

UTHSC Residency Application Process

Office of Student Affairs & Enrollment Services

The UTHSC Office of Student Affairs & Enrollment Services (OSAES) coordinates and reviews applications for change of residency status for tuition and fee paying purpose consistent with THE RULES OF THE UNIVERSITY OF TENNESSEE (ALL CAMPUSES) CHAPTER 1720-1-1 CLASSIFYING STUDENTS IN-STATE AND OUT-OF-STATE . The Registrar serves as the Residency Coordinator.

As part of this process, the Registrar and Admissions Counselors provide information to current and admitted students regarding the process for applying of a change of residency status. Counsel by the Registrar, Admissions Counselors, or any UTHSC staff is instructive in nature as to the process and potential outcomes but is not meant to bind UTHSC in terms of a residency status decision. Before an official decision can be made by the Registrar or subsequent Residency Appeals Committee, the applicant for a change in residency status must complete the Residency Application and submit relevant documents to the Registrar to review.¹ Once these documents have been received, applicants should expect a written residency status decision from the Registrar within approximately 7-10 business days. Appeals to the Residency Appeal Committee take approximately 14 business days after the committee meets..

Residency Process Outline

1. Notification of Residency:

- a. Based on the application of admission and supplemental admissions application data, all applicants/current students, who apply or have applied to UTHSC, will be classified as In-State or Out-of-State **at the time of application** to their college/program by the Admissions staff.
- b. In reviewing the admissions application data, the Admissions staff or a member of the Office of Student Affairs & Enrollment Service staff, will contact the admitted/current students regarding in questions or discrepancies in residency classification.

2. Change of Residency Application Decisions & Notification

¹ In the absence of the Registrar, the Associate Vice Chancellor for Student Affairs & Enrollment Services will appoint a member of the Office of Student Affairs & Enrollment Services staff to coordinate residency change applications, counsel students, and render residency change decisions.

- a. If the admitted²/current student³ is classified as out-of-state for tuition and fee payment purposes by the Admissions staff or the OSAES, the student may submit a Residency Application and related documents to the Registrar to request a change in residency to in-state for tuition and fee payment purposes once each term.
- b. It is the responsibility of the Registrar to evaluate and review the completed Residency Application and relevant documents submitted by the student, interpret THE RULES OF THE UNIVERSITY OF TENNESSEE (ALL CAMPUSES) CHAPTER 1720-1-1 CLASSIFYING STUDENTS IN-STATE AND OUT-OF-STATE, and render a decision. The Registrar will render a residency decision within 14 business days of receipt of the completed Residency Application. If additional documentation or information is needed by the Registrar, the Registrar will contact the student. Based on the timeframe for submission of any requested documentation from the student, this may lengthen the time of the Registrar's residency decision.
- c. Once a decision is rendered by the Registrar, current students are notified in writing by the Registrar of the residency decision, and the Registrar will add a copy of the written notice to the student's official record. The notice will inform the current student that the change in residency status becomes effective upon the student's enrollment for the following term. Newly admitted first-time students granted in-state residency prior to the first official day of the student's first-term of matriculation shall receive in-state status upon matriculation for tuition and fee payment purposes. The Registrar will send a written residency decision notice for newly admitted student to the Director of Admissions, or Director of Admissions/designee, such as an Admissions Counselor. The Director of Admissions/designee will add a copy of the written residency notice to the admitted student's official record.
- d. For current students, the Registrar will change the status in the student information system to become effective for tuition and fee payment purposes the next official term. For newly admitted first-time students, the Director of Admissions or designee, such as an Admissions Counselor for the academic program, will change the residency classification in the student information system.
- e. All admitted/current students who are not re-classified to in-state status for fee/tuition paying purposes by the Registrar may appeal to the Residency Appeals Committee [RAC]. After receiving the official written notice of the denial of a change of residency classification to in-state status, the admitted/current student has (10) calendar days to appeal in writing to the RAC. Appeals should be sent or delivered to the Registrar. In the

² Admitted students are students who have been admitted to a UTHSC academic degree program, but who have not yet matriculated, attended the first day of classes, previously enrolled at UTHSC as a part-time or full-time student, and who are not currently enrolled in any academic degree program at UTHSC. This definition of admitted student is applicable only as it relates to this UTHSC Residency Application Process.

³ Current students are UTHSC students who have matriculated, attended at least one day of class for the most recent term, are enrolled as active students in an academic degree program, or are inactive students who re-enroll to complete academic degree requirements. This definition of current student is only applicable to this Residency Application Process.

absence of the Registrar, the appeals may be sent to the Associate Vice Chancellor for Student Affairs & Enrollment Services (AVCSAES) or designee appointed by the AVCSAES.

3. Notification of Decision by Residency Appeals Committee: It is the responsibility of the Residency Appeals Committee (RAC) to review and evaluate the residency application and required supporting documents, along with interpreting the RULES University of Tennessee Residency CHAPTER 1720-1-1 CLASSIFYING STUDENTS IN-STATE AND OUT-OF-STATE RULES. All admitted/current students who appeal for re-classification for fee/tuition paying purposes will receive written notified regarding the RAC's decision within 14 business days after the Residency Appeals Committee meeting.
 - a. Baring a clear omission of data/documents submitted by the student for RAC review, admitted/current students may only appeal a residency decision to the RAC once each term.
 - b. The student bears the burden of proof to convince the RAC as to domicile in Tennessee. The submission of proof should contain copies records such as court records, county tax records, deeds or other proofs of ownership, payment of real and property taxes, voting records and driver's license, etc. Once submitted, the appeal record is finalized and may not be supplemented.
 - c. Once a RAC decision has been made, current students are notified in writing by the Registrar of the residency decision, and the Registrar will add a copy of the written notice to the student's official record. The notice will inform the current student that the change in residency status becomes effective upon the student's enrollment for the following term. Newly admitted first-time students granted in-state residency prior to first official day of the student's the first-term of matriculation shall receive in-state status upon matriculation, and the Registrar shall send a written notice to the admitted student and the Director of Admissions/designee, such as an Admissions Counselor. The Director of Admissions/designee will add a copy of the written notice to the admitted student's official record.
 - d. For current students whose appeals are granted, the Registrar will change the status in the student information system. For newly admitted first-time students, the Director of Admissions/designee, such as an Admissions Counselor for the academic program, will change the residency classification in the student information system.
 - e. All admitted/current students, who are not re-classified to in-state status for fee/tuition paying purposes by the RAC, may appeal to the Chancellor. After receiving the official residency appeal written notification, the admitted/current student has ten (10) calendar days to appeal in writing to the Chancellor.
 - f. The Chancellor/designee will make a determination regarding the appeal, and render a residency decision. The Chancellor/designee may contact the admitted/current student, if additional information is needed. However, the student does not have the right to

supplement the record as the Chancellor/designee is reviewing the RAC's decision for procedural or policy errors.

- g. The Chancellor/designee will notify the admitted/current student in writing of the residency decision, and will provide a copy of the written notice to the Registrar/designee and/or Residency Coordinator in the Office of Student Affairs & Enrollment Services. The Registrar will ensure that a copy of the Chancellor's written notice is included in the admitted/current student's official record, and any residency classification changes are made in the student information system.
- h. Once an admitted/current student has exhausted the UTHSC appeal's process, the admitted/current student cannot request another residency appeal until the next official UTHSC term. Admitted/current student may appeal residency classifications for tuition/fee purposes once a term.