

3332-1-04.4

Renewal of certificate of registration.

- (A) Pursuant to section 3332.05 of the Revised Code, on or before ~~one hundred twenty days~~ ninety days prior to the expiration of a certificate of registration, the board will send notice to the institution, notifying said institution of the expiration date and the requirements for applying for a certificate renewal. Institutions shall submit a completed application for certificate renewal at least ~~ninety~~ sixty days prior to the expiration date.
- (B) Applications for renewal of the certificate of registration will be assessed by a non-refundable fee as determined by the board ~~and which is based on gross annual tuition income of the applicant school. The provisions of~~ in accordance with the fee schedule ~~are~~ that is outlined in rule 3332-1-22 of the Administrative Code.
- (C) Schools submitting late applications will be subject to late fees or other disciplinary action in accordance with section 3332.09 of the Revised Code.

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3332-1-09

Student enrollment policies and practices.

- (A) It is the responsibility of the school to determine with reasonable certainty, in advance of the acceptance of a prospective student's enrollment, that the student meets the minimum basic admissions qualifications as required by the school to successfully benefit from the program they intend to enter.
- (B) Prior to a student's enrollment, a school shall determine, with reasonable certainty, that a prospective student is fully informed as to:
- (1) The graduation requirements and expected outcomes of the program they desire to take; and,
 - (2) The financial obligations they are entering into; and,
 - (3) Their responsibilities and rights under any contracts or agreements that they are given to sign, and;
 - (4) The placement and graduation rates for the program they are entering into. No applicant will be allowed to sign an enrollment agreement until the school has provided the applicant with placement and graduation rates, for any program the student is considering, for each of the preceding three years; and,
 - (5) The school's most recently available passage rates on any state licensure exams related to any program that the student is considering.
- (C) Prior to ~~completing an enrollment agreement~~starting a program, all potential students enrolled in an Ohio school must review and complete the state board of career colleges and schools ~~student disclosure form or~~ online student disclosure form ~~course~~ as required by the board. The cost of the disclosure course shall not exceed twenty-five dollars per student for any new student who enrolls in a registered Ohio school and for whom the school keeps any portion of the tuition or registration fee. Schools that do not require that students pay tuition and fees may request a waiver of the course fee.
- (D) A prospective student may be officially enrolled in school only when they have completed the school's enrollment agreement. A copy of the enrollment agreement must be furnished to the student at the time the agreement is completed.
- (E) All enrollment agreements shall be on forms provided by the school and contain the following minimum information:
- (1) Name, phone number and mailing address of school.
 - (2) Program title and starting date

- (3) Number of clock or credit hours in the program including the number of weeks or months usually necessary to complete the program. For clock hour programs, schools must also list the number of clock hours in each academic term.
 - (4) A breakdown of tuition charges and all other school fees for which the student is responsible. This breakdown shall include the tuition costs for the current academic term and to the total projected tuition cost of the program at current tuition rates. This breakdown shall also include a disclosure concerning any tuition or fee increase policies that may affect the student before their expected graduation date.
 - (5) The school's refund policy as required by rule 3332-1-10 of the Administrative Code.
 - (6) The school's cancellation and settlement policy including notification that the enrollment agreement may be canceled by submitting written notice within five days pursuant to rule 3332-1-10 of the Administrative Code.
 - (7) Signature or other electronic verification from applicant and school official including the date completed.
 - (8) Notice to student concerning their ability to file a complaint with the state board of career colleges and schools including board's correct name, address and toll-free telephone number.
 - (9) Date of publication and revision.
- (F) It is the responsibility of all schools to develop an informational briefing on financial aid with special attention on the obligations of any student who applies for and accepts a financial aid grant or loan. A student who applies for financial aid through the school shall be required to attend a school's informational briefing on financial aid and sign a statement acknowledging an understanding of the financial obligations into which they are entering and a copy must be kept in the student's file.
- (G) If a school accepts an enrollment from a person who does not meet the normal basic qualifications for acceptance, it should have a record of whatever communication has taken place about the prospective student and of the reasons why they were permitted to enroll, and be prepared to justify its action to the board in accepting the enrollment, if requested.
- (H) No school shall accept an enrollment from a person of compulsory school age unless legally dismissed from school, nor one attending a school of elementary or high school level, until and unless it has been established through contact with properly

responsible persons that pursuit of the course would not be detrimental to his/her regular school work.

- (I) If a school requires a high school diploma or GED for admission to a program, a student may be admitted to the program upon written verification from the student that they have received their high school diploma or GED. The board may require schools to audit admissions records and provide independent verification from the appropriate high school, state department of education or other independent source verifying that the student has received their high school diploma or GED. If the school is unable to obtain this independent verification, the student must be withdrawn at the end of the student's current academic term.
- (J) If a school requires a high school diploma or GED for admission to a program the school may not accept any high school diploma from an online or correspondence high school unless the high school is:
 - (1) Authorized to offer online or correspondence high school diplomas by the state they are located within; or,
 - (2) Accredited by an accrediting agency recognized by the US department of education and authorized to issue high school diplomas by that accrediting agency; or,
 - (3) Approved in writing by the state board of career colleges and schools.
- (K) It is the responsibility of each school to assure that their enrollment agreement is in compliance with this rule. The board reserves the right to periodically review and inspect enrollment agreements and to require changes to comply with this rule.

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3332-1-10

Tuition and fees.**(A) Tuition**

- (1) Each school must establish a total tuition charge for each program of instruction and the tuition charge must be applied uniformly to all students. This requirement does not apply to group tuition rates to business firms, industry, or governmental agencies that are documented by written agreements between the school and the respective organization. All possible tuition or fee increase policies that may affect a student before their expected graduation date must be set forth in the student's enrollment agreement.
- (2) Any additional fees for activities, books, equipment (to be purchased or rented), or room and board shall be stated separately on the school's enrollment agreement and in the school catalog.

(B) Other fees:

- (1) A school may charge an application, enrollment or registration fee of not more than fifteen per cent of the total tuition charge for the program or one hundred and twenty-five dollars, whichever is the lesser. This fee is refundable only under the provisions of paragraph (F)(1) of this rule.
- (2) All other fees including fees for activities, equipment, books, laboratory supplies, graduation expenses, and room and board must be set forth on the school's enrollment agreement and uniformly applied. Administrative, academic, general supply and any other general fees are considered refundable fees and are refundable in the same manner as a school's tuition. Fees for books or other specifically designated school supply items are refundable in the manner prescribed by rule 3332-1-10.1 of the Administrative Code.
- (3) ~~Schools may identify on their enrollment agreement a separate non-refundable twenty-five dollar Ohio student disclosure course fee as required by rule 3332-1-22.1 of the Administrative Code.~~

(C) Collecting tuition and fees

- (1) All schools must collect and assess tuition and fees as follows:
 - (a) Credit hours - for programs organized on a credit hour basis, schools may collect and financially obligate students for tuition and fees for a maximum of one quarter or semester. Any student loans or other financial aid funds received by a school must be collected and disbursed in accordance with paragraph (D) of this rule.

- (b) Clock hours - for programs organized on a clock hour basis, unless otherwise specifically approved by the board in writing, schools may collect and financially obligate students for tuition and fees for a maximum of three hundred clock hours or six months of instruction at a time, and may not collect or financially obligate students for tuition and fees for the next three hundred hour or six-month segment until it begins. Any student loans or other financial aid funds received by a school must be collected and disbursed in accordance with paragraph (D) of this rule.

(D) Student loans and financial aid

- (1) Student loans or other financial aid funds received from federal, state, or local governments or administered under the federal student financial assistance programs governed by Title IV of the "Higher Education Act of 1965," 20 U.S.C.A. 1070 et seq., as amended, must be collected and applied in the manner as controlled by the applicable federal, state, or local regulations.
- (2) Student loans or other financial aid funds received from private entities including, but not limited to, banks, financing companies, credit card companies, and other lending sources must be collected or disbursed in the following manner:
 - (a) Loans or other financing payments for amounts less than five thousand dollars may be disbursed as a single disbursement, regardless of course length.
 - (b) Loans or other financing payments for amounts greater than five thousand dollars that reflect a class term less than six months must have two equal disbursements. The disbursement schedule is as follows: one-half of the tuition amount released initially, and the remainder released half way through the course term.
 - (c) Loans or other financing payments for amounts greater than five thousand dollars that reflect a class term greater than six months, but less than twelve months must have three equal disbursements. The disbursement schedule is as follows: one-third of the tuition amount released initially, the second disbursement will be released one-third of the way through the length of the training, and the remainder released two-thirds of the way through the course term.
 - (d) Loans of other financing payments for amounts greater than five thousand dollars that reflect a class term greater than twelve months must have four equal disbursements. The disbursement schedule is as follows: one-quarter of the tuition amount released initially, the second disbursement

will be released one-quarter of the way through the length of the training, the third disbursement will be released half way through the length of the training, and the remainder will be released three-fourths of the way through the training.

- (3) No school may enter into any contract or agreement with, or receive any money from, private entities including, but not limited to, banks, financing companies, credit card companies, and other any other private lending sources unless the private entity has a disbursement policy that, at a minimum, meets the requirements of paragraph (D)(2) of this rule.
- (E) Tuition charges and other fees cannot be discounted. Discounting is not necessarily limited to the following examples:
- (1) Offering a student applicant a lower tuition rate if payment is made before a certain date.
 - (2) Offering an incentive of lower tuition to a student for aiding in the recruitment of other potential or actual students.
 - (3) Allowing a student to work at the school in lieu of tuition payments or a lower tuition payment.
 - (4) Offering lower tuition for payment in cash.
 - (5) Offering lower tuition when other members of a student's family attends the school.
 - (6) The tuition discounting prohibition shall not apply to tuition discounts provided to employees or members of an employee's family where the discount is available to all similarly situated employees and their families.
- (F) Uniform tuition refund policy.
- (1) An enrollment agreement or school application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement or school application. Such refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.
 - (2) The state refund policy as set forth in this rule must be uniformly applied to all students, unless the use of local, federal or state financial aid funds mandates the use of the refund policy required by another governmental entity. Schools

may use a refund policy that is different from the policy required by this rule if the proposed refund policy is uniformly applied in that school and is more favorable to students and has been approved in writing by the board.

- (3) The refund policy of each registered school must be identified and printed on the enrollment agreement and in the school's catalog.
- (4) Schools are not required to take daily attendance. However, if a schools does not take daily attendance it must develop an alternative method to accurately determine a student's last date of attendance for refund purposes and this alternative method must be approved by the board in writing.
- (5) Refunds shall be made within thirty days after the school has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds. If a student ceases attending school but does not officially notify the school of their withdrawal, the school must treat the student as withdrawn within sixty days of the student's last date of attendance or participation in an academic activity.
- (6) A student's withdrawal date used to calculate refunds shall be the student's last date of attendance and participation in an academic activity unless another method for calculating withdrawal dates has been approved by the board in accordance with paragraph (F)(4) of this rule. A school may not require that notice of withdrawal be in writing, on or in any particular form, or delivered in any specific manner.
- (7) Schools must complete a refund calculation for each student who officially withdraws, is dismissed, or otherwise ceases attending and a record of the refund calculation must be kept in the student's file. If it is determined that a student is owed a refund the refund must be issued in accordance with paragraph (F)(5) of this rule. If it is determined that that a student is not due a refund, the student must be notified of the determination in writing, within sixty days of the student's last date of attendance, and a full explanation must be made to the student. Any correspondence or other communication dealing with refunds shall be kept in a student's permanent records.
- (8) Schools may not assess any additional fees associated with a student's withdrawal or termination from school.
- (9) Schools that collect and financially obligate students for tuition charges in individual courses within a program may use a separate courses refund policy if the policy is uniformly applied and approved in writing by the board.

- (10) Schools may develop separate refund policies for determining refunds where students withdraw from individual courses during an academic term but remain enrolled in other courses at the school.
- (11) If a student stops attending classes and is placed on a leave of absence in lieu of a withdrawal from school, the school must document the nature of the leave of absence and the date the leave of absence ends. No leave of absence may exceed six months unless otherwise approved in writing by the board. A student who fails to return to school at the end of a leave of absence shall be formally withdrawn from the school and any refund of tuition and fees shall be issued in accordance with the last date of a student's attendance in class or participation in an academic activity.
- (12) State refund policy for programs organized on a credit hour basis.
- (a) A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
 - (b) A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty per cent of the tuition and refundable fees for that academic term plus the registration fee.
 - (c) A student who withdraws during the third full calendar week of the period academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
 - (d) A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.
- (13) State refund policy for programs organized on a clock hour basis:
- (a) All clock hour programs that exceed three hundred clock hours must be broken into academic terms in accordance with paragraph (F)(11)(b) of this rule and as approved by the board. The number of clock hours in each academic term must be set forth on the school's enrollment agreement. Each academic term shall constitute a separate refund period.
 - (b) For programs operating on a clock hour basis, programs of three hundred to six hundred hours will be considered equivalent to two academic terms and, therefore, shall be divided by two. Programs of six hundred to nine hundred clock hours shall be considered to be equivalent to three

academic terms and shall be divided by three. Programs that are more than nine hundred hours but that are normally completed in less than one calendar year shall be divided by four. Programs that are normally completed in more than one year shall consider the clock hours scheduled in the second year as new academic terms and those clock hours occurring in the second year shall be divided in accordance with this paragraph.

(c) Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:

(i) A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.

(ii) A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.

(iii) A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.

(iv) A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees for the current academic term.

(G) In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student may be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school's established policy.

(H) Schools that have their program authorization revoked for cause for any specific program shall provide students enrolled in the program at the time of revocation who have not completed the program and who are unable to complete the program at another institution, the opportunity to receive a refund of all tuition and fees paid for the program. Any refund of tuition and fees under this provision shall first be made to the applicable student aid lenders of each affected student.

- (I) Collection procedures used by the school must be consistent with the laws and rules applicable thereto.

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3332-1-15

Program authorization.

- (A) The board may issue program authorization for a degree, certificate, or diploma program to an applicant holding a certificate of registration issued pursuant to section 3332.05 of the Revised Code upon receipt of the fee established in accordance with this rule and upon determining that the program meets the minimum standards established in accordance with rule 3332-1-16 of the Administrative Code. The general requirements and procedures for program authorization are as follows:
- (1) A school shall make application for all programs the school intends to offer using forms~~applications~~ provided by the board.
 - (2) Fees for the initial issuance and renewal of program authorization will be determined by the board and set forth in the board's fee schedule. Each application for initial and renewal program authorization ~~will~~may be assessed a non-refundable fee. ~~Institutions shall submit an estimate of student enrollment and gross tuition income for each proposed program for the purpose of fee assessment and to determine that the institution will have the financial resources necessary to teach the program.~~
 - (3) When a new program is proposed for which no criteria have been established by the board, the school may be required to provide the board with an evaluation of the proposed program by an advisory committee of prospective employers who shall satisfy the board as to the merits of the specific program.
 - (4) No school may discontinue any program of instruction without board approval until such time as students therein have completed said program and the board has been notified.
- (B) No school, person, or other entity may offer or solicit students for any program prior to receiving program authorization from the board.
- (C) ~~Certificates of program~~Program authorization is granted for individual programs ~~are~~and is valid for a period of time specified by the board. ~~and applications~~Applications for renewal must be received by the board no less than ~~ninety~~sixty days prior to the expiration of the certificate of program authorization. The effective date of program re-authorization will normally be the anniversary date of the original program authorization or the date of last renewal of the program authorization.
- (D) The length or major content of any approved program may not be altered without the administrative approval of the board, subject to the following provisions:

- (1) Program course content revisions required to maintain currency or relevance within the occupational field that does not result in course objective or title changes may be accomplished without board approval.
- (2) Program revisions that include course deletions or additions, name changes, a change in credit or clock hours of twenty percent or more, or a change in the method of curriculum measurement hours (clock, quarter, or semester) will require board administrative approval. Such program revisions may be assessed a fee as determined by the board's fee schedule.

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3332-1-22

Fees for certificate of registration and program authorization.

- (A) Each new school, change of ownership, or school renewal must pay a fee for the certificate of authorization and a fee for each program for which they are seeking board approval. In addition, all schools are responsible for any other applicable fees set forth in rule 3332-1-22.1 of the Administrative Code. All fees submitted to the board are not refundable.
- (B) Fees for the initial issuance and renewal of certificates of registration and are based on the actual or expected gross annual tuition income of applicant schools as defined by rule 3332-1-02 of the Administrative Code. Schools applying for an initial certificate of registration must estimate their first year's gross tuition income.
- (C) The first certificate of registration issued to a new school, including schools that change ownership, is valid for one year unless earlier revoked by the board. Renewal certificates of registration are valid for two years unless earlier revoked by the board.
- (D) Fees for the issuance of a certificate of registration, including both new schools, changes of ownership, and school renewals, is based on the projected or actual gross tuition income of the school as follows:

Gross annual tuition	New school/ ownership	Renewal
Less than \$100,000	\$150.00	\$300.00
\$100,000 to \$ 999,999	\$250.00	\$500.00
\$1,000,000 and over.	\$800.00	\$1600.00

- (E) Certificates of program authorization for individual programs are valid for a period of time specified by the board. The effective date of program reauthorization will normally be the anniversary date of the original program or the anniversary date of the school's certificate of registration.
- (F) Fees for the initial issuance and renewal of program authorization will be as follows:

Program type	New and renewal programs
Certificate/diploma	\$150 per year
Associate degree	\$225 per year
Bachelor's/other degree	\$450 per year

Major within degree program

\$150 per year

(G) Complete applications for renewal of a certificate of registration or program authorization must be received by the board at least ~~ninety~~sixty days prior to the expiration date of the school's certificate of registration. Renewals, if approved, will become effective on the anniversary date of the granting of the original or last renewal. Applications for renewal ~~will~~may not be considered complete until all documents required are received by the board. Completed applications received less than ~~ninety~~sixty days prior to the expiration date of a school's registration may be assessed an additional late fee charge of ten per cent of a school's renewal fee.

(H) All schools have thirty days to pay fees assessed in accordance with this rule. Fees not submitted in a timely manner may be assessed an additional late fee charge of ten percent of the school's total invoice fee. Any school that submits a check that is returned for insufficient funds or that is otherwise dishonored will be assessed an additional penalty of fifty dollars and may be required to submit all future payments via money order or certified check.

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TO BE RESCINDED

3332-1-22.1 **Miscellaneous fees.**

(A) Each school must pay a fee for the certificate of authorization and a fee for each program for which they are seeking board approval in accordance with rule 3332-1-22 of the Administrative Code. In addition, all schools are responsible for the fees listed below as directed by the board. All fees submitted to the board are not refundable.

- (1) Agent permit (new or renewal) zero dollars
- (2) Duplicate agent permit zero dollars
- (3) New school site visit/evaluation zero dollars
- (4) School name change zero dollars
- (5) School director change zero dollars
- (6) School change of location zero dollars
- (7) Program revision or name change zero dollars
- (8) Learning center (new or renewal) one hundred seventy-five dollars per year
- (9) Late fee for unpaid invoice: ten per cent of invoice
- (10)

(B) All schools may be assessed a student disclosure course fee for every new Ohio student who enrolls in a registered Ohio school and for whom the school keeps any portion of the tuition or registration fee. The student disclosure course fee may be included as a fee listed on the student's enrollment agreement. The fee will not exceed twenty-five dollars per new Ohio student.

(C) All schools have thirty days to pay fees assessed in accordance with rules 3332-1-22 and 3332-1-22.1 of the Administrative Code. Fees not submitted in a timely manner may be assessed a late fee in accordance with this rule. Any school that submits a check that is returned for insufficient funds or that is otherwise dishonored, will be assessed an additional penalty of fifty dollars and may be required to submit all payments via money order or certified check.

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3332-1-24

Graduation and placement.

- (A) All schools registered with the state board of career colleges and schools shall assist students with job placement after graduation. Placement assistance must include elements which exceed steps that the student could initiate on his/her own.
- (B) Each school shall submit evidence which demonstrates that it has an acceptable record of graduation rates and job placement rates for each program.
- (1) The board will calculate average job placement and graduation rates annually for each program type based upon information collected from school reports.
 - (2) A school with graduation or placement rates that are one or more standard deviations below the average may be required to submit an explanation for the deviation and a plan for improvement. The board may accept the school's explanation or the board may take other disciplinary action against the school pursuant to the provisions of section 3332.09 of the Revised Code.
 - (3) Schools with cohorts in any program of less than twenty students during a reporting year may be required to report data from multiple cohort years.
- (C) Schools that are accredited by an accrediting agency recognized by the US Department of Education may report annual job placement and graduation rates using formulas and definitions required by the school's accrediting agency or the school may use the formulas contained in subsections (D) and (E) of this rule.
- ~~(D)~~(D) The formula for calculating job placement rates for each program is based on total number of graduates who found gainful employment divided by total number of graduates available for placement.
- (1) All graduates will be considered as available for placement except those graduates that the school can document are unable to work or who are not seeking placement due to:
 - (a) Verified ongoing further education;
 - (b) Verified medical condition;
 - (c) Verified military service; or,
 - (d) Other valid documented reason approved by the board.
 - (2) A graduate will be considered gainfully employed if they have found employment in their field of study or have found employment in a related position.

~~(D)~~(E) The formula for calculating graduation rates for each program is based upon the number of full-time students entering into a program in a particular year (cohort) who complete their program within one hundred fifty per cent of the normal time for completion.

~~(E)~~(F) Each school is required to verify the accuracy of its job placement and graduation rates at anytime when requested by the board or its designees.

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