



<p>ACADEMIC POLICY</p>  <p>ADAMS STATE COLLEGE</p>	POLICY NUMBER:	PAGE NUMBER 1 of 3
	CHAPTER:	
	SUBJECT: Guaranteed Tuition Policy	
RELATED POLICIES:	EFFECTIVE DATE: July 1, 2016	
	SUPERSESION:	
	 Dr. Beverlee McClure President	
OFFICE OF PRIMARY RESPONSIBILITY: Board of Trustees		

## Guaranteed Tuition Policy (On-Campus Undergraduate Students)

### I. POLICY:

Effective beginning in the fall 2016 semester Adams State University will provide undergraduate, on-campus, degree-seeking students with a guaranteed base tuition rate for a maximum of 4 academic years (fall through summer) based on the date of entry and continuous enrollment. There will be a guaranteed base tuition rate for each residency class. The entry date for first time students entering in either the fall or spring semester of an academic year will be the fall of that year. They will pay the same tuition rate for 4 academic years. The guaranteed tuition rate applies to both full-time and part-time students, but is limited to 4 consecutive years, regardless of hours completed. Students requiring more than four years to complete a degree will be charged the tuition rate for the entering class immediately after them in the fifth year, and the class after that in the sixth year. The guarantee applies to tuition only. Differential tuition costs for programs in Business and Nursing will be in addition to the guaranteed base tuition. Fees are not included in the Guaranteed Tuition rate.

Entry Term	Tuition Rate Year 1	Tuition Rate Year 2	Tuition Rate Year 3	Tuition Rate Year 4	Tuition Rate Year 5	Tuition Rate Year 6
Fall 2016	Rate A	Rate A	Rate A	Rate A	Rate B	Rate C
Fall 2017	Rate B	Rate B	Rate B	Rate B	Rate C	Rate D
Fall 2018	Rate C	Rate C	Rate C	Rate C	Rate D	Rate E
Fall 2019	Rate D	Rate D	Rate D	Rate D	Rate E	Rate F
Fall 2020	Rate E	Rate E	Rate E	Rate E	Rate F	Rate G

#### *Entering First Year Students*

Entering first-year students will be charged the tuition rate established by the Adams State University Board of Trustees for that academic year. For example, students entering in fall 2016 will be charged the established tuition rate for 2016-17 through the summer of 2020.

#### *Returning Students Enrolled Prior to Fall 2016*

Returning Students who initially enrolled prior to the implementation of the Guaranteed Tuition Policy will be offered guaranteed tuition based on their initial entry term. Students will be guaranteed an adjusted tuition rate of approximately 2.6% more than the 2015-16 rate for the number of years specified in the table below, after which they will move to the rate of the next incoming class each subsequent year. Students entering prior to Fall 2011 will be treated on a case-by-case basis similar to the process for Transfer Students.

Initial Entry Term	Tuition Rate 2016-2017	Tuition Rate 2017-2018	Tuition Rate 2018-2019	Tuition Rate 2019-2020	Tuition Rate 2020-2021	Tuition Rate 2021-2022
Fall 2011	Rate A	Rate B	Rate C	Rate D	Rate E	Rate F
Fall 2012	Rate A	Rate B	Rate C	Rate D	Rate E	Rate F
Fall 2013	Rate A	Rate B	Rate C	Rate D	Rate E	Rate F
Fall 2014	Rate A	Rate A	Rate B	Rate C	Rate D	Rate E
Fall 2015	Rate A	Rate A	Rate A	Rate B	Rate C	Rate D

CHAPTER:	SUBJECT	POLICY #	Page 2 of 4
	Guaranteed Tuition Policy		EFFECTIVE 07/01/2016

*Transfer Students*

Transfer students will be assigned an entry date and end date based on the number of credits transferred and the number of credits required to complete the degree. Tuition will be guaranteed for the number of academic years required to complete the degree based on enrollment in 15 credits hours/semester. After the designated end date has passed, students will be assessed tuition based on the next step in the rate scale as described in the table below.

Remaining Credits to Degree Completion	Tuition Rate Year 1	Tuition Rate Year 2	Tuition Rate Year 3	Tuition Rate Year 4	Tuition Rate Year 5	Tuition Rate Year 6
0-30	Rate A	Rate B	Rate C	Rate D	Rate E	Rate F
30-60	Rate A	Rate A	Rate B	Rate C	Rate D	Rate E
60-90	Rate A	Rate A	Rate A	Rate B	Rate C	Rate D
90-120	Rate A	Rate A	Rate A	Rate A	Rate B	Rate C

**NOTE: Rate A in this table equals the rate in effect when the Transfer student is first enrolled at ASU.**

*Continuous Enrollment*

Students must be continuously enrolled to benefit from the Guaranteed Tuition rate. Students who stop out for up to two consecutive semesters (excluding summer) will be considered continuously enrolled. Students stopping out for more than two consecutive semesters (excluding summer) will be charged at the tuition rate in effect at the time of re-enrollment. These students will be treated in the same manner as Transfer Students to determine remaining credits to completion and an end date for guaranteed tuition.

Exceptions to the continuous enrollment requirements will be made for students requiring a medical withdrawal of more than one semester or for military service persons called to active duty. Students requesting an exception must re-enroll within two years in order to maintain the Guaranteed Tuition rate. Failure to do so will result in re-admission at the prevailing tuition rate. Students requesting such an exception must apply for the exception through the Office of Student Services.

II. PURPOSE:

The purpose of this policy is to provide students with a constant tuition rate that enables them to better determine the cost of their education. The four-year guarantee will encourage students to complete in four years by minimizing tuition costs. This policy outlines the basic procedures of the policy.

III. DEFINITIONS:

- A. Academic Year: A full year of academic course offerings beginning with the fall semester and ending after the completion of the summer semester. Spans two calendar years.
- B. Base Tuition Rate: The cost to the student per credit hour of coursework for all courses. Courses in designated high cost programs may also have an additional tuition differential to pay for the higher costs of these programs. Business and Nursing courses with the following prefixes have an additional per credit tuition differential cost: BUS, ECON, HCA, NURS.
- C. Board of Trustees: The state appointed body of officials responsible for oversight of Adams State University operations, including the setting of tuition rates annually.
- D. Continuous Enrollment: Enrollment in subsequent fall and spring semesters without interruption. For the purposes of this policy, continuous enrollment will also include students who stop out for up to two consecutive semesters (excluding summer), for any reason.
- E. Entry Term: The date of a student's first enrollment in an undergraduate, on-campus, degree-seeking program at Adams State University.
- F. Degree Seeking: A student enrolled in an Associate's degree or Baccalaureate degree program.
- G. Department Chair: The individual responsible for oversight and administration of an academic department.

CHAPTER:	SUBJECT	POLICY #	Page 3 of 4
	Guaranteed Tuition Policy		EFFECTIVE 07/01/2016

- H. Entering Class: The group of students admitted for the first time at the start of the fall semester in any given academic year.
- I. End Date: The date at which the guaranteed tuition rate ends for each student.
- J. First Year Student: A student enrolling for the first time at an institution of higher education.
- K. Fees: Costs of attendance in addition to tuition. Common fees include the College Service fee, Technology fees, Capital fee, Course Specific fees and Parking fees. Fees vary by credit hour and program.
- L. Full-time Student: A student enrolled in 12 or more credit hours per semester.
- M. Guaranteed Tuition: A tuition rate that is constant for a designated period of time dependent on type of, and date of enrollment.
- N. On-Campus: Classes that are offered on the main campus of Adams State University in Alamosa.
- O. Part-time Student: A student enrolled in fewer than 12 credit hours per semester.
- P. Readmit: A student who has stopped out for three consecutive semesters and who must apply for readmission to the University.
- Q. Returning Student: A student who has completed at least one semester of coursework, and who has been continuously enrolled, or stopped out for no more than one semester.
- R. Transfer Coordinator: The individual responsible for working with transfer students to determine their applicable transfer credits and the required remaining hours needed to complete a degree. The transfer Coordinator serves as an advisor to incoming transfer students and establishes an end date for the guaranteed tuition rate.
- S. Transfer Student: A student who has completed coursework at another institution of higher education and is applying one or more credits of that coursework to a degree at Adams State University.
- T. Tuition: The cost to the student per credit hour of coursework.
- U. Tuition Differential Cost: Courses in designated high cost programs may also have an additional tuition differential to pay for the higher costs of these programs. Business and Nursing courses with the following prefixes have an additional per credit tuition differential cost: BUS, ECON, HCA, NURS.
- V. Undergraduate Student: A student pursuing an Associate's degree or Baccalaureate degree.

#### IV. PROCEDURES:

- A. The Board of Trustees will establish a base tuition rate for undergraduate programs annually.
- B. Entering First Year students will be automatically be assessed the base tuition rate for that year, plus any applicable tuition differential costs and fees. That base tuition rate will be in effect for four years, unless the student stops out for more than two consecutive semesters (excluding summer).
- C. Transfer students must meet with the Transfer Coordinator to determine their program of study and an end date for guaranteed tuition.
- D. Returning and Transfer students will be assessed according to the Guaranteed Tuition policy as outlined in section I. Any applicable differential tuitions costs and fees are not guaranteed.
- E. Students returning to Adams State University after stopping out more than one semester must meet with the chair of the department offering the degree program in which they are intending to enroll. The department chair will review the student's academic record and determine the remaining credits to degree completion. The department chair will establish an end date for the guaranteed tuition rate.

CHAPTER:	SUBJECT	POLICY #	Page 4 of 4
	Guaranteed Tuition Policy		EFFECTIVE 07/01/2016

- F. Students requesting an exception based on active military service or a medical withdraw must apply for an exception through the Office of Student Services.

V. RESPONSIBILITY:

- A. The Board of Trustees will establish base tuition rates.
- B. Transfer Students are responsible for meeting with the Transfer Coordinator to determine the end date for guaranteed transfer and to establish the remaining credits required for a degree.
- C. Students seeking re-admission are responsible to apply for re-admission and for meeting with the appropriate department chair to determine an end date and remaining credits to degree completion.
- D. Department Chairs are responsible for meeting with re-admitted students to determine the remaining credits towards degree completion and the end date for the Guaranteed Tuition rate.

VI. AUTHORITY:

VII. HISTORY:

VIII. ATTACHMENTS: