



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

30 East Broad Street, Suite 2481, Columbus, OH 43215
(614) 466-2752 · Fax (614) 466-2219 · Toll Free (877) 275-4219
E-mail: bpsr@scr.state.oh.us · Website: <http://scr.ohio.gov/>

MEMORANDUM

To: Chief Executive Officers and/or Directors of Registered Schools

From: John P. Ware, Executive Director

Date: November 1, 2011

Subject: Administrative Rule Changes

The State Board of Career Colleges and Schools has enacted a number of administrative rule changes that were effective on November 1, 2011. These rule changes can be viewed on the Board's web site on the "Laws & Rules" page. I have briefly detailed below some of the rule changes that were enacted by the Board.

1. Changes to Administrative Rule 3332-1-06

Distance Education Courses and Programs

1. Board will no longer approve distance education programs as separate "distance education only" programs. If a school offers any part of a program via distance education they need to submit the required distance education documentation as part of the program approval process.

2. Changes to Administrative Rule 3332-1-08

School Catalog Requirements:

1. Catalog must now include list of all institutional and programmatic accreditation approvals.
2. Schools that have web sites must make the catalog available electronically on the web site.

Preparation for State Licensing Exams:

1. Schools are required to provide appropriate assistance to students to help them prepare for any state licensing exams related to their program of instruction.

3. Changes to Administrative Rule 3332-1-09

Student Disclosures

1. In addition to providing graduation and placement rates for the last three years, schools are now required to provide the most recently available passage rates on any applicable state licensing exams.
2. Enrollment agreement must include both tuition for current academic term and projected total tuition cost of the program at current tuition rates.

4. Changes to Administrative Rule 3332-1-10

Leave of absence policy requirements:

1. If a student is placed on a leave of absence (LOA) it must specify beginning and end dates. LOA cannot exceed six months unless otherwise approved in writing by the Board. If a student does not return from LOA refund is based on last date of student attendance.

5. Changes to Administrative Rule 3332-1-16

Program review and approval process

1. The Board previously categorized courses within programs into technical, basic, and general categories. Courses within programs will now be classified as technical and non-technical.
2. Credit hours may be awarded in whole or half units only.
3. Faculty qualifications in associate degree programs have been clarified. Faculty teaching in technical courses must have formal education and training including appropriate academic degrees and three years work experience; or, five years work experience and appropriate professional certification.

If you have any questions regarding these items please contact me at 614-466-7802 or john.ware@scr.state.oh.us .