

## **Ohio Board of Regents**

### **FEE STRUCTURE FOR THE CERTIFICATE OF AUTHORIZATION PROCESS**

---

The Ohio Board of Regents adopted an administrative rule to establish a fee structure to impose fees for the certificate of authorization process. The rule (§3333-1-13 OAC), was approved by the Board in December 2005, the Joint Committee on Agency Rule Review in March 2006, and implemented July 1, 2006.

---

#### **I. General Principles**

The purpose of the fee structure is partial recovery of costs associated with Regents authorization of in-state and out-of-state colleges and universities, including for-profit organizations, as specified in §1713.02 and §1713.03 of the Ohio Revised Code and §3333-1-08 of the Ohio Administrative Code. Authorization activities take two primary forms:

- 1) review of new requests for authorization, and
- 2) requests for reauthorization.

In recent years, state operating funds which support the activities of the Board of Regents have declined significantly. Regents' staff used continuous improvement principles to develop more efficient processes and procedures as a way of offsetting the loss of funding. The processes put in place have been successful but have not eliminated all costs. Unfortunately, the increasing volume of new proposal requests, reauthorization requests, change requests, and progress report submissions now threatens to overwhelm the benefits of streamlining and negatively impact the effectiveness and timeliness of the review processes without seeking additional resources and support to accommodate the increases in volume.

#### **II. Reasons for Differences in Fees**

The involvement of Regents' staff in all reviews varies considerably. In cases where a proposal represents a relatively minor change to current authorizations, but where Board action is still required, staff will conduct only a paper review. A paper review is one that is performed without traveling to a site. In this case, the appropriate materials and consultations are done at a distance, e.g., through mailings, conference calls, emails, faxes, etc. Regents' fees for such reviews should be substantially less than for those involving site visits, which require considerable effort and time for coordination.

Reviews that involve out-of-state institutions are significantly more expensive than those for in-state colleges and universities. The principal reason for this is

staff travel, but there is also substantial additional time and effort required for out-of-state site visit arrangements.

Finally, reviews become increasingly complex with advancing program level: master's degrees are more difficult to review than those at the baccalaureate level, and doctoral and professional degrees are an order of magnitude more complex than those at the master's level. In all cases, the first graduate degree approved for an institution is a special burden for Regents' staff, and, of course, for institutional personnel.

### III. Proposed Fees

Given the significant differences in staff and operating costs, fees are shown in two tables, one for out-of-state and one for in-state colleges and universities.

#### Fee Charts

(These fees are not related to the reasonable expenses incurred for external review of a request, e.g., review team fees and expenses.)

First Time Fees		
	<i>Out-of-State</i>	<i>In-State</i>
Associate	\$3,000	\$3,000
Baccalaureate	\$3,000	\$3,000
Master's	\$5,000	\$5,000
Doctoral/ Professional	\$5,000	\$5,000

#### EXAMPLES:

If your institution is submitting a request for one associate program, and this is the first time your institution has submitted a request for an associate program, then the first time fee in the chart above would apply as well as the per proposal fee below.

If your institution is submitting a request for two associate programs, and this is the first time your institution has submitted a request for an associate program, then the first time fee in the chart above would apply as well as two per proposal fees below.

If your institution is submitting a request for two associate programs to be delivered to two sites, and this is the first time your institution has submitted a request for an associate program, then the first time fee in the chart above would apply as well as two per proposal fees below, and ***\$1000 per additional site (each additional site is treated as a paper review)***.

*Institution is defined as the corporation's filing with the Office of the Ohio Secretary of State. Each separate/individual educational corporation filing is considered a separate institution.*

<b>Review Costs for Staff</b>			
	<i>Paper Review (if no site visit)</i>	<i>In-State with Site Visit</i>	<i>Out-of-State with Site Visit</i>
Associate	\$1,000*	\$2,000	\$4,000
Baccalaureate	\$1,000*	\$2,000	\$4,000
Masters	\$1,000*	\$3,500	\$5,500
Doctoral/ Professional	Not applicable	\$7,500	\$7,500

### ***First-time fees***

This category refers to requests for the following:

- the first program or collection of course offerings at a particular level approved for an ***in-state institution*** (e.g., at the associate, baccalaureate, master's, or doctoral levels), and
- the first program or collection of course offerings at a particular level for Ohio delivery by an ***out-of-state institution*** (e.g., at the undergraduate, master's, or doctoral levels).

In situations where the institution requests approval for a new major/concentration/specialization area for a previous authorization, Regents staff will determine whether the request meets the criteria for review and assessment of fees for requests at any level of programming. See information related to the *Change Request Form* on the Regents website.

In situations where the institution does not have a previous undergraduate authorization, the fee will help off-set staff costs in the extremely time-consuming review process for institutions new to the state and also for institutions requesting a first time offering at a graduate level.

---

\* Fees may be waived in cases where a new undergraduate major: 1) is an area closely related to an existing program; 2) all or nearly all needed resources are demonstrably in place; and 3) the institutional proposal is sufficiently clear that no substantial additional information or revision is required.

### ***Master's vs. Doctoral/ Professional***

With public universities, the Ohio Board of Regents has treated entry-level doctorates such as the Doctor of Pharmacy (PharmD) the Doctor of Physical Therapy (DPT), the Doctor of Occupational Therapy (DOT), and other such degrees as master's level degrees, and that designation would remain here when assessing fees.

For example, an in-state institution that already has a master's degree would pay \$3,500 and not \$7,500 (the fee for review of a request for a doctoral program), for the review of an entry-level professional doctorate. Thus, the master's level fee structure applies for entry-level doctorates.

In situations where the institution requests approval for a new major/concentration/specialization area for a previous authorization at the master's level, Regents staff will determine whether the request meets the criteria for review and assessment of fees. See information related to the *Change Request Form* on the Regents website.

### ***Doctoral/ Professional***

Regents' staff experience demonstrates that reviews of doctoral programs such as PhDs, EdDs, PsyDs and the like, which are increasing in number, are by far the most demanding in terms of time and incur a large amount of operating costs.

Ohio has set very rigorous standards for doctoral work in its public institutions, as well as for the two independent universities that participate in the Regents' Advisory Committee on Graduate Study (Case Western Reserve University and the University of Dayton). The Regents' Advisory Committee on Graduate Study (RACGS) establishes policy for graduate programming in Ohio, and for programming that prepares students for graduate level work. The Regents must have the resources to ensure that these high standards are maintained for all institutions operating in the state. For more information on RACGS, please go to the Regents website.

In situations where the institution requests approval for a new major/concentration/specialization area for a previous authorization, Regents staff will determine whether the request meets the criteria for review and assessment of fees. See information related to the *Change Request Form* on the Regents website.

For further information, please contact Regents staff.

