DIRECTIVE 2018-048

October 16, 2018

Re: CONSIDERATION OF A REQUEST BY KENT 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 Kent State University is required to submit its program and rules to the Chancellor for approval. On December 13, 2017 the board of trustees of Kent 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 Kent State University’s tuition guarantee program contingent upon the following:

1. KSU completing the annual program review as mandated by the rules to determine which associate degree programs are exempt from the tuition guarantee as such programs do not have a *demonstrable and sufficiently utilized* bachelor’s degree completion pathway;
2. KSU reporting the results of such review to the Chancellor by November 2018;
3. KSU refunding each associate degree student the amount he or she was overcharged during the academic year 2018-2019 by improperly applying the increased tuition guarantee rate.

This Directive will take immediate effect.

[Signature]

John Carey
Chancellor of the Ohio Department of Higher Education
KENT STATE UNIVERSITY TUITION GUARANTEE

A. KENT STATE TUITION GUARANTEE

1. The Kent State University Tuition Guarantee is a Cohort-Based, guaranteed undergraduate Tuition program adopted in accordance with Ohio Revised Code §3345.48. Kent State University’s Tuition Guarantee provides all eligible new first year undergraduate students and their families the certainty that resident tuition, program fees, and room and board charges will not increase over the ensuing four academic year period from their first enrollment as a degree-seeking student. The Kent State Tuition Guarantee will apply to all new degree-seeking undergraduate students enrolling at the Kent campus or the Regional campuses. For purposes of the Tuition Guarantee, a degree seeking student is defined as a baccalaureate student or an associate degree student enrolled in a program that has a bachelor’s degree completion pathway. Kent State will complete an annual program review for all associate degree programs to identify baccalaureate degree completion pathways and measure student outcomes. KSU will exempt from the Kent State University Tuition Guarantee students enrolled in associate programs without demonstrable and sufficiently utilized bachelor’s degree completion pathways as assessed via the annual program review. Participation in the program is required for all new first-year degree-seeking undergraduate students enrolling at Kent State University for the first time in fall semester of 2018 or later.

2. The four academic years of the Kent State Tuition Guarantee includes fall, spring, and summer terms. The four academic year term is guaranteed regardless of the student’s enrollment status (full, part-time or not enrolled) during that time.

3. Undergraduate tuition, mandatory fees and room and board is set by the Board of Trustees each academic year and guaranteed for 4 academic years for each entering Cohort. Tuition for summer terms are charged separately based on the guaranteed Cohort per-credit-hour rate, less any discount that is or may be approved and implemented for summer terms.

B. TERMS

1. New First-Year Students

A New First-Year Student is any undergraduate, degree-seeking student enrolled at any of the Kent State University’s campuses for the first time on or after fall 2018, and who has not been enrolled at any other college or postsecondary institution. New First-Year Students include students who enroll at Kent State University after graduating from high school and non-traditional students who enroll at any of the Kent State campuses for the first time. New First-Year Students do not include non-degree-seeking students, College Credit Plus or Advanced High School; exchange students; and other students participating in other pre-enrollment or postsecondary option programs.
2. Transfer Students

A Transfer Student is any student who transfers to Kent State University from another college or postsecondary institution. Transfer students who transferred from any college or university prior to fall semester 2018, are not covered by the Kent State Tuition Guarantee as they are considered part of the returning student Cohort (New First Year students who started fall 2017, or prior term in which a Cohort does not exist).

3. Returning Students

Students enrolled at any of the Kent State University campuses prior to fall semester 2018 are considered Returning Students for purposes of assessing tuition and other fees and are not covered by the Kent State Tuition Guarantee. Tuition and other fees are set annually by the Board of Trustees for these students.

4. Cohort

a) Eligible new First-Year 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 semester Cohort and one spring semester Cohort.

- Any new degree-seeking, undergraduate student who is registered for classes as the fifteenth day of the fall or spring term will be assigned to that Cohort year for purposes of determining Undergraduate Tuition, Program Fees, and Room and Board for the four academic years covered by the guaranteed Cohort price. Each Cohort commences with the first semester of enrollment and the pricing remains constant for four academic years (e.g., fall 2018 through summer 2022 or spring 2019 through fall 2023).

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

5. Tuition (Instructional and General Fees)

Undergraduate Tuition is the sum of the undergraduate Instructional Fee and General Fees. Non-resident students also pay a non-resident surcharge that is not part of the guarantee. Under the Kent State Tuition Guarantee, tuition is set each academic year for four academic years for each entering Cohort. Full-time students pay additional Tuition at their Cohort rate for over 18 credit hours enrolled. Part-time students pay Tuition on a per-credit-hour basis at their Cohort rate.

Tuition for summer terms are charged separately based on the guaranteed Cohort credit-hour rate.
a) The Instructional Fee is the guaranteed instructional costs that eligible undergraduate first-time degree-seeking students will pay. Each incoming undergraduate Cohort is charged its unique, guaranteed rate for four academic years.

b) The General Fee is the guaranteed cost that eligible undergraduate first-time degree-seeking students will pay to cover student services and operations. Each incoming undergraduate resident Cohort is charged its unique, guaranteed rate for four academic years.

6. Program Fees

Program fees cover expenses tied to activities associated with a particular academic program that are over and above what should be reasonably expected to be funded by regular tuition.

7. Room and Board Charges

Room and Board charges are the guaranteed rates for Kent State’s housing and meal plan options. Students pay a fee based on the housing and meal plan selected. The schedule of fees and options are guaranteed for each Cohort for four academic years at the respective campus. Kent State University requires first-and second-year students at the Kent campus to reside in University-provided housing and to purchase a meal plan (with certain exceptions as outlined in the University housing guidelines). Regional students may elect board options.

8. Fees, Charges, and Fines not included in the Guarantee

Only undergraduate resident tuition, career services fee and room and board charges are included in The Kent State guarantee. All other charges including but not limited to undergraduate non-resident surcharge, program and course fees, student health insurance, textbooks, charges and fines incurred by students such as late fees and graduate and professional tuition and fees are not included.

C. DISSEMINATION

The University Bursar, University Registrar, Admissions, Financial Aid, and other student service offices using various methods including publishing on websites and in student handbooks and course catalogs will disseminate the terms of the Kent State Tuition Guarantee, along with the Kent State University Board of Trustees’ approved guaranteed Cohort prices.

D. ADDITIONAL PROVISIONS
1. Summer Term Start

Students whose first enrollment is a summer term will pay the prior Cohort tuition rate for the initial term, but will be assigned to the entering semester Cohort that immediately follows. Summer start students are typically students who have confirmed their enrollment and will be matriculating for the first time for the fall semester immediately following the summer term. By being assigned to the following semester Cohort, these students will receive the benefit of guaranteed tuition for four full years after completing the initial term.

2. Transfer Students from other colleges or universities

All eligible students transferring from another college or university will join in the Cohort that aligns with the credits that they are transferring.

<table>
<thead>
<tr>
<th>Credits Transferred</th>
<th>Cohort</th>
<th>Years Guarantee Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 30 credits</td>
<td>Current cohort</td>
<td>4 years available</td>
</tr>
<tr>
<td>30 – 59 credits</td>
<td>Prior cohort</td>
<td>3 years available</td>
</tr>
<tr>
<td>60 – 89 credits</td>
<td>2 years prior</td>
<td>2 years available</td>
</tr>
<tr>
<td>90 credits or more</td>
<td>3 years prior</td>
<td>1 year available</td>
</tr>
</tbody>
</table>

Students will receive that Cohort set of rates applicable to the campus to which they have transferred for the remaining time of that guaranteed Cohort rate’s four years. If the student does not graduate in the remaining time, the student will be charged the oldest unexpired Cohort rate. If a transfer student arrives at Kent State more than four years after their Cohort began they will be charged at the rate established for the oldest unexpired Cohort.

3. Re-Enrolling Students

Re-enrolling students who were admitted in a degree-seeking program prior to Fall 2018 are not covered by the Kent State Guarantee and will pay tuition and other fees associated with Returning Students.

When an undergraduate resident 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 degree-seeking 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 unexpired Cohort at the campus to which they are re-enrolling (as defined in section K).

4. 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 Kent State University) are not covered by the Kent State Guarantee and will not be assigned to a Cohort unless the student is subsequently admitted and enrolls as an undergraduate resident degree-seeking student. This includes non-degree-seeking students or conditionally admitted students such as students enrolled in College Credit Plus or Advance High School; exchange students, and other students participating in other pre-enrollment or postsecondary option programs. Once an undergraduate resident student is admitted as a New First Year 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.

5. Students enrolled in classes at both the Kent and Regional Campuses

In addition Kent State students may take all of their credit hours during an academic year (fall, spring, or summer) on either a regional campus or the Kent campus, while some students may elect to take classes at the regional campuses and the Kent campus during the same semester or academic year. Historically, these students have been assessed the tuition applicable to the teaching campus for all credit hours taken. Under the tuition guarantee model, the student will be charged based on the rate for the teaching campus and the applicable cohort. No student will be charged more than the full-time Kent campus tuition rate for their assigned cohort for credits taken within the tuition plateau (12-18 credits).

6. Bachelor's Degree

An undergraduate degree requires the completion of a minimum of 121 semester credit hours. Bachelor's degree programs do not normally require more than 121 semester credit hours to be awarded unless the additional coursework is required to meet professional accreditation or licensing requirements. Students completing a degree program which requires more than 121 semester credit hours will be granted one extension based on the procedures listed in Section L.

A complete list of programs and their required credit hours can be viewed at https://solutions.kent.edu/gps/roadmap.

E. EXCEPTIONS TO STANDARD LENGTH OF COHORT

The Kent State University Tuition Guarantee is for four (4) academic years commencing with either the fall or spring semester. Some students may require additional academic periods beyond the four (4) academic years to complete their baccalaureate degree and will continue to attend Kent State beyond their Cohort period. When certain exceptions are met (as described in Section L of this document) students may extend their guaranteed Cohort 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.
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.

F. ACADEMIC COSTS INCLUDED IN THE KENT STATE UNIVERSITY TUITION GUARANTEE

Tuition (Instructional and General Fees)

Tuition is the sum of the undergraduate resident Instructional Fee and General Fee. Non-resident students also pay a non-resident surcharge that are not part of the guarantee. Under the Kent State Tuition Guarantee, tuition is set each academic year for four academic years for each entering fall and spring Cohort.

Tuition for summer terms are charged separately based on the guaranteed Cohort per-credit-hour rate.

G. OTHER STUDENT COSTS INCLUDED IN THE KENT STATE UNIVERSITY TUITION GUARANTEE

The Kent State Tuition Guarantee is designed to provide a comprehensive set of costs for completing a resident undergraduate degree at Kent State University. The following costs are also included in the Kent State University Tuition Guarantee:

1. Housing Rates (Room)

The Kent State University Tuition Guarantee includes a guaranteed price schedule for housing that represents the various housing options available to undergraduate students. The rate charged to the eligible student is based upon the student’s selected or assigned residence type and location. If a student changes from one room or 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 throughout the student’s Cohort period.

Student requests to reside in on-campus housing beyond the second year are subject to room availability. If space is available for a student who has already met the residency requirement, the established cohort rate schedule for student rooms continues throughout the period covered by the guaranteed Cohort price.

2. Meal Plan Rates (Board)

The Kent State University Tuition Guarantee includes a number of meal plan options from which the eligible student may choose depending on whether the student is residing on-or off-campus. A meal plan is required for students residing in university housing. A Cohort menu of meal plans and rates is included as part of
the Cohort pricing, and the actual meal plan cost will be based on the meal plan selected by the student. 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.

H. OTHER STUDENT COSTS NOT INCLUDED IN THE KENT STATE UNIVERSITY TUITION GUARANTEE

All other fees, fines, and costs related to attending Kent State University not specifically identified as part of the Kent State University Tuition Guarantee are excluded from the guaranteed Cohort price and are subject to price changes. These exclusions include but are not limited to non-resident surcharge, program fees, course fees, distance learning fees, student health insurance, parking, fines and textbooks.

I. COHORT PRICING BEYOND THE INITIAL YEAR

1. Once the initial Cohort Tuition is established, subsequent Cohort increases in Tuition 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 peer four-year residential research institutions’ four-year rolling cost averages to account for the impact of the Cohort pricing model on tuition changes. If Kent State University’s Cohort Tuition for Ohio residents falls significantly below these institutions, Kent State University 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 limitation for Ohio residents.

2. Increases in Cohort pricing for program fees and Room and Board charges are not subject to the pricing formula set forth above and the plan composition and rates will be determined by the Kent State University Board of Trustees.

J. STUDENTS WHO WITHDRAW AND RE-ENROLL

If a student takes a leave, withdraws or is judicially suspended from the 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 in 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 their 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 (as defined in Section K).

K. STUDENTS WHO REQUIRE MORE THAN THEIR COHORT PERIOD TO GRADUATE

Students who do not complete their undergraduate degree requirements and are not eligible for an exception (as defined below) by the end of their assigned Cohort term, will be placed into the Cohort that 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 next year and so on until the student is no longer enrolled.

L. EXCEPTIONS FOR STUDENTS WHO REQUIRE MORE THAN THEIR COHORT PERIOD TO GRADUATE

Some students 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 their 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 Tuition Guarantee 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 mandatory or required courses or space in required or mandatory 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 will be considered for an extension of the guaranteed Cohort price beyond the four (4) academic years depending on the validity and impact of the circumstances including:

      • Enrollment in a program requiring more than 121 semester credit hours
      • Illness or Injury of the student
      • Disability that necessitates a reduced course load as a reasonable accommodation
• Medical Leave of Absence
• Victim of Interpersonal Violence of Crime while enrolled

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 Committee will determine the appropriate period of time or number of courses to extend the guaranteed Cohort price.

d) Any student called to military service 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 absence due to military service.
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.

Recommenders: Michelle Chavanne  October 16, 2018

Kent State University

- KSU has submitted a tuition guarantee plan scheduled to begin in academic year 2018-2019

Comments received:
None