current tuition rate. For example, if a student enrolls in less than 12 hours, he or she would break the agreement and pay the current tuition rate. If a student does not enroll in consecutive terms, he or she would pay the current tuition rate when he or she reenrolls. Once the agreement is broken, any subsequent term enrollments will be at the current tuition rate for those terms.
CONSIDERATION OF APPROVAL OF THE NORTH CENTRAL STATE COLLEGE TUITION GUARANTEE PROGRAM

2015-10

WHEREAS, the Ohio General Assembly enacted H. B. No. 484, effective September 4, 2014 and codified as Revised Code Section 3333.33; and

WHEREAS, Revised Code Section 3333.33 authorizes this Board to establish a Tuition Guarantee Program by adopting rules for the governance of the Program which must be submitted to the Chancellor of the Ohio Board of Regents for approval; and

WHEREAS, the Board desires to adopt the North Central State College Tuition Guarantee Program which provides an undergraduate tuition guarantee and also includes guarantees for additional fees;

NOW THEREFORE, BE IT RESOLVED that the Board adopts the North Central State College Tuition Guarantee Program Principles attached hereto as Exhibit A for the governance of the North Central State College Tuition Guarantee Program;

BE IT FURTHER RESOLVED that the President is directed to submit the North Central State College Tuition Guarantee Program Principles to the Chancellor of the Ohio Board of Regents for approval in accordance with the requirements of Ohio Revised Code Section 3333.33 and the President is authorized to modify the Principles as recommended by the Chancellor;

BE IT FURTHER RESOLVED that the North Central State College Tuition Guarantee Program shall become effective upon approval by the Chancellor of the Ohio Board of Regents and shall be implemented beginning with the 2015-16 academic year;

BE IT FURTHER RESOLVED that the President is authorized to make future modifications to the North Central State College 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 3333.33.

ROLL CALL – Aye: 7  
Nay: 0

North Central State College  
Board of Trustees  
April 22, 2015

Certified by:

Stephen R. Williams, Board Recorder
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 June 15, 2015

North Central State College:

NCSC has submitted request to offer a guaranteed tuition plan. The formal request is attached to the directive. Important details are as follows:

- New and returning full-time students who enroll in Fall or Spring are eligible to participate
- Tuition will be guaranteed for 4 academic years.
- To maintain eligibility students must maintain enrollment of at least 12 credit hours, continue to enroll each Fall and Spring semester (Summer optional), complete an academic plan by the second semester of enrollment, maintain a 2.5 GPA and sign an agreement.

Summary of public comments:

None