

3333-1-02 Definition of full-time equivalent students and requirements for reporting.

(A) Authority

This rule is adopted under authority conferred upon the Ohio board of regents by the General Appropriations Act as enacted by the general assembly of the state of Ohio.

(B) Definitions

As used in this rule:

(1) "Full-time-equivalent student" in all cases except medical programs means an enrollment unit determined by dividing total student credit units of course registration by fifteen for the autumn term, and by forty-five for the summer term of institutions on a quarter calendar and by thirty for the summer term of institutions of a semester calendar. In all cases, except for enrollments in special irregularly scheduled courses as defined below, enrollments shall be as of the end of business on the fourteenth calendar day after the first day of classes and shall reflect all withdrawals or changes of registration received in the registrar's office or designated administrative office as of the end of business on that date and subsequently approved by that office. Enrollments in courses offered on a special irregular schedule may be included if student registration is completed by the end of business on the fourteenth calendar day of the summer term or the fall term even though instruction may be offered on a schedule different from the regular academic calendar. The special course under this provision must be scheduled to be completed prior to the start of the next regular academic term. Programs operated on a calendar which is different from the institutional calendar will be considered on an individual basis. Enrollments calculated for the autumn and summer period shall be added to each other to produce the total annual full-time-equivalent enrollment for a given institution.

"Full-time-equivalent student in medical programs" means the autumn quarter headcount of students enrolled for the degrees doctor of medicine, doctor of osteopathy, doctor of veterinary medicine, doctor of dental surgery, doctor of optometry, and doctor of psychology, plus one-third of the summer headcount of students enrolled for such degrees. Recognizing minor variations in academic calendar planning, these procedures for determining full-time-equivalent student enrollment assume an academic year of thirty-three weeks including thirty weeks of regular course instruction, and a summer term equivalent of eleven weeks including ten weeks of regular course instruction.

(2) "Full-time-equivalent students - general studies" means an enrollment count based upon course credits of undergraduate enrollment by Ohio residents, Ohio residents studying abroad under a foreign exchange program authorized by section 3333.19 of the Revised Code, Ohio high school students authorized by Chapter 3365. of the Revised Code, and residents of contiguous states enrolled under a reciprocal contract authorized by section 3333.17 of the Revised Code at community colleges, technical colleges, and state community colleges in programs approved by the board of regents, at university branches approved by the board of regents, and on the central campus of state-assisted universities, except such enrollment as is defined as technical education

enrollment, and baccalaureate enrollment. The course credits shall be those which are creditable toward an associate degree or baccalaureate degree except as provided for in paragraph (C)(2) of this rule. The course credits included for state-assisted universities on their central campus shall be those in courses identified as general studies courses.

General studies enrollment counts shall be classified as follows:

(a) Level I. At community colleges, the central campus of state universities, and in approved off-campus instruction programs conducted by community colleges and the central campus of state universities, course credits in the social and behavioral sciences, mathematics, business administration, computer science, education, home economics, and military science fields of

study.

(b) Level II. At community colleges, the central campus of state universities, and in approved off-campus instruction programs conducted by community colleges and the central campus of state universities, course credits in the humanities, biological sciences, art, architecture, journalism, social work, library science, interdisciplinary, and general education fields of study, and all approved remedial education courses; and at university branches, technical colleges, state community colleges, and in approved off-campus instruction programs conducted by university branches, technical colleges, and state community colleges, all general studies level course credits.

(c) Level III. At community colleges, the central campus of state universities, and in approved off-campus instruction programs conducted by community colleges and the central campus of state universities, course credits in the physical sciences, physical education, engineering, drama and dance, and music fields of study.

(3) "Full-time-equivalent students - technical education" means an enrollment count based upon course credits of enrollment of all Ohio residents, Ohio residents studying abroad under a foreign exchange program authorized by section 3333.19 of the Revised Code, Ohio high school students authorized by Chapter 3365. of the Revised Code, and residents of contiguous states enrolled under a reciprocal contract authorized by section 3333.17 of the Revised Code in technical courses. Only such technical courses as are a part of an associate degree curriculum shall be identified as technical for purposes of this count. Only courses which fall within the "technical" portion of a curriculum as defined within rule 3333-1-04 of the Administrative Code, the board of regents' standards for two-year associate degree technologies are to be identified as technical. Courses falling within the "basic" and "non-technical" categories within those standards will not be considered technical for purposes of this count.

Technical education enrollment counts shall be classified as follows:

(a) Level I. At university branches, technical colleges, community colleges, state community colleges, the central campus of state universities, and in approved off-campus instruction programs conducted by a two-year administrative unit, course credits in business technologies and public service technologies.

(b) Level III. At university branches, technical colleges, community colleges, state community colleges, the central campus of state universities, and in approved off-campus instruction programs conducted by a two-year administrative unit, course credits in health technologies, engineering technologies, and natural science technologies.

(4) "Full-time-equivalent students - baccalaureate" means an enrollment count based upon the course credits of enrollment of all Ohio residents, Ohio residents studying abroad under a foreign exchange program authorized by section 3333.19 of the Revised Code, Ohio high school students authorized by Chapter 3365. of the Revised Code, and residents of contiguous states enrolled under a reciprocal contract authorized by section 3333.17 of the Revised Code at community colleges, state community colleges, and university branches, in specialized courses within a college parallel curriculum; and on the central campus of state universities in specialized and advanced undergraduate courses which are creditable toward a baccalaureate degree. This enrollment count shall also include enrollment in junior and senior level service of off-campus instruction programs conducted by university central campuses.

Baccalaureate enrollment counts shall be classified as follows:

(a) Level I. At the central campus of state universities and in approved off-campus instruction programs conducted by university central campuses, course credits in the social and behavioral sciences, mathematics, business administration, computer science, education, home economics, military science, and physical education fields of study; and all course credits at community colleges, university branches, and state community colleges in advanced college parallel courses but not exceeding twenty per cent of non-technical enrollments.

(b) Level II. At the central campus of state universities and in approved off-campus instruction programs conducted by university central campuses, course credits in the humanities, art, architecture, agriculture, journalism, social work, library science, public administration, interdisciplinary, and general education fields of study, and medical service courses.

(c) Level III. At the central campus of state universities and in approved off-campus instruction programs conducted by university central campuses, course credits in the physical sciences, biological sciences, engineering, drama and dance, music, nursing, pharmacy, and allied medical fields of study.

(5) "Full-time-equivalent students - master's and professional degree programs" means an enrollment count based upon university central campus enrollments in graduate courses of a student holding a baccalaureate degree, admitted to status as a graduate student, and not eligible to be counted as a doctoral degree student. This enrollment count includes enrollments in professional courses offered by a school or college of law toward the degree of juris doctor. This enrollment count shall also include enrollment in master's level service of off-campus instruction programs conducted by university central campuses.

Master's and professional enrollment counts shall be classified as follows:

(a) Level I. At the central campus of state universities and in approved off-campus instruction programs conducted by university central campuses, course credits in education, business administration, computer science, library science and law fields of study.

(b) Level II. At the central campus of state universities and in approved off-campus instruction programs conducted by university central campuses, course credits in the humanities, social and behavioral sciences, mathematics, physical education, home economics, architecture, art, journalism, interdisciplinary, general education, public administration, social work, music, drama and dance, nursing, medicine, dentistry, optometry, pharmacy, veterinary medicine, and allied medical fields of study.

(c) Level III. At the central campus of state universities and in approved off-campus programs of instruction conducted by university central campuses, course credits in the biological sciences, the physical sciences, agriculture, and engineering fields of study.

(6) "Full-time-equivalent students - doctoral degree programs" means an enrollment count based upon university central campus course enrollments in graduate courses of an approved doctoral degree program by students who have been admitted to status as a graduate student, and who have a master's degree or have completed fifty-one or more course credits on a quarter calendar basis toward a graduate degree. No student course credit enrollment shall be included for any student who shall have already received two hundred sixty quarter credits beyond the baccalaureate, except that such limitation shall not apply to course credits earned toward a graduate professional degree or toward a medical degree.

Doctoral enrollment counts shall be classified as follows:

(a) Level I. At the central campus of state universities and in approved off-campus instruction programs conducted by university central campuses, course credits in the humanities, social and

behavioral sciences, allied medical, architecture, business administration, computer science, education, home economics, journalism, physical education, public administration, social work, and interdisciplinary fields of study.

(b) Level II. At the central campus of state universities and in approved off-campus instruction programs conducted by university central campuses, course credits in biological sciences, the physical sciences, mathematics, agriculture, art, engineering, drama and dance, music, pharmacy, medicine, optometry, and veterinary medicine fields of study.

(7) "Full-time-equivalent student - medical programs" means a student who has been officially admitted to a school or college of medicine, of optometry, of dentistry, of veterinary medicine, or of professional psychology and who is pursuing course work toward the doctor of medicine, the doctor of optometry, the doctor of dental surgery, the doctor of veterinary medicine, the doctor of osteopathy, or the doctor of psychology degree. No four-year curriculum leading to the degrees D.D.S., D.V.M., O.D., D.O., M.D., or Psy.D. shall be eligible to be counted for state subsidy purposes beyond thirteen quarters of credited enrollment, or its equivalent. Repeating students may comprise up to five per cent of the total enrollment in the above medical programs.

Medical enrollment counts shall be classified as follows:

(a) Level I. At the Ohio state university, students enrolled in a school or college of dentistry, optometry, or veterinary medicine, and at the Wright state university, students enrolled in a school of professional psychology and pursuing the first professional degree.

(b) Level II. At the Ohio state university, the university of Cincinnati, the Ohio university, Wright state university, the medical college of Ohio at Toledo, and the northeastern Ohio universities college of medicine, students enrolled in the college of medicine and pursuing the first professional degree.

(C) Determination of enrollment

(1) Full-time student equivalent enrollment at each community college, technical college, state community college, university branch, off-campus location, and central campus of a state university shall be determined by the appropriate official in accordance with the definitions set forth above. For purposes of making enrollment determinations, a curricular basis of program management is assumed. A curricular basis requires that each course offering be evaluated in terms of its instructional objective and contribution to an approved degree program. The following program categories shall be used:

(a) General studies;

(b) Technical education;

(c) Baccalaureate;

(d) Master's;

(e) Doctoral;

(f) Professional.

(2) Selected courses for remedial education in basic skills shall be included in the determination of full-time student equivalents upon prior approval of the board of regents. Enrollments in other remedial courses and special tutorial courses for which credit hours toward a degree are not awarded shall not be included in the determination of subsidy eligible full-time student

equivalents, but shall be reported separately to the board of regents.

(3) Completed credits in courses of independent study through correspondence may be included in the determination of full-time student equivalents for Ohio residents at the Ohio university and in the fire and industrial safety technology program at the OMI college of applied science at the university of Cincinnati. Course credit enrollments for each academic term shall be considered in the determination of annual full-time equivalency according to procedures separately established by the board of regents.

(4) Enrollments in non-credit continuing education programs or post-degree programs of instruction shall not be included in the determination of subsidy-eligible full-time student equivalents, but shall be reported separately to the board of regents.

(5) Enrollments by students for audit purposes only (no credits to be awarded toward a degree) shall not be included in the determination of subsidy-eligible full-time student equivalents.

(6) Enrollment by students in courses offered under grants or contracts from the federal government or any other sponsor where the intent of the grant or contract is to compensate the college or university for the instructional cost of the students shall not be included in the determination of subsidy-eligible full-time student equivalents.

(7) Enrollments by students whose accounts have not been cleared by the finance office of the college or university shall not be included in the determination of subsidy-eligible full-time student equivalents, except as approved by the chancellor.

(8) The autumn term full-time equivalent enrollment at off-campus locations shall be adjusted to reflect major variations in the level of service planned for the winter and spring terms according to the "Off-Campus Instructional Plan Annual Annex" submitted by the institution and approved by the Ohio board of regents.

(9) Enrollments in selected off-campus courses provided via the television medium may be included in the determination of full-time student equivalents upon prior approval of the board of regents.

(10) Enrollments by male students who have failed to meet selective service registration requirements set forth in section 3345.32 of the Revised Code and rule 3333-1-19 of the Administrative Code, and who do not qualify for exemption of the registration requirement shall not be included in the determination of subsidy-eligible full-time student equivalents.

(D) Ohio residents

In determining whether or not an enrolled student is an Ohio resident for purposes of the appropriation subsidy, each state-assisted institution shall adhere to the provisions of rule 3333-1-10 of the Administrative Code.

(E) Enrollment records and other reports

(1) In accordance with the provisions of law, including, but not limited to, sections 3333.04 and 3333.07 of the Revised Code, requiring each institution to submit such information as is necessary in order to determine the appropriate subsidy payments, each institution shall prepare and submit an "Off-Campus Instructional Plan" including an "Annual Annex," "Academic Enrollment Reports," and "Inventories of Instructional Courses" which accurately reflect enrollments during the enrollment periods reported and the specific location of the instructional offering, for determining full-time-equivalent enrollments.

(2) Each institution shall submit such additional enrollment and physical facilities reports to the

chancellor of the Ohio board of regents as the chancellor may determine to be necessary in order to advise the board about the calculation of appropriate subsidy payments.

(3) The staff of the Ohio board of regents will conduct a periodic audit of "Academic Enrollment Reports" and "Inventories of Instructional Courses." The audit will include a complete review of the enrollment activity in special irregularly scheduled courses. Errors in reporting as determined on a sampling basis may be used to calculate the proper full-time-equivalent enrollment of the institution as a whole for a particular enrollment period, and the revised enrollment resulting therefrom may be used to determine the appropriate subsidy payment. If the incidence of errors as determined on a sampling basis exceeds five per cent, the board of regents may request the institution to have a complete enrollment audit conducted at the institution's expense by a certified public accountant. Final determination of the subsidy payment shall depend upon results of such audit.

(F) Calculation and disbursement of subsidy payments

(1) The Ohio board of regents will calculate the appropriate subsidy payments to each institution upon the basis of the enrollment reports submitted by each institution and upon the basis of the rates specified in the General Appropriations Act.

(2) The Ohio board of regents will arrange the disbursement of subsidy payments in accordance with the provisions of the General Appropriations Act.

(G) Designation of residence credit centers

For the purpose of this rule, residence credit centers for subsidy purposes are hereby designated to be established at the branch campuses of all state universities and additionally at Shawnee state university for Ohio university.

(H) At Bowling Green state university, Kent state university, Miami university, the Ohio state university, and Ohio university, baccalaureate and graduate degree courses offered to part-time commuting students on a late afternoon and evening basis (after five p.m.) shall be excluded from the determination of full-time-equivalent enrollment subject to the enrollment limitations set forth in section 3345.19 of the Revised Code.

In the determination of the total subsidy to be paid to an institution listed in section 3345.19 of the Revised Code, which sets forth enrollment limitations for the autumn term, the board of regents will consider the total student credit hours of all students enrolled on the main campus divided by fifteen to be the full-time-equivalent enrollment identified by section 3345.19 of the Revised Code with the following exceptions:

(1) Late afternoon and evening part-time enrollments identified in this rule; and

(2) For the Ohio state university enrollments generated within courses taught by the professional departments and schools of agriculture and the medical complex, including allied medical, nursing, dentistry, medicine, optometry, and veterinary medicine.

Each institution whose enrollments are in excess of statutory ceilings shall submit an annual plan to the board of regents indicating what actions will be necessary to be in compliance with section 3345.19 of the Revised Code, including, but not limited to, freshman admissions, other newly admitted students, transfer/retention/attrition patterns, etc. When it is determined that the enrollment of an institution exceeds the limit, the board of regents shall make a determination of subsidy entitlement based on the magnitude of the over-enrollment, the impact on various subsidy levels of such over-enrollment including cumulative effects of persistent over-enrollment, and other items appropriate to the plan above, and shall deduct from state subsidy entitlement such enrollments as are required to approximate total entitlement consistent with the statutory

limitation.

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Rule amplifies: RC 3333.21 to 3333.25