



## Procedures Manual

**Number: AC-110**

**Office of Primary Responsibility: VP, Academic Affairs & Workforce Development**

**Effective Date: Autumn 2019**

### **Board Examinations and Test Required After Graduation**

**Purpose:**

In support of an All-Inclusive Pricing Model, the goal of this procedure is to ensure there are no financial surprises for students; they are prepared for courses; minimize financial impact to the student and the institution and to increase retention.

**Procedures:**

The Registrar's Office in collaboration with the department will validate which students are eligible to sit for post-graduation credentialing, licensing and/or board exams.

Students must register for their exams no later than three months after earning their degree to be eligible for their exams to be paid for under the All-Inclusive Pricing model.

If a student is required to repeat a required exam, the student is responsible for 100% of the cost as repeated tests are not part of All-Inclusive Pricing.

If a student chooses to take an exam in a state other than Ohio, the Dean will submit a refund for the cost of the Ohio exam which the student may use for the out-of-state exam.