



**Department of
Higher Education**

Mike DeWine, Governor
Randy Gardner, Chancellor

DIRECTIVE 2018-008 AMENDED

July 25, 2019

Re: CONSIDERATION OF A REQUEST BY SHAWNEE STATE UNIVERSITY TO AMEND ITS RULES ESTABLISHING AN UNDERGRADUATE TUITION GUARANTEE PROGRAM

On February 8, 2019, Shawnee State University's Board of Trustees passed a resolution which made amendments to the guarantee tuition program at Shawnee State University (SSU), the Shawnee Advantage (See Directive 2018-008). The amendments clarify the requirements for degree programs and the definition of a cohort, and make the following substantive changes:

- Exclude the following from the guarantee all of the following:
 - online only programs
 - the out of state surcharge
 - special fees

Attachment A details the proposed amendments with strike-throughs of language to be removed and underlined new text and Attachment B is a complete and final copy of the rule if the amendments are approved by the Chancellor.

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

Based upon my review, staff recommendations and public comments received, I hereby approve the request from Shawnee State University to amend their Tuition Guarantee Program.

This amendment will take immediate effect.

Randy Gardner
Chancellor, Ohio Department of Higher Education

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AMENDED
PRINCIPLES OF
THE SHAWNEE ADVANTAGE
Undergraduate Tuition
Guarantee Program

A. TUITION GUARANTEE

- 1) The Shawnee Advantage is a cohort-based, guaranteed undergraduate tuition program adopted in accordance with Ohio Revised Code §3345.48. The Shawnee Advantage ensures that tuition, fees, housing, and meal plan charges will not increase over the ensuing four academic year period for first-time students. The Shawnee Advantage applies to all degree-seeking undergraduate students enrolling for the first time at Shawnee State University.
- 2) Tuition and fees will be set annually for provisionally admitted students, continuing students, graduate students, non-degree seeking students, College Credit Plus students, students enrolled in fully online programs, and any other groups of students not expressly included in this program. Participation in the program is required for all degree-seeking undergraduate students enrolling at Shawnee State University for the first time in fall semester of 2018 or later.
- 3) The four academic years of the Shawnee Advantage includes twelve (12) consecutive semesters, four (4) fall, four (4) spring and four (4) summer terms. The four academic year term is guaranteed regardless of the student's enrollment status (full-time, part-time, or not enrolled) during that time.
- 4) Tuition is set by the Shawnee State University Board of Trustees each academic year and guaranteed for twelve (12) consecutive semesters for each entering cohort.

B. STUDENTS AND COHORTS

- 1) Cohort
 - a) Beginning with the 2018-2019 academic year, every new first-time or transfer undergraduate (bachelor's and associate's) degree-seeking student will be part of the Shawnee Advantage.
 - b) Students covered by the Shawnee Advantage will be assigned to a cohort based on the semester in which the students first enroll as degree-seeking students, as follows:
 - i. Any degree-seeking, undergraduate student who is registered for classes for the first time as of the fifteenth day of the fall semester will be assigned to that cohort year for purposes of determining tuition, fees, housing, and meal plan charges for the four academic years (twelve semesters) covered by the Shawnee Advantage.
 - ii. Students who are first admitted to Shawnee State University in Spring or Summer semesters will be charged the current year's (previous fall term's)

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~~cohort rate.
established (nonguaranteed) continuing student rate for that semester, yet in
the subsequent Fall, they will be treated as part of the entering Fall cohort and
assigned the same (guaranteed) cohort rate
as other students who start in Fall semester. By being assigned to the following Fall
Semester cohort, these students will receive the benefit of guaranteed tuition for
four full years beginning with that first fall term.~~

- iii. Students may complete as many undergraduate degrees, majors, minors, and/or certificates as they choose within their cohort period.

2) First-Time Students

A first-time student is any undergraduate, degree-seeking student enrolled at Shawnee State University for the first time on or after Fall 2018. First-time students do not include non-degree seeking students or conditionally admitted students such as students enrolled in the Bridge to Success Program, College Credit Plus students, and incoming exchange students.

3) Transfer Students

A transfer student is a student who transfers to Shawnee State University from an accredited institution of higher education, including any of Ohio's public community or technical colleges. Students enrolled in College Credit Plus, Advanced Placement courses, International Baccalaureate, or similar programs are not considered transfer students. Transfer students will be assigned to a cohort based on their initial date of enrollment as a degree-seeking undergraduate student at Shawnee State University.

4) Continuing Students

Students enrolled as degree-seeking students at Shawnee State University prior to Fall semester 2018 are considered continuing students for purposes of assessing tuition and other fees and are not covered by the Shawnee Advantage. Tuition and other fees are set annually by the Board of Trustees for these students.

5) Re-Enrolling Students

Re-enrolling students are degree-seeking students who have a lapse of enrollment for one academic term, not including summer semester. Re-enrolling students who were admitted prior to Fall 2018 are not covered by the Shawnee Advantage and will pay tuition and other fees associated with continuing students.

When a student originally assigned to a Shawnee Advantage 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, that 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 Shawnee State University.

6) 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

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Shawnee State University) are not covered by the Shawnee Advantage and will not be assigned to a cohort unless the student is subsequently admitted and enrolls as a degree-seeking student. Tuition for non-degree seeking students (including conditionally admitted students, such as exchange students or students enrolled in Bridge to Success or College Credit Plus programs) 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.

C. UNDERGRADUATE DEGREES

The Shawnee Advantage covers undergraduate degree-seeking students. Shawnee State University offers both associate's and bachelor's degrees at the undergraduate level.

1) Associate's Degree

An associate's degree requires the completion of a minimum of 60 semester credit hours. Students pursuing an associate's degree will be provided the Shawnee Advantage cohort rate for the full 4 years. Students who complete associate's degrees may continue with their education and pursue bachelor's degrees as a part of their Shawnee Advantage.

2) Bachelor's Degree

A bachelor's degree requires the completion of a minimum of 120 semester credit hours. Students completing bachelor's degree programs requiring more than 120 hours can request an extension of the guaranteed cohort period following the procedures outlined in Section H below. [A list of all bachelor degree programs can be viewed at http://www.shawnee.edu/academics/#degrees](http://www.shawnee.edu/academics/#degrees) and [a list of bachelor degree programs and degrees requiring more than 120 hours are provided in Appendix A on the University's website.](#)

D. ~~COSTS~~ CHARGES INCLUDED IN THE SHAWNEE ADVANTAGE

- 1) Tuition is the sum of the in-state undergraduate ~~i~~nstructional ~~f~~Fee and ~~g~~General ~~f~~Fee. ~~For non-Ohio resident students, tuition also includes a surcharge.~~ Under the Shawnee Advantage, tuition is set each academic year for twelve (12) consecutive semesters for each entering fall cohort. Full-time undergraduate students (students enrolled in 12 to 18 credit hours) pay no additional tuition regardless of the number of hours enrolled. Part-time students (students enrolled in fewer than 12 credit hours) pay tuition on a prorated, per-credit hour basis. Students who are enrolled in greater than 18 credit hours pay additional tuition on a prorated, per-credit hour basis.

a) Instructional Fee

These are the guaranteed in-state 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 guaranteed resident ~~or non-resident~~ rate for twelve consecutive semesters. ~~Under the Shawnee Advantage instructional fees include specialized course-related supplies and equipment.~~

~~b)~~ General Fee

These are campus fees charged to all students for non-instructional services and programs on campus, such as health education and services, recreation, athletics, course-related technology, career services, ~~graduation petition~~, student-life facilities, and student activities.

2) ~~Program Fees~~

~~Program Fees are additional per semester charges that support specialized academic programs and instruction. The programs that are assessed a program fee are listed in Appendix B. These fees are charged as applicable and the rates are guaranteed for each cohort, regardless of when the student first declares a major.~~

2) Study Abroad and Domestic Travel Fees

The instructional and general fees for travel courses will be included in the Shawnee Advantage. Additional fees (e.g., flights, activity fees, hotel accommodations, etc.) are not part of the Shawnee Advantage.

3) Housing and Meal Plans

Housing and Meal Plan charges are the guaranteed rates for Shawnee State's housing and meal plan options. Students pay a fee based on the housing and meal plan selected. The selected schedule of fees and options are guaranteed for each cohort for twelve consecutive semesters.

4)i. Housing Rates

The Shawnee Advantage includes a guaranteed price schedule for housing that represents the housing options available to undergraduate students. The rate charged to the student is based upon the student's selected or assigned residence building (e.g., Campus View, Cedar House, University Townhouse, etc.) and room type, (e.g., private room or double room). If a student changes housing during the cohort period, the rate charged to the student will be adjusted based on the guaranteed price schedule that is in effect throughout the student's cohort period. Under the Shawnee Advantage, housing rates include basic residential housing connectivity and programming.

5)ii. Meal Plan Rates

The Shawnee Advantage establishes a schedule of meal plan rates that are guaranteed to each cohort throughout the four-year period of the guarantee. The actual cost to each student will be based on the meal plan in which they are enrolled each semester. While meal plan prices will remain guaranteed during the cohort period, individual meal items and merchandise in retail locations are subject to price changes. Students are responsible for the cost of adding optional flex dollars to their meal plan.

E. ~~Costs Not Included in the Shawnee Advantage~~ CHARGES NOT INCLUDED IN THE SHAWNEE GUARANTEE

1) Beginning with the fall 2019 Shawnee Advantage cohort, undergraduate course and

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- special program fees are not included in the guarantee. These additional per-credit or per-semester charges are applied only to those students enrolled in the applicable course or program. These funds support specialized academic services that are essential to the delivery of a specific course or program. The list of course fees and program fees are reviewed annually and may be modified- as a result of this review. Course fees and Program fees will be available on the University's website. The guaranteed course fees and program fees set for the fall 2018 cohort will continue to apply to that cohort.
- 2) Beginning with the fall 2019 Shawnee Advantage cohort, the undergraduate non-resident surcharge is not included in the guarantee. This charge is assessed annually and may be modified depending on market demands. The guaranteed non-resident surcharge rate set for the fall 2018 cohort will continue to apply to that cohort.
- 1)3) Service charges and fines incurred by students such as printing fees and library and parking fines will vary from year to year and are not included in the Shawnee Advantage.
- 2)4) Workshops, student health insurance, textbooks, copier charges, computer software and hardware, access to optional residential housing internet services, and personal school supplies are not included in the Shawnee Advantage.
- 5) All other fees, fines, and costs related to attending Shawnee State University not specifically identified as part of the Shawnee Advantage are excluded from the guaranteed cohort price and are subject to price changes. While such costs are excluded, Shawnee State University will seek to limit increases to the extent feasible.
- 3)6) Online tuition rates set for- programs that are delivered exclusively online are not included in the Shawnee Advantage.

F. E. COHORT PRICING BEYOND THE INITIAL YEAR

- 1) Once the initial cohort tuition prices is established, subsequent cohort tuition increases 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 other State of Ohio four-year institutions' four-year rolling cost averages to account for the impact of the cohort pricing model on tuition changes. If Shawnee State University's cohort tuition pricing for Ohio residents falls significantly below these institutions Shawnee State University may elect to submit for approval by the Chancellor of the Department of Higher Education an increase in the forthcoming cohort pricing in excess of the state limitation for Ohio residents.

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- 2) Other increases in successive cohort pricing, including the non-resident tuition surcharge, program fees, course fees, housing and meal plan charges are not subject to the pricing formula set forth above and will be determined by the Shawnee State University Board of Trustees, in accordance with Ohio law.

F.G. EXCEPTIONS TO STANDARD LENGTH OF COHORT

The Shawnee Advantage is for four (4) academic years commencing with the Fall Semester. Some students may require additional semesters beyond the four (4) academic years to complete their baccalaureate degree and will continue to attend Shawnee State University beyond their cohort period. When certain exceptions are met, as described below, students may extend their guaranteed 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 period. 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.

Students who remain at Shawnee State University beyond their approved cohort period and have not been granted an exception 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.

G.H. APPLYING FOR AN EXCEPTION

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 his or her 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 Shawnee Advantage Appeals Committee 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 classes or space in 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 that 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, include:
 - i. Enrollment in a degree program requiring more than 120 hours to graduate
 - ii. Illness or injury
 - iii. Disability that necessitates a reduced course load as a reasonable accommodation
 - iv. Medical leave of absence
 - v. Victim of interpersonal violence or crime while enrolled
 - vi. Participation in a co-op or internship for one or more semesters

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- vii. Study abroad for one or more semesters (excluding summer semester)
- 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 Appeals Committee will determine the appropriate period of time or number of courses to extend the guaranteed cohort price.
- d) Any student who graduates with a bachelor's degree from Shawnee State University within four (4) years and earns a final GPA of 3.5 or above may apply for an additional fifth (5th) year of guaranteed cohort rate for the purposes of completing one or more additional undergraduate degrees. The Appeals Committee will base its determination on the feasibility of the student completing an additional undergraduate degree within the one (1) year extension.
- e) Any students 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.

H.I. STUDENTS WHO WITHDRAW AND RETURN

If a student takes a leave, withdraws, or is judicially suspended from Shawnee State 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 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 at Shawnee State University (as described in section F, above).

H.J. GRADUATE COURSES

Graduate-level coursework is not covered by the Shawnee Advantage. Graduate-level courses are assessed at the current graduate tuition rate.

H.K. DISSEMINATION

The terms of the Shawnee Advantage, along with guaranteed cohort prices, will be widely disseminated including through the Shawnee State University Website, the Student Business Center, Student Success Center, and the Clark Memorial Library.

H.L. DISCONTINUATION

Should Shawnee State University discontinue the Shawnee Advantage guaranteed tuition program, all students currently in a guaranteed tuition cohort will continue at that guaranteed tuition rate until the exhaustion of their guaranteed four years. Students who remain at Shawnee State University beyond their approved cohort period and who have not been granted an exception will automatically be subject to the new tuition model adopted by Shawnee State University.

**AMENDED
PRINCIPLES OF
THE SHAWNEE ADVANTAGE
*Undergraduate Tuition
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A. TUITION GUARANTEE

- 1) The Shawnee Advantage is a cohort-based, guaranteed undergraduate tuition program adopted in accordance with Ohio Revised Code §3345.48. The Shawnee Advantage ensures that tuition, fees, housing, and meal plan charges will not increase over the ensuing four academic year period for first-time students. The Shawnee Advantage applies to all degree-seeking undergraduate students enrolling for the first time at Shawnee State University.
- 2) Tuition and fees will be set annually for provisionally admitted students, continuing students, graduate students, non-degree seeking students, College Credit Plus students, students enrolled in fully online programs, and any other groups of students not expressly included in this program. Participation in the program is required for all degree-seeking undergraduate students enrolling at Shawnee State University for the first time in fall semester of 2018 or later.
- 3) The four academic years of the Shawnee Advantage includes twelve (12) consecutive semesters, four (4) fall, four (4) spring and four (4) summer terms. The four academic year term is guaranteed regardless of the student's enrollment status (full-time, part-time, or not enrolled) during that time.
- 4) Tuition is set by the Shawnee State University Board of Trustees each academic year and guaranteed for twelve (12) consecutive semesters for each entering cohort.

B. STUDENTS AND COHORTS

- 1) Cohort
 - a) Beginning with the 2018-2019 academic year, every new first-time or transfer undergraduate (bachelor's and associate's) degree-seeking student will be part of the Shawnee Advantage.
 - b) Students covered by the Shawnee Advantage will be assigned to a cohort based on the semester in which the students first enroll as degree-seeking students, as follows:
 - i. Any degree-seeking, undergraduate student who is registered for classes for the first time as of the fifteenth day of the fall semester will be assigned to that cohort year for purposes of determining tuition, fees, housing, and meal plan charges for the four academic years (twelve semesters) covered by the Shawnee Advantage.
 - ii. Students who are first admitted to Shawnee State University in Spring or Summer semesters will be charged the current year's (previous fall term's)

cohort rate.

- iii. Students may complete as many undergraduate degrees, majors, minors, and/or certificates as they choose within their cohort period.

2) First-Time Students

A first-time student is any undergraduate, degree-seeking student enrolled at Shawnee State University for the first time on or after Fall 2018. First-time students do not include non-degree seeking students or conditionally admitted students such as students enrolled in the Bridge to Success Program, College Credit Plus students, and incoming exchange students.

3) Transfer Students

A transfer student is a student who transfers to Shawnee State University from an accredited institution of higher education, including any of Ohio's public community or technical colleges. Students enrolled in College Credit Plus, Advanced Placement courses, International Baccalaureate, or similar programs are not considered transfer students. Transfer students will be assigned to a cohort based on their initial date of enrollment as a degree-seeking undergraduate student at Shawnee State University.

4) Continuing Students

Students enrolled as degree-seeking students at Shawnee State University prior to Fall semester 2018 are considered continuing students for purposes of assessing tuition and other fees and are not covered by the Shawnee Advantage. Tuition and other fees are set annually by the Board of Trustees for these students.

5) Re-Enrolling Students

Re-enrolling students are degree-seeking students who have a lapse of enrollment for one academic term, not including summer semester. Re-enrolling students who were admitted prior to Fall 2018 are not covered by the Shawnee Advantage and will pay tuition and other fees associated with continuing students.

When a student originally assigned to a Shawnee Advantage 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, that 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 Shawnee State University.

6) 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 Shawnee State University) are not covered by the Shawnee Advantage and will not be assigned to a cohort unless the student is subsequently admitted and enrolls as a degree-seeking student. Tuition for non-degree seeking students (including conditionally admitted students, such as exchange students or students enrolled in Bridge to Success or College Credit Plus programs) 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.

C. UNDERGRADUATE DEGREES

The Shawnee Advantage covers undergraduate degree-seeking students. Shawnee State University offers both associate's and bachelor's degrees at the undergraduate level.

1) Associate's Degree

An associate's degree requires the completion of a minimum of 60 semester credit hours. Students pursuing an associate's degree will be provided the Shawnee Advantage cohort rate for the full 4 years. Students who complete associate's degrees may continue with their education and pursue bachelor's degrees as a part of their Shawnee Advantage.

2) Bachelor's Degree

A bachelor's degree requires the completion of a minimum of 120 semester credit hours. Students completing bachelor's degree programs requiring more than 120 hours can request an extension of the guaranteed cohort period following the procedures outlined in Section H below. A list of bachelor degree programs and degrees requiring more than 120 hours are provided on the University's website.

D. CHARGES INCLUDED IN THE SHAWNEE ADVANTAGE

- 1) Tuition is the sum of the in-state undergraduate instructional fee and general fee. Under the Shawnee Advantage, tuition is set each academic year for twelve (12) consecutive semesters for each entering fall cohort. Full-time undergraduate students (students enrolled in 12 to 18 credit hours) pay no additional tuition regardless of the number of hours enrolled. Part-time students (students enrolled in fewer than 12 credit hours) pay tuition on a prorated, per-credit hour basis. Students who are enrolled in greater than 18 credit hours pay additional tuition on a prorated, per-credit hour basis.

a) Instructional Fee

These are the guaranteed in-state instructional costs that first-time degree-seeking students will pay. Each incoming cohort is charged its guaranteed resident rate for twelve consecutive semesters.

b) General Fee

These are campus fees charged to all students for non-instructional services and programs on campus, such as health education and services, recreation, athletics, course-related technology, career services, , student-life, facilities, and student activities.

2) Study Abroad and Domestic Travel Fees

The instructional and general fees for travel courses will be included in the Shawnee Advantage. Additional fees (e.g., flights, activity fees, hotel accommodations, etc.) are not part of the Shawnee Advantage.

3) Housing and Meal Plans

Housing and Meal Plan charges are the guaranteed rates for Shawnee State's housing and meal plan options. Students pay a fee based on the housing and meal plan selected. The selected schedule of fees and options are guaranteed for each cohort for twelve consecutive semesters.

a) Housing Rates

The Shawnee Advantage includes a guaranteed price schedule for housing that represents the housing options available to undergraduate students. The rate charged to the student is based upon the student's selected or assigned residence building (e.g., Campus View, Cedar House, University Townhouse, etc.) and room type, (e.g., private room or double room). If a student changes housing during the cohort period, the rate charged to the student will be adjusted based on the guaranteed price schedule that is in effect throughout the student's cohort period. Under the Shawnee Advantage, housing rates include basic residential housing connectivity and programming.

b) Meal Plan Rates

The Shawnee Advantage establishes a schedule of meal plan rates that are guaranteed to each cohort throughout the four-year period of the guarantee. The actual cost to each student will be based on the meal plan in which they are enrolled each semester. While meal plan prices will remain guaranteed during the cohort period, individual meal items and merchandise in retail locations are subject to price changes. Students are responsible for the cost of adding optional flex dollars to their meal plan.

E. CHARGES NOT INCLUDED IN THE SHAWNEE GUARANTEE

- 1) Beginning with the fall 2019 Shawnee Advantage cohort, undergraduate course and special program fees are not included in the guarantee. These additional per-credit or per-semester charges are applied only to those students enrolled in the applicable course or program. These funds support specialized academic services that are essential to the delivery of a specific course or program. The list of course fees and program fees are reviewed annually and may be modified as a result of this review. Course fees and Program fees are available on the University's website. The guaranteed course fees and program fees set for the fall 2018 cohort will continue to apply to that cohort.
- 2) Beginning with the fall 2019 Shawnee Advantage cohort, the undergraduate non-resident surcharge is not included in the guarantee. This charge is assessed annually and may be modified depending on market demands. The guaranteed non-resident surcharge rate set for the fall 2018 cohort will continue to apply to that cohort.
- 3) Service charges and fines incurred by students such as printing fees and library and parking fines will vary from year to year and are not included in the Shawnee Advantage.
- 4) Workshops, student health insurance, textbooks, copier charges, computer software and hardware, access to optional residential housing internet services, and personal school supplies are not included in the Shawnee Advantage.
- 5) All other fees, fines, and costs related to attending Shawnee State University not specifically identified as part of the Shawnee Advantage are excluded from the guaranteed

cohort price and are subject to price changes. While such costs are excluded, Shawnee State University will seek to limit increases to the extent feasible.

- 6) Online tuition rates set for programs that are delivered exclusively online are not included in the Shawnee Advantage.

F. COHORT PRICING BEYOND THE INITIAL YEAR

- 1) Once the initial cohort tuition price is established, subsequent cohort tuition increases 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 other State of Ohio four-year institutions' four-year rolling cost averages to account for the impact of the cohort pricing model on tuition changes. If Shawnee State University's cohort tuition pricing for Ohio residents falls significantly below these institutions Shawnee State University may elect to submit for approval by the Chancellor of the Department of Higher Education an increase in the forthcoming cohort pricing in excess of the state limitation for Ohio residents.
- 2) Other increases in successive cohort pricing, including the non-resident tuition surcharge, program fees, course fees, housing and meal plan charges are not subject to the pricing formula set forth above and will be determined by the Shawnee State University Board of Trustees, in accordance with Ohio law.

G. EXCEPTIONS TO STANDARD LENGTH OF COHORT

The Shawnee Advantage is for four (4) academic years commencing with the Fall Semester. Some students may require additional semesters beyond the four (4) academic years to complete their baccalaureate degree and will continue to attend Shawnee State University beyond their cohort period. When certain exceptions are met, as described below, students may extend their guaranteed 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 period. 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.

Students who remain at Shawnee State University beyond their approved cohort period and have not been granted an exception 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.

H. APPLYING FOR AN EXCEPTION

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 his or her 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 Shawnee Advantage Appeals Committee 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 classes or space in 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 that 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, include:
 - i. Enrollment in a degree program requiring more than 120 hours to graduate
 - ii. Illness or injury
 - iii. Disability that necessitates a reduced course load as a reasonable accommodation
 - iv. Medical leave of absence
 - v. Victim of interpersonal violence or crime while enrolled
 - vi. Participation in a co-op or internship for one or more semesters
 - vii. Study abroad for one or more semesters (excluding summer semester)
 - 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 Appeals Committee will determine the appropriate period of time or number of courses to extend the guaranteed cohort price.
 - d) Any student who graduates with a bachelor's degree from Shawnee State University within four (4) years and earns a final GPA of 3.5 or above may apply for an additional fifth (5th) year of guaranteed cohort rate for the purposes of completing one or more additional undergraduate degrees. The Appeals Committee will base its determination on the feasibility of the student completing an additional undergraduate degree within the one (1) year extension.
 - e) Any students 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.

I. STUDENTS WHO WITHDRAW AND RETURN

If a student takes a leave, withdraws, or is judicially suspended from Shawnee State 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 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 at Shawnee State University (as described in section F, above).

J. GRADUATE COURSES

Graduate-level coursework is not covered by the Shawnee Advantage. Graduate-level courses are assessed at the current graduate tuition rate.

K. DISSEMINATION

The terms of the Shawnee Advantage, along with guaranteed cohort prices, will be widely disseminated including through the Shawnee State University Website, the Student Business Center, Student Success Center, and the Clark Memorial Library.

L. DISCONTINUATION

Should Shawnee State University discontinue the Shawnee Advantage guaranteed tuition program, all students currently in a guaranteed tuition cohort will continue at that guaranteed tuition rate until the exhaustion of their guaranteed four years. Students who remain at Shawnee State University beyond their approved cohort period and who have not been granted an exception will automatically be subject to the new tuition model adopted by Shawnee State University.

**RESOLUTION F01-19
AMENDED SHAWNEE ADVANTAGE PRINCIPLES
(UNDERGRADUATE TUITION GUARANTEE PROGRAM)**

WHEREAS, Resolution F18-17 adopted by the Board of Trustees on December 15, 2017 (copy attached) authorized the completion of the approval process of the University's undergraduate tuition guarantee program (Shawnee Advantage), by the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, approval was granted, the Program was implemented beginning fall 2018, and has been positively received by parents and students; and

WHEREAS, upon gaining experience with the newly-adopted Program, the University has determined that selected provisions require revision applicable to future cohorts and to align with other Ohio public universities' tuition guarantee programs; and

WHEREAS, the provisions of the 2018 Shawnee Advantage will continue for those students who remain eligible;

THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the President to comply with the ODHE approval process for the adoption of the proposed Amended Shawnee Advantage Principles (copy attached) beginning with the fall 2019 cohort;

BE IT FURTHER RESOLVED that the Vice President for Finance and Administration is authorized to make future modifications that are administrative in nature to the Amended Shawnee Advantage Principles for the effective and efficient management of the Program, subject to compliance with the requirements of Ohio Revised Code §3345.48.

(February 8, 2019)

