TERRA STATE COMMUNITY COLLEGE
Fremont, OH 43420

REQUEST FOR BOARD ACTION

MEETING DATE: **October 28, 2026**

TOPIC: TRANSCRIPT AND DIPLOMA FEES INCREASE

Background:

Transcript Fee
Terra State Community College has utilized an electronic transcript service provider (Instructure-formerly Parchment) to enhance the delivery of official transcripts for students and alumni. This service provides secure document processing, convenient ordering options, and expedited delivery methods while reducing the administrative effort associated with manual transcript fulfillment. The current transcript fee of **$7.00** has remained unchanged since 2019. To help offset increased service and operational costs associated with providing transcript services, administration recommends increasing the transcript fee to **$8.50**.

Replacement Diploma Fee
Terra State Community College partners with the same third-party provider to produce and fulfill printed diplomas and certificates, ensuring graduates receive high-quality credentials through a streamlined and secure process. As credential production and fulfillment costs have increased over time and are expected to continue to rise under the College's upcoming vendor agreement, we recommend increasing the replacement diploma fee from **$18.00** to **$20.00**. Even with the proposed increase, Terra State's replacement diploma fee would remain below the average charged by comparable institutions, which is approximately **$22.50**, helping to maintain affordability for students and alumni while supporting the continued delivery of credential services.

Fee Guidance
The Transcript and Replacement Diploma fees fall under the category of *special purpose* or *service* charge. As such, Board approval is needed to implement the increase and it is then reported to the Ohio Department of Higher Education (ODHE) on the fee inventory as required by ORC Section 3345.39, along with accompanying justification for the increase.

PROPOSED MOTION:
I move that Terra State Community College Board of Trustees accepts the recommendation for changes to the Transcript fee to $8.50 and the Replacement Diploma Fee to $20.00 and implement the increase and report it as required by ORC Section 3345.39 on the ODHE fee inventory.

RESULT: In accordance with state law and the bylaws of this organization, on October 28, 2026, the Terra State Community College Board of Trustees voted to accept the recommendation for changes to the Transcript fee to $8.50 and the Replacement Diploma Fee to $20.00 and implement the increase and report it as required by ORC Section 3345.39 on the ODHE fee inventory.

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