DIRECTIVE 2018-010

January 30, 2018

Re: CONSIDERATION OF A REQUEST BY YOUNGSTOWN 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 Youngstown State University is required to submit its program and rules to the Chancellor for approval. On December 7, 2017 the board of trustees of Youngstown 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. One public comment was received. This comment was given due consideration, but no edits were made to the tuition guarantee program.

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 Youngstown State University’s tuition guarantee program.

This Directive will take immediate effect.

John Carey  
Chancellor of the Ohio Department of Higher Education
RESOLUTION TO APPROVE THE PENGUIN TUITION PROMISE, AN UNDERGRADUATE TUITION GUARANTEE PROGRAM

WHEREAS, section 3345.48 of the Ohio Revised Code authorizes boards of trustees of state universities to establish an undergraduate tuition guarantee program; and

WHEREAS, a tuition guarantee program provides fixed tuition and fee rates for eligible undergraduate students for four consecutive years of attendance; and

WHEREAS, a tuition guarantee program provides students and their families with price predictability as they plan for a four-year college education; and

WHEREAS, Youngstown State University has developed a plan for the implementation an undergraduate tuition guarantee program, the Penguin Tuition Promise, to become effective in the 2018-2019 academic year; and

WHEREAS, upon the approval of the Youngstown State University Board of Trustees, the Penguin Tuition Promise plan will be submitted to the Chancellor of Higher Education for final approval, as required by state law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Tuition Guarantee Plan for the Penguin Tuition Promise as shown in Exhibit __ and made part hereof.
Youngstown State University Tuition Guarantee Plan: The Penguin Tuition Promise
Revised 12/14/2017

This plan is contingent upon the approval of the Chancellor of Ohio Higher Education, and subject to changes that may be required by the Ohio Department of Higher Education.

1. Introduction
The YSU Penguin Tuition Promise is a cohort-based, level-rate tuition and fee guarantee model that assures a student and his/her family a set of fixed rates for the pursuit of an undergraduate degree at Youngstown State University within the parameters outlined in this document. A student’s tuition rate is established based on first enrollment and remains unchanged for four consecutive academic years. The Penguin Tuition Promise is designed to make the cost of college predictable and affordable, and encourages students to complete degree programs within four consecutive academic years. This program is governed by section 3345.48 of the Ohio Revised Code, and is subject to the approval of the Chancellor of the Ohio Department of Higher Education.

2. Communication of the Penguin Tuition Promise
These principles, along with the rates approved by the YSU Board of Trustees will be published on the websites of the YSU Bursar, Office of Financial Aid & Scholarships, other student service websites as may be appropriate, and in the university handbook and undergraduate catalog.

3. Definition of students included in the Penguin Tuition Promise
Beginning with the 2018-19 academic year, every new undergraduate degree-seeking first-year or transfer student will be part of the initial cohort of the Penguin Tuition Promise.

Each year, a new cohort rate may be established by the YSU Board of Trustees, as permitted by state law, to be effective for each new cohort that enrolls for the first time or transfers in during the academic year.

Additional details regarding the establishment of the student’s cohort:

a. Eligible students are assigned to a cohort based on the semester in which the student first enrolls as a degree-seeking student. Each academic year includes one summer, fall and spring term. Regardless of a student’s initial term of enrollment, he/she will be eligible for the guaranteed cohort rate (in effect at the time of their initial enrollment) for four consecutive academic years.

b. Establishment of the cohort group: Any new undergraduate degree-seeking transfer or first-year student registered for classes as of the day after the last day to withdrawal at 100% refund is considered “matriculated” for that Term. The first Term of enrollment establishes the cohort rate as outlined above. The establishment date is intentionally the same as the "no-refund" date. In addition this date has been chosen because all official transcripts include all classes enrolled as of this date. For flexible schedule classes, the published "no-refund" date is the cohort established date.
c. Continuing students: Neither degree-seeking nor non-degree seeking continuing students (students admitted and matriculated prior to summer term 2018) are not part of the Penguin Tuition Promise. These students will follow the traditional tuition model.

d. Non-degree students: Students admitted or enrolled as non-degree students whose initial term of enrollment is after spring term 2018 will be charged a tuition rate set by the board of trustees as permitted by law. However, once a student is defined as degree-seeking, he/she will be placed into the newest cohort in effect when the student initially enrolls as an undergraduate degree-seeking student.

e. Re-enrolling students: Students re-enrolled who were admitted in an undergraduate degree program prior to summer term 2018 will follow the traditional tuition model, just as the continuing students do, and are not part of the Penguin Tuition Promise.

f. Students enrolled in the state of Ohio’s College Credit Plus (CCP) program are not part of any guarantee cohort during CCP participation.

4. **Length of Cohort Guaranteed Rate**
A student in the Penguin Tuition Promise will have four consecutive years, including the initial summer, fall, or spring term of enrollment at the tuition cohort rate regardless of course load.

Because YSU's academic year begins with summer term, students whose first enrollment is summer term will have an automatic one (1) term extension at the end of their guaranteed cohort period.

5. **Tuition and fees included and excluded from the Penguin Tuition Promise**
Undergraduate resident tuition is the sum of the undergraduate instructional fee and mandatory general fees that are uniformly charged to a student cohort. Each incoming cohort is charged a unique, guaranteed rate for four consecutive years. Full-time students pay additional tuition at their cohort rate for credit hours taken in excess of the established 12-18 credit hour bulk rate during a given term. Part-time students pay instructional and mandatory on a prorated, per-credit hour basis at their cohort rate. Please see Appendix A for details.

**Fees included in the Penguin Tuition Promise:**

a. The instructional fee covers instructional costs that eligible undergraduate students pay. Each incoming cohort is charged its unique, guaranteed instructional fee rate for four consecutive years.

b. Mandatory fees include fees charged uniformly and universally to a student cohort as part of the blended general fee. A blended general fee significantly streamlines and reduces the number of miscellaneous fees that would otherwise appear on a student bill. An average per student cost has been determined and will be charged to all students in each eligible cohort, thereby minimizing unanticipated fee changes to a student's bill that might otherwise occur from year to year. The blended general fee includes:
   - General fee
   - Information services fee
   - Career services fee
   - Matriculation fees
   - Graduation fee
   - Transportation fee

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c. Housing and dining rates are included in the Penguin Tuition Promise but may vary depending on students' chosen or available residence type and meal plan selection. Please see Appendix B for housing and meal plan costs that will become effective for the 2018-19 academic year for the first cohort of the Penguin Tuition Promise program and for continuing students.

**Fees NOT included in the Penguin Tuition Promise:**

a. Nonresident surcharges.
b. Program fees, lab and materials fees, and college fees that recognize the cost variation among different programs, courses and majors and which are not assessed uniformly or universally.
c. Miscellaneous fines and service charges, such as late payment fees, library fines, and the (optional) duplicate diploma fee.

6. Cohort Pricing Model
Beyond the Initial Cohort of the Penguin Tuition Promise – Once the initial cohort is established effective for the 2018-19 academic year, subsequent cohort increases in tuition will 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. If YSU's cohort tuition falls significantly below these institutions, YSU may elect to submit for approval by the Chancellor of the Department of Higher Education an increase in the forthcoming cohort tuition pricing in excess of the stated limitations.

7. Full-Time / Part-Time Students
Tuition and fees for the Penguin Tuition Promise are assessed on a per credit hour basis. YSU's full-time bulk rate is assessed to students taking 12 to 18 credit hours. Additional charges for hours taken above 18 credits shall be assessed at the per credit hour cohort rate.

8. Students Who Drop-Out or Withdraw and Return
If a student in the Penguin Tuition Promise cohort chooses to, for example withdraw (officially or unofficially), is financially suspended, administratively withdrawn, or is judicially suspended from YSU, the term(s) absent will count toward the four consecutive year guarantee. When this student re-enrolls, if four consecutive years have not been exhausted since initial enrollment, then the student will be charged the guaranteed rate for his/her original cohort. If four years have passed, then the re-enrolling student is moved to the cohort that went into effect the year immediately following his/her original 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 next cohort until
the student is no longer enrolled.

9. Programs Requiring More Than 128 Credit Hours
Students in programs that have been identified by the Ohio Department of Higher Education as requiring more than 128 hours to complete will automatically receive an additional term at the end of their fourth year of the guarantee. If a student internally transfers to one of these programs, he/she will receive the automatic extension of the Penguin Tuition Promise rate. A complete listing of undergraduate programs, including the number of credit hours required for graduation, can be viewed online at: http://www.ysu.edu/academics

10. Students Completing More Than One Credential
Students may complete as many undergraduate degrees, majors and minors, as they are able within the four consecutive year guarantee of the Penguin Tuition Promise. Undergraduate students pursuing any level of course credit will have their fees assessed based on their guaranteed cohort rate.

11. Students Graduating in Fewer Than Four Years
Students who earn an undergraduate degree in fewer than four consecutive years will continue to be permitted to enroll in undergraduate classes at the initial cohort rate until four consecutive years have passed.

12. Students Who Require More Than Four Years to Graduate
Students who take more than four consecutive years to earn an undergraduate degree, are not in a program approved to require more than four years as defined in section 9 of this document, and are not part of an exception group (defined below), at the end of their fourth consecutive year, will automatically be placed into the next cohort that went into effect immediately after the student’s original cohort. The student will remain in that cohort for the duration of the cohort, and if still enrolled after that cohort expires, will be placed into the next cohort until the student is no longer enrolled.

Students who take more than four consecutive years to earn an undergraduate degree will be given the opportunity to request an extension of their current cohort rate by the end of their fourth consecutive year until no later than 30 days after the end of their fourth consecutive year. Students who receive an approved extension will have an extension to not exceed one (1) term immediately following their fourth consecutive year.

13. Exceptions for Students Requiring More Than Four Consecutive Years
There will be some students who require more than four consecutive years to graduate due to circumstances beyond their control. Each case will be evaluated on its own merit. An appeals committee will be established to evaluate exceptional cases. In most cases, these extenuating circumstances fall within the precedents already established by YSU’s long-standing Fees & Fines Appeals Committee, which will lay the foundation for a new process for appeals related to the Penguin Tuition Promise.
Exception for Active Military Duty
A student called to military service will be given an automatic extension of the guaranteed cohort rate for as many terms impacted by his/her time served. Documentation of military service is required for this exception.

Exceptions for course unavailability
If a student is not able to complete his/her degree program in the four consecutive years of their established cohort as a result of a required course being unavailable, YSU will provide the necessary courses in compliance with Ohio Revised Code section 3345.48. To be considered for this exception, a student must file an appeal through the Penguin Tuition Promise appeals committee by the last day to add a course in their final term.

Other Exceptions (examples)
A non-exhaustive list of examples of cases that could be considered for an exception appeal include:

a. **Reasonable accommodation for disability**: If it is determined that additional terms are a reasonable accommodation of a student's disability, the Associate Provost for Student Success will make a recommendation for the appropriate continuation.
b. **Medical Conditions**: A student who has extenuating medical issues may submit an appeal to extend the cohort rate. The appeal will be evaluated individually and a determination made based on the nature of the medical issue.
c. **University Errors**: If it is determined that a University error caused a student to extend his/her enrollment beyond four years, then the student will be afforded additional terms to complete his/her degree.
## Appendix A
### Undergraduate Tuition & Fee Schedule
#### Academic Year 2018-19

<table>
<thead>
<tr>
<th></th>
<th>Current Tuition Schedule for continuing students</th>
<th>Proposed Tuition Schedule for new students entering AY 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time Tuition &amp; Fees per semester:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Fee</td>
<td>$3,240.00</td>
<td>$3,434.40</td>
</tr>
<tr>
<td>General Fee</td>
<td>$683.64</td>
<td>$1,015.19</td>
</tr>
<tr>
<td>Information Services Fee</td>
<td>$120.00</td>
<td>Consolidate to General Fee</td>
</tr>
<tr>
<td>Career Services Fee (avg.)</td>
<td>$27.00</td>
<td>Consolidate to General Fee</td>
</tr>
<tr>
<td>Transportation Fee</td>
<td>$115.00</td>
<td>Divide by 12 and consolidate to General Fee</td>
</tr>
<tr>
<td>(mandatory flat fee at 6 SCH)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration/Matriculation</td>
<td>$80.00</td>
<td>Divide by 12 and consolidate to General Fee</td>
</tr>
<tr>
<td>(One-time flat fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$65.00</td>
<td>Divide by 12 and consolidate to General Fee</td>
</tr>
<tr>
<td>(One-time flat fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Tuition &amp; Fees</strong></td>
<td>$4,330.64</td>
<td>$4,449.59</td>
</tr>
<tr>
<td><strong>Tuition Increase for Initial Cohort</strong></td>
<td></td>
<td>2.75%</td>
</tr>
<tr>
<td><strong>Average Room &amp; Board per semester</strong></td>
<td>$4,545.00</td>
<td>$4,700.00</td>
</tr>
<tr>
<td>Room &amp; Board Increase for Initial Cohort</td>
<td></td>
<td>3.41%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$8,875.64</td>
<td>$9,149.59</td>
</tr>
<tr>
<td><strong>Grand Total Increase for Initial Cohort</strong></td>
<td></td>
<td>3.09%</td>
</tr>
</tbody>
</table>
## Appendix B

### Room & Board Rates

**Academic Year 2018-19**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Proposed</th>
<th>FY 2019 $ Change</th>
<th>FY 2019 % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room &amp; Board (per academic year) fall 2018 Cohort</td>
<td>N/A</td>
<td>$9,400.00</td>
<td>NEW</td>
<td>NEW</td>
</tr>
<tr>
<td>Room &amp; Board (per academic year) Continuing Students</td>
<td></td>
<td>$9,090.00</td>
<td>$9,312.00</td>
<td>2.44%</td>
</tr>
<tr>
<td>Board (12 or 6 meal plans)</td>
<td></td>
<td>$5,558.00</td>
<td>$5,671.00</td>
<td>2.03%</td>
</tr>
<tr>
<td>Resid. Hall Application Fee (academic year and/or summer)</td>
<td>N/A</td>
<td>$3,532.00</td>
<td>$3,641.00</td>
<td>3.09%</td>
</tr>
<tr>
<td>Residence Hall Application Fee (academic year and/or summer)</td>
<td></td>
<td>$35.00</td>
<td>NEW</td>
<td>NEW</td>
</tr>
<tr>
<td>Single Room Surcharge (per semester)</td>
<td>$900.00</td>
<td>$1,400.00</td>
<td>$500.00</td>
<td>55.56%</td>
</tr>
<tr>
<td>Weller House Apartments per Academic Year (room only)</td>
<td>$8,000.00</td>
<td>$8,000.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Weller House Shared Apartment</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Weller House Family Apartments</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Student Housing During Academic Breaks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - 3 days (no meals, per day)</td>
<td>$26.00</td>
<td>$26.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Per week (no meals, per week)</td>
<td>$205.00</td>
<td>$182.00</td>
<td>($23.00)</td>
<td>-11.22%</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room and Board (10 meals per week)</td>
<td>$260.00</td>
<td>$285.00</td>
<td>$25.00</td>
<td>9.62%</td>
</tr>
<tr>
<td>Apartments in Weller House rates prorated for current tenants/per month</td>
<td>$400.00</td>
<td>$400.00</td>
<td>NEW</td>
<td></td>
</tr>
</tbody>
</table>

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TUITION GUARANTEE REQUEST FOR APPROVAL

The following request has been posted for a 2-week public comment period and is recommended for approval. One public comment was received.

Recommender: Amy Shaffer January 30, 2018

Youngstown State University

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

Comments received:
Permalink Submitted by Anonymous (not verified) on Fri, 01/26/2018 - 11:09am

Overall, this is very difficult to understand and not very clear. It uses terminology that students, parents, stakeholders, etc. will not understand, which may further encourage confusion and challenge when an issue arises. Because this directly impacts the students, the language MUST be clear to STUDENTS as well. I am a seasoned University employee with many experiences in financial aid/billing, and I struggled to interpret majority of this document. It is important to note that at a University like YSU, students do not include summer when their view "consecutive terms". Thus, it needs to be clarified that summer is included in those terms. Just stated "consecutive terms, student will automatically only think Fall/Spring. Section #3: "Re-admitted" needs to be defined otherwise it will be continuously challenged. Section #6: Confusing to read... students, parents, etc. will struggle to understand message in this context Section #7: Confusing to read; needs more clarification. Also, what about the bulk rate (12-18) for tuition charges? Section #11: Is this for students who have already earned a degree? If so, that should be clarified (ie - post-baccalaureate) Section #12: This must be outlined better (maybe even as a table with an example year to illustrate). The language is not clear... a table may assist students in identifying and understanding where they fall. Section#13: There NEEDS to be mention of documentation that must be included because of the various "active duty" (reserve, deployment, etc). This cannot be vague. Part A&B: Also, is there a max time this would expire (ie - year, two years, etc.)??? Part D: Who determines what is a "University error". If this is not clear, it will be challenged, claiming they were "mis-advised". We see this all the time.