



## Ohio Administrative Code Rule 3332-1-02 Definition of terms.

Effective: September 3, 2024

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(A) "Ability to benefit" means any student who, prior to admission, does not have a high school diploma or its equivalent, the general equivalency diploma (G.E.D.), and who is subject to the ability to benefit criteria of the U.S. department of education, and all applicable rules of the state board.

(B) "Agent" means an employee of a school whose primary duties performed include distribution of literature or information on behalf of a person offering a program, and the solicitation of prospective students in Ohio to enroll in a program.

(C) "Associate degree" means the credential awarded by a school upon the successful completion of an associate degree program. The program must contain a minimum of ninety quarter credit hours or sixty semester hours.

(D) "Advanced degree" means the credential awarded by a school upon the successful completion of a baccalaureate, masters, or doctorate degree program which meets the requirements of the Ohio department of higher education.

(E) "Calendar week" means seven consecutive calendar days.

(F) "Board" means the state board of proprietary school registration or the state board of career colleges and schools.

(G) "Certificate program" means generally one or more technical courses usually completed in one to twenty-six weeks, with a single skill objective and generally consisting of at least twenty and no more than six hundred clock hours or thirty-six quarter credit hours or twenty-four semester credit hours. In special cases, non-technical may be included when it is demonstrated such courses are essential to the program and occupational outcomes.

(H) "Certificate of registration" means a certificate issued by the state board of career colleges and



schools to the owner or operator of a private career school located within or outside the state of Ohio, that permits the school to solicit students and offer and maintain a program in Ohio.

(I) "Clock hour" means for purpose of instruction, a period of sixty minutes with a minimum of fifty minutes of classroom work.

(J) "College" means a school possessing a certificate of registration authorizing at least one associate or advanced degree program. No Ohio school may use the term "college" in their school name unless the school has been approved to offer degree level programs.

(K) "Course" means a unit of learning which is an integral part of a program of instruction.

(L) "Credit-hour laboratory" means one credit shall be awarded for every two laboratory hours in a week of the quarter or semester when the laboratory experience is supplemented by out-of-class assignments. When out-of-class assignments are not required, the ratio will be one credit for every three laboratory hours.

(M) "Credit-hour non-laboratory" means one credit shall be awarded for each one hour scheduled in the classroom within a week, quarter, or semester, provided the student is required to devote at least two hours out-of-class assignments for each class hour scheduled.

(N) "Diploma program" means a program of instruction offering technical and non-technical coursework. The program shall generally range in length from more than six hundred but less than fifteen hundred clock hours; or more than thirty-six but less than ninety quarter credit hours; or more than twenty-four but less than sixty semester hours.

(O) "Director" means the person directly responsible for the operational management of a school.

(P) "Full-time student" means a student who is scheduled to attend a minimum of twenty or more clock hours or twelve or more credit hours per week.

(Q) "General education course" means a unit of learning non-technical in nature, which is an integral part of a program the content of which is drawn from oral communication, written communication,



social studies, mathematics, natural sciences and the humanities.

(R) "Institutional scholarship or grant" means any scholarship, tuition credit, grant or other financial aid program offered by a registered school that uses institutional funds or other institutional credits to reduce a student's tuition and fee obligations. All institutional scholarships or grants must be approved in accordance with rule 3332-1-11 of the Administrative Code.

(S) "Gross annual tuition income" means the tuition income (minus tuition refunds) received by a registered school in approved programs as computed at the end of the school's accounting year.

(T) "Major" means a program of study within a degree program that includes a minimum of twenty per cent of the program's total hours in the specific discipline intended to be named as the major in the program's title. At the same time, the balance between general education, basic and technical courses must be maintained in the program.

(U) "Non-technical course" means any course in the curriculum that is not technical in nature and includes general education courses, basic courses, or other related courses.

(V) "Person" means an individual, corporation, partnership, association, limited liability company or any other type of business organization.

(W) "Primary duty" or "primary job duty" means more than fifty per cent of a person's assigned job responsibilities.

(X) "Private career school" means a career college, proprietary school, person or other organization that offers programs that require registration pursuant to Chapter 3332. of the Revised Code.

(Y) "Proficiency in subject matter discipline for faculty members assigned to teach the general study portion of any degree program" means proficiency in subject matter discipline evidenced by a minimum of fifteen quarter credit hours (or semester credit hours equivalent) of work in the discipline, taken at the undergraduate or graduate level, or a combination of the two levels.

(Z) "Proprietary school" means a career college, school, person, or other organization that offers



programs that require registration pursuant to Chapter 3332. of the Revised Code.

(AA) "Quarter" means an academic time span of ten to twelve weeks.

(BB) "Semester" means an academic time span of fifteen to eighteen weeks.

(CC) "School" means a school, career college, person or other organization that offers programs that require registration under Chapter 3332. of the Revised Code.

(DD) "Students enrolled" means the number of students who have started class and attended at least one day.

(EE) "Teach-out" means the process whereby a school fulfills its educational and contractual obligations to currently enrolled students prior to voluntarily closing their school or discontinuing any program. Among its options are a cessation of enrollments with continued operation until present students are graduated; or making an agreement with a school or a group of schools, in the same geographic area, to absorb its students at no additional cost to the affected students, except as may be permissible under regular financial aid eligibility requirements.

(FF) "Technical course" means a unit of learning which yields skills, knowledge, and appreciation essential to the specific occupation for which the program was designed.