



DIRECTIVE 2014-018

September 16, 2014

Re: TUITION GUARANTEE PROGRAMS FOR STATE ASSISTED TWO-YEAR INSTITUTIONS

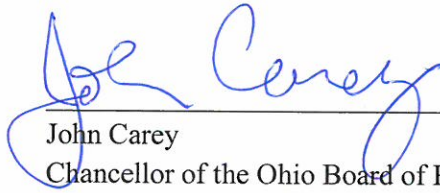
Section 3333.33 of the Ohio Revised Code authorizes community colleges, state community colleges and technical colleges (“state assisted two-year institutions” or “institutions”) to establish tuition guarantee programs subject to the approval of the Chancellor of the Ohio Board of Regents (the “Chancellor”). Also pursuant to Section 3333.33, the Chancellor shall establish guidelines for the boards of the state assisted two-year institutions to follow when developing a tuition guarantee program.

Therefore, to implement Section 3333.33, I hereby establish the following guidelines for a board of trustees to follow when it seeks to establish a tuition guarantee program:

1. Notification made to the Chancellor’s staff that the institution intends to adopt a tuition guarantee program. The notification must include a draft version of the program. The Chancellor will work with the institution to ensure all the requirements are met prior to board approval.
2. The program should include the following details:
 - a. The definition of the cohort to which the program will apply;
 - b. A guarantee that the general and instructional fees for each student in the cohort shall remain constant so long as the student complies with the requirements of the program (the institution should also specify any additional fees that will remain constant, if applicable);
 - c. Assurances that the guaranteed amount for general and instructional fees will always comply with the limitations and restrictions on increases that is or may be set by the Ohio General Assembly.
 - d. The duration of the guarantee, which shall be at least two academic years;
 - e. Eligibility requirements for students to participate in the program;
 - f. The number of credit hours required to earn an associate’s degree in each major;
 - g. Consequences to the institution for students unable to complete a degree program within time period set for the guarantee in the event the student could not complete the program due to a lack of available classes or space in classes provided by the institution;
 - h. Assurances that if a student does not complete the degree program due to military service or other circumstances beyond a student’s control, as determined by the board of trustees, the institution will provide the necessary course or courses for completion to the student at the student’s initial cohort rate.

- i. Guidelines for adjusting a student's annual charges if the student, due to circumstances under the student's control is unable to complete a degree program in the time period set for the guarantee;
 - j. A requirement that the details of the tuition guarantee program be published or posted in the institutional handbook, course catalog and website;
3. Following discussion and review with the Chancellor (or Chancellor's staff), the board should pass a resolution adopting the tuition guarantee program and submit the board resolution and the adopted version of the program to the Chancellor for final approval. Institutions should be aware of the timing such that requests are made and considered prior to the enrollment period in which the tuition guarantee program is to begin.

The Chancellor posted the guaranteed tuition program for a two-week public comment period. No comments were received. This directive will take effect immediately.



John Carey
Chancellor of the Ohio Board of Regents

121