



**DIRECTIVE 2018-007**

**January 30, 2018**

**Re: CONSIDERATION OF A REQUEST BY CLEVELAND 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.

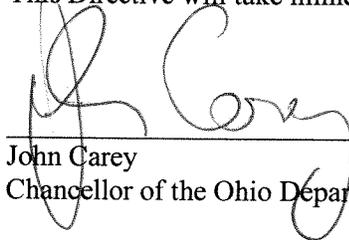
Prior to implementation Cleveland State University is required to submit its program and rules to the Chancellor for approval. On November 29, 2017 the board of trustees of Cleveland State University

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 Cleveland State University's tuition guarantee program.

This Directive will take immediate effect.



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John Carey  
Chancellor of the Ohio Department of Higher Education

**CLEVELAND STATE UNIVERSITY  
BOARD OF TRUSTEES  
November 29, 2017**

**RESOLUTION**

**APPROVING THE CLEVELAND STATE UNIVERSITY  
TUITION GUARANTEE PLAN**

**WHEREAS**, Cleveland State University is committed to providing an affordable education for its students, thereby helping ensure their success in attaining an undergraduate degree; and

**WHEREAS**, the predictability of the financial commitment for earning an undergraduate degree is an important step to improving the affordability of a college education; and

**WHEREAS**, the Ohio Revised Code (ORC) Section 3345.48 authorizes university boards of trustees to establish an undergraduate tuition guarantee plan for in-state and out-of-state degree-seeking students by adopting rules for the governance of the plan that must be submitted to the Chancellor of the Ohio Department of Higher Education for approval; and

**WHEREAS**, the University recommends the adoption of the attached CSU Tuition Guarantee Plan ("CSU Guarantee") (Exhibit A) and pricing schedules which provides a fixed tuition (Exhibit B) and housing and dining costs (Exhibit C) for eligible undergraduate students for four years of enrollment, effective in the Fall 2018 semester (academic year 2018-2019) per the attached schedule;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees hereby adopts the CSU Guarantee guidelines attached hereto for the governance of the plan; and

**BE IT FURTHER RESOLVED**, that the CSU Guarantee approved by the Board of Trustees is contingent upon the approval by the Chancellor of the Ohio Department of Higher Education and shall be implemented with the 2018-2019 academic year (Fall 2018 Semester); and

**BE IT FURTHER RESOLVED**, that the University is authorized to make future modifications to the CSU Guarantee to provide for the effective and efficient administration of the program, subject to compliance with the requirements of the ORC Section 3345.48.



# CLEVELAND STATE UNIVERSITY

## CLEVELAND STATE UNIVERSITY PROPOSED UNDERGRADUATE TUITION GUARANTEE PLAN (BOT Approved 11.29.17) “CSU GUARANTEE”

### A. CSU UNDERGRADUATE TUITION GUARANTEE PLAN

1. The CSU-Guarantee is a cohort-based, guaranteed undergraduate tuition program adopted in accordance with the terms set forth in the Ohio Revised Code – Section 3345.48. The plan provides eligible in-state and out-of-state, degree-seeking undergraduate first time students the certainty that tuition, certain mandatory fees and room and board charges will not increase over the first time student guarantee period. The first time student guarantee period is generally the four academic year period from the student’s initial enrollment as a degree seeking student. There are certain exceptions to the guarantee period that are addressed in this plan document.

The plan also provides eligible in-state and out-of-state degree-seeking undergraduate new transfer students the certainty that tuition, certain mandatory fees and room and board charges will not increase over the new transfer student guarantee period.

2. Participation in the plan is required for all first time degree-seeking undergraduates and new undergraduate transfer students enrolling in the Fall 2018 (FY 2019) semester or later.
3. The four academic years of the CSU Guarantee include fall, spring and summer semesters. The four academic year period is guaranteed regardless of the student’s enrollment status of full-time or part-time. The guarantee period terminates after four years.
4. Undergraduate tuition, mandatory fees and room and board pricing are approved by the University’s Board of Trustees for each academic year and are guaranteed for four academic years for each entering cohort of first time students and a proportional period of time for new transfer students.
5. The proposed increase in tuition and room and board for the initial cohort commencing fall 2018 under the CSU Guarantee plan is 5.49% (refer to Appendix

A). Appendix B provides residence hall and meal plan costs that will be effective for the initial cohort.

## **B. TERMS AND PLAN OPERATIONS**

1. **First Time Student** – A first time student is any undergraduate, degree seeking student enrolled at Cleveland State University for the first time during or after the fall 2018 semester. First time students include those who have never been enrolled at any other college, university or post-secondary institution. First time students do not include non-degree seeking students.
2. **New Transfer Student**- A new transfer student is a student who enrolls with eligible credit hours from another college or postsecondary institution. Students who transferred from another institution prior to the fall 2018 semester are not eligible for the CSU Guarantee, and will be assigned to CSU's non-cohort tuition schedule. Students transferring from another institution that enrolled on or after the fall 2018 semester will receive the cohort tuition rate in place at the time of their first semester of enrollment at CSU. This cohort tuition rate will align with the number of credit hours students are transferring and will be guaranteed for the remaining time of the applicable cohort's four year period. If the transfer student does not graduate during the remaining time of their cohort, the student will be charged the next active cohort rate, that is, the cohort rate which 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 following year, and so on, until the student is no longer enrolled.
3. **Continuing Students** – Students enrolled at Cleveland State University prior to the fall 2018 semester are considered continuing students for the purpose of assessing tuition and other fees and are not covered by the CSU Guarantee. These students will be assigned to CSU's non-cohort tuition schedule.
4. **Non-degree Seeking Students** – Students enrolled as non-degree seeking students (students not pursuing an undergraduate degree or have not been admitted as degree seeking) are not covered by the CSU Guarantee and will not be assigned to a cohort unless the student is subsequently enrolled as an undergraduate degree seeking student. These students will be assigned to CSU's non-cohort tuition schedule. Students who change from non-degree to degree status will receive the cohort tuition rate in effect at the time of their first semester as a degree seeking student. If the student does not graduate during their four-year period, the student will be charged the next active cohort rate, that is, the cohort rate which 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 following year, and so on, until the student is no longer enrolled.

5. Cohort – Eligible 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, spring and summer semester. Any new degree seeking undergraduate student who is registered for classes as of the 15th day of the semester will be assigned and remain in that cohort year for purposes of determining undergraduate tuition, mandatory fees and room and board for the four academic years covered by the guaranteed cohort price. Refer to section D (1) for students starting in the summer semester. Refer to section B (2) for new transfer students. Each cohort commences with the first semester of enrollment and the pricing remains constant for four academic years.
  
6. Undergraduate Degree – Undergraduate degree programs do not normally require more than 120 credit hours to complete unless additional coursework is required to meet professional accreditation or licensing requirements. Students completing degree programs requiring more than 120 credit hours will be granted one (1) extension of the guaranteed cohort period following the procedures outlined in section D (3) of this document. A complete listing of undergraduate programs and their required number of credit hours for graduation can be viewed at:  
  

<http://www.csuohio.edu/advising/degree-maps>
  
7. Tuition – For purposes of the CSU Guarantee, undergraduate tuition is defined as the sum of the undergraduate instructional fee, the general fee, the technology fee, the intercollegiate athletics sports fee and the career services fee. Full-time students taking between 12 and 18 credit hours per semester (CSU's undergraduate credit hour band) will be charged for 12 semester credit hours. Students taking 19 or more credit hours per semester will be charged the per credit hour cohort rate for each credit hour taken. Part-time students taking less than 12 credit hours per semester will be charged the per credit hour cohort rate.
  - a. Each incoming undergraduate cohort is assessed its own unique, guaranteed rate for four (4) academic years.
  - b. Under the CSU Guarantee, tuition is established each academic year for each entering cohort for the next four consecutive academic years.
  
8. Residence Hall and Meal Plans (Room and Board) – Residence hall room and meals plans are part of the CSU Guarantee. Students pay for both of these options based upon the specific housing and meal plan selected. See Appendix B for residence hall and meal plan costs that will be effective only for the first guarantee cohort.

- a. Residence Hall (Room): The CSU Guarantee includes a guaranteed price schedule for housing that represents the various housing options available to undergraduate students. The rate charged is based upon the student's selected or assigned residence type and location. If a student changes from one room type or residence 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 for the new housing selected or assigned throughout the student's cohort period.
  - b. Meal Plan Rates (Board): The CSU Guarantee includes a guaranteed price schedule for meals that represents the various meal options available to undergraduate students. The rate charged is based upon the student's selected meal plan. If a student changes from one meal plan to another during the cohort period, the meal plan rate charged to the student will be adjusted based on the guaranteed price schedule that is in effect for the new meal plan selected throughout the student's cohort period. 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. Enrollment in a meal plan is mandatory for all students residing on campus.
9. Items Not Included in the CSU Guarantee – Undergraduate tuition, and room and board charges are included in the CSU Guarantee. All other charges including, but not limited to the following, are not included as part of the guarantee:
- a. Specific course and service fees (e.g. lab fees, instructional material fees, music fees, e-learning fee, etc.)
  - b. College-specific fees
  - c. Program Fees (e.g. study abroad program fees)
  - d. Student health insurance fees
  - e. Charges and fines incurred by students (e.g. late fees, library materials, loaned laptops, etc.)

### **C. COMMUNICATION OF THE CSU-GUARANTEE**

The University's Office of Admissions, Treasury Services (Bursar), Office of the Registrar, University Marketing, Student Affairs Division, Enrollment Services and other student services offices will communicate the terms of the CSU Guarantee plan by publishing or posting this information in the University's handbook, course catalog and website.

### **D. OTHER PROVISIONS**

1. Students Starting in Summer Semester
  - a. Student Starting in the Summer 2018 Semester - Students whose first enrollment is Summer 2018 will pay the University's non-cohort tuition rate. These students will be moved to the cohort rate established for the Fall 2018 semester. The four year guarantee period for undergraduate students enrolling in Summer 2018 runs from Fall 2018 through Summer 2022.
  - b. Students Starting in Subsequent Summer Semesters- Students whose first enrollment is a Summer semester after Summer 2018 will pay the cohort tuition rate in effect for the summer semester and then will be assigned to the cohort tuition rate for the fall semester that immediately follows.
2. Students Who Re-enroll – Students who were enrolled at CSU in a degree-seeking program prior to Fall 2018 are not covered by the CSU Guarantee. If a student in the CSU Guarantee plan takes a leave of absence, withdraws, or is suspended from the University for one or more semesters, the four (4) academic year period covered by the guaranteed cohort will not be extended. When an undergraduate 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 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 active 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 following year, and so on, until the student is no longer enrolled.
3. Exceptions to the Standard Length of a Cohort – The CSU Guarantee is effective for four (4) academic years. An exemption may be granted if specific criteria can be documented. A student must apply for an exemption no later than one semester prior to the expiration of their cohort. The CSU Guarantee exemption process will be administered by the University's Tuition Guarantee Appeals Committee. There are certain exceptions that are required by state law, and these mandatory exceptions are detailed below.
  - a. Mandatory exceptions
    - i. Military Service- Any student called to military service in the United States armed services will be granted an extension of the CSU Guarantee based upon the number of semesters impacted by the student's military service absence.
    - ii. If a student cannot complete their undergraduate degree within four (4) years due solely to a lack of available required courses or space in required courses, CSU will provide the student with an opportunity to take the required courses at no charge. This provision does not apply if a student's time to

degree completion is delayed due to a withdrawal or failing grade in a course.

b. Non-mandatory exceptions – Non-mandatory exemption requests will be evaluated by the Tuition Guarantee Appeals committee to determine whether an exception may be granted, as well as its duration. The CSU Guarantee may not be extended for more than one academic year for non-mandatory exceptions. Other circumstances to be considered for an extension of the CSU Guarantee are:

i. Enrollment in a degree program requiring more than 120 hours for graduation. Refer to section B (6).

ii. Other circumstances outside the control of the students. If it is determined that the student has provided sufficient documentation of other circumstances outside the control of the student that prevents the timely completion of their degree, the University's Tuition Guarantee Appeals Committee will determine the extension period, as authorized by the Board of Trustees.

4. Students Not Granted Exceptions and Not Completing in the Cohort Period – Students who do not complete their undergraduate degree requirements and are not eligible for an extension by the end of their assigned cohort period will be assigned to the cohort that went into effect the year following 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 following year, and so on, until the student is no longer enrolled. This applies to both full and part time students.
5. Cohort Pricing Beyond the Initial Cohort of the CSU Guarantee – Once the initial cohort is established effective for the Fall 2018 semester, subsequent cohort increases in tuition will be based on:
  - a. The average rate of inflation, for the previous 60-month period (5 years) as measured by the Consumer Price Index (CPI) – all urban consumers and all items – which is calculated by the U.S. Department of Labor, Bureau of Labor Statistics.
  - 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. The rate for subsequent cohort increases based on (a.) and (b.) as described above, will be benchmarked against peer four-year research institutions' four year rolling cost averages to account for the impact of the cohort pricing model on tuition changes.
6. Increases in cohort pricing for room and board charges (residence halls and meal plans), beyond the first cohort, are not subject to the pricing formula set forth in section D (5) and will be determined by the recommendation of the Cleveland State University's administration and approved by its Board of Trustees.

**APPENDIX A**  
**Cleveland State University**  
**Proposed Initial Cohort Increase**  
**Effective Fall 2018**

<u>Annual Cost</u>	<b>CURRENT PRICING SCHEDULE Effective Fall 2017 (FY 2018)</b>	<b>PROPOSED INITIAL COHORT Effective Fall 2018 (FY 2019)</b>	<b>% Increase</b>
<b><u>Undergraduate In-State Tuition (1)</u></b>			
Instructional Fee	\$ 8,102	\$ 8,690	
Student General Fee	1,330	1,330	
Technology Fee	204	204	
Intercollegiate Athletics Sports Fee	72	72	
Career Services Fee	96	96	
<b>Total Tuition</b>	<b>\$ 9,804</b>	<b>\$ 10,392</b>	<b>6.00%</b>
<b>Average Room and Board Cost (Refer to Appendix B)</b>	<b>\$ 11,856</b>	<b>\$ 12,457</b>	<b>5.07%</b>
<b>Total</b>	<b>\$ 21,660</b>	<b>\$ 22,849</b>	<b>5.49%</b>

(1) Tuition is comprised of the following mandatory fees: Instructional Fee, General Fee, Technology Fee, Intercollegiate Athletics Sports Fee and Career Services Fee. These fees are charged to all students uniformly.

**APPENDIX B**  
**Cleveland State University**

**Residence Hall and Meal Plan Student Annual Cost  
Tuition Guarantee Plan Cohort #1 – Fall 2018**

**A. Combined Room and Board Plans – Current Cost: - Effective FY 2018 (Fall 2017)**

Current FY18 - Combined Room and Board		Meal Plans						
		All Access	Block 175	Block 75	Trad 19	Trad 15	Trad 8	
		\$4,800	\$4,020	\$3,400	\$3,860	\$3,280	\$2,790	
Housing Plans								
FT Double	\$7,054	\$11,854	\$11,074	n/a	\$10,914	\$10,334	n/a	
FT Double w/ Kitchen	\$8,144	\$12,944	\$12,164	\$11,544	\$12,004	\$11,424	\$10,934	
FT Quad	\$8,144	\$12,944	\$12,164	\$11,544	\$12,004	\$11,424	\$10,934	
EC Private	\$8,858	\$13,658	\$12,878	\$12,258	\$12,718	\$12,138	\$11,648	
EC Shared	\$8,052	\$12,852	\$12,072	\$11,452	\$11,912	\$11,332	\$10,842	
		<b>Average Current FY18 Room and Board Total</b>						<b>\$11,856</b>

**B. Combined Room and Board Plans – PROPOSED Cost - Effective FY 2019 (Fall 2018)**

Proposed FY19 - Combined Room and Board		Meal Plans						
		All Access	Block 175	Block 75	Trad 19	Trad 15	Trad 8	
		\$5,184	\$4,261	\$3,604	\$4,092	\$3,477	\$3,013	
Housing Plans								
FT Double	\$7,266	\$12,450	\$11,527	n/a	\$11,357	\$10,742	n/a	
FT Double w/ Kitchen	\$8,388	\$13,572	\$12,650	\$11,992	\$12,480	\$11,865	\$11,402	
FT Quad	\$8,388	\$13,572	\$12,650	\$11,992	\$12,480	\$11,865	\$11,402	
EC Private	\$9,389	\$14,573	\$13,651	\$12,993	\$13,481	\$12,866	\$12,403	
EC Shared	\$8,535	\$13,719	\$12,796	\$12,139	\$12,627	\$12,012	\$11,548	
		<b>Average Proposed FY18 Room and Board Total</b>						<b>\$12,457</b>

**C. % Increase By Combined Plan – PROPOSED FY 2019 (Fall 2018) vs. FY 2018 (Fall 2017)**

Housing Plans	Meal Plans					
	All Access	Block 175	Block 75	Trad 19	Trad 15	Trad 8
FT Double	5.02%	4.09%	N/A	4.06%	3.95%	N/A
FT Double w/ Kitchen	4.85%	3.99%	3.88%	3.96%	3.86%	4.28%
FT Quad	4.85%	3.99%	3.88%	3.96%	3.86%	4.28%
EC Private	6.70%	6.00%	6.00%	6.00%	6.00%	6.48%
EC Shared	6.75%	6.00%	6.00%	6.00%	6.00%	6.51%

**D. Average Increase for All Combined Plans – PROPOSED FY 2019 (Fall 2018) vs. FY 2018 (Fall 2017)**

Room and Board Plan Average Increase FY18 to FY19	<b>\$601</b>
Percentage Increase	<b>5.07%</b>



**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* January 30, 2018

**Cleveland State University**

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

Comments received:  
No comments