

## **GLENVILLE STATE UNIVERSITY POLICIES**

### **TUITION AND FEES POLICY 45C**

#### **APPEALS PROCESS FOR RESIDENCY CLASSIFICATION**

##### **45C.1. General**

1.1. Scope - This policy establishes the appeals process for residency classification at Glenville State University.

1.2. Authority – Higher Education Policy Commission Series 25, Section 9.1

1.3. Effective Date – June 10, 2020

1.4. Revision of Former Policy – Repeals and replaces Glenville State University Policy 45C – Appeals Process for Residency Classification.

##### **45C.2. Purpose**

2.1. The decision of the Registrar with the determination of residency classification may be appealed in accordance with section 3 of this policy.

##### **45C.3. Procedures**

3.1. An institutional committee on residency appeals shall be established to receive and recommend on appeals of residency decisions made by Admissions or the Registrar.

3.2. The Residency Appeals Committee shall be comprised of members of the institutional community, including faculty and at least three, in any event, an odd number. The student representative(s) shall be appointed by the president of the institutional student government association while the faculty representatives(s) shall be selected by Faculty Senate.

3.3. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes the meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting. The designated official in Admissions or the Registrar will be informed electronically or in writing that the decision has been appealed and shall appear before the committee to explain the rationale behind the original residency ruling.

3.4. The decision of the residency appeals committee shall be provided to the student electronically or in writing and a copy is to be placed in the student's education record.

3.5. If the student is not satisfied with the disposition of the appeal by the residency appeals committee, he/she may appeal in writing the decision of the committee to the President. This appeal must be filed within seven (7) calendar days after the receipt of written notice of the decision of the residency appeals committee.

3.6. The President's decision on residency is final and not subject to appeal.