

2013-2014

Standing Committee Annual Report

Name of Committee or Council:

Chair

Meeting Dates in Current Year:

Major Actions or Accomplishments:

The residency appeals committee met to reconsider students who have appealed their findings of Out-of-State residency. This committee generally meets two times each year before fall begins to review Summer and Fall appeals and in Spring to review Spring appeals.

Fall 2013

The committee met on Aug 13th 2013 to review ~5 students. Students were notified of the committee's decision the same afternoon. Additionally ~3 students appealed after the formal committee meeting and the committee determined their appeal in absentia via an email vote.

Other concerns of note in Fall 2013:

Dr. Dixie Dennis brought it to my attention that June Lee should be the representative Ex-officio from the College of Graduate studies as her new position is similar to Amy Deaton. This was changed by the president's office. I recommend that in addition to this change that the policy must be updated to reflect these and other recommended changes. Please see attached suggested changes to Residency appeals committee language. Our policy had not been reviewed or looked at by the committee itself since at least 2007. I found that some parts are outdated. I still believe it needs to be reviewed.

Spring 2014

The committee met on Jan 9th 2014 to review ~6 students. 5 students attended the meeting with 1 in absentia. ~2 students appealed after the committee met and were considered in absentia via an email vote.

Other concerns of note in Spring 2014:

We had our spring meeting of the residency appeals committee, in addition to the proposed changes to committee structure and duties assigned above there was a new issue. Since the Affordable Care Act (Obamacare) has taken effect, we expect that as early as Fall 2015 we will see a series of students appeal their out-of-state status on the basis that they are dependents of their parents. Below is the basic issue.

Students can be considered dependents if enrolled in classes through age 24. Students can be considered medical dependents through age 26. Thus it is entirely possible that a student who is 25 is considered emancipated under the law yet could attempt to claim they are medically dependent and should receive in-state tuition. Normally we would review these on a case by case basis but we are concerned that we might see such a large volume that it is best to do the following:

Create a policy that indicates medical dependents between the ages of 25-26 are considered emancipated for tuition purposes. This prevents appeal solely on the basis of being an ACA dependent without other factors

Taken from <http://www.apsu.edu/governance/committees/residency>

The committee has the responsibility for assisting the Office of Admissions in several ways. First, this committee must review and approve recommendations relative to changes in the admission policies. Secondly, any questions that might arise relative to the acceptability of credits from community colleges will be reviewed by this committee. Thirdly, the committee has the responsibility for determining the residency status of any student when a question arises concerning this matter.

Commented [APSU1]: These duties are now handled by other standing committees per Ms. Wrigley and Ms. Deaton.

Although the three points indicated above are prime areas of responsibilities, the committee can be used by the director of admissions to assist in the review of applications of students who may not meet the stated admissions requirements for the university. If the director of admissions calls on this committee, and the committee chooses to waive certain aspects of the requirements, it may do so.

Commented [APSU2]: Perhaps this should read the director of admissions may call on this committee to assist with admission requirements and waivers when needed.

The committee will meet at least once at the beginning of each semester and may meet other times as needed.

Taken from policy <http://www.apsu.edu/files/policy/3019.pdf>

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3:019	Supersedes Policy Number: 3:019
Date: September 12, 2006	Dated: March 22, 2006
Subject: Classifying Students In-State & Out-of-State for Purposes of Paying Fees & Tuition & for Admissions Purposes	Mandatory Review Date: September 12, 2011
Initiating Authority: Provost	TBR Policy/Guideline Reference: 3:05:01:00
Approved:	President: signature on file

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy [3:05:01:00](#) for classifying students in-state and out-of-state for purposes of paying fees and tuition and for admissions purposes. Please refer to that policy for details.

That policy can be accessed at the following web site:

http://www.tbr.state.tn.us/policies_guidelines/student_policies/3-05-01-00.htm

In addition to the Tennessee Board of Regents policy [3:05:01:00](#) Austin Peay State University adds the following:

Out-of-State Tuition Scholarships for Honors Students

The university is authorized to provide scholarships to defray out-of-state tuition for students who are selected to participate in the institution's Honors program when funds are available. This policy is in compliance with TBR policy, which gives institutions the right to establish the criteria for Honors programs and to offer out-of-state tuition scholarships for students selected to participate in the program.

The purpose of this portion of the policy is to establish the entry requirements to the University's Honors program for students for whom out-of-state tuition scholarships may be granted. The policy also establishes the academic requirements students must achieve in order to continue to receive the tuition scholarship.

The maximum time for which the student may receive the scholarship is 4 years, including the summer session. No more than three (3) new scholarships may be granted under this policy each academic year. The policy will be administered by the Dean of Enrollment Management and Academic Support and the Coordinator of the Honors program.

A student who is selected to receive an Honors out-of-state tuition scholarship will be required to enroll as a full-time student, be admitted to the Honors Program, and fully participate in the University's Honors program. No student will be eligible for the scholarship if not formally admitted to the Honors program, regardless of the courses taken at the university.

Admissions Requirements for the Honors Program

- An ACT of 26 or SAT of 1260 (with no sub score placing the student in developmental studies), a high school GPA of 3.2, and placement in the upper 10 percent of the high school graduating class.
- A documented record of participation in leadership and academic activities beyond the classroom while in high school.
- A letter of reference from the high school principal or guidance counselor
- A brief essay (not to exceed two pages) stating what the student would expect to gain from an Honors program.

To maintain eligibility for the scholarship, awardees must:

- Maintain a GPA of 3.0 each semester during the freshman and sophomore years and a 3.2 each semester during the junior and senior years.
- Enroll in at least one honors class each semester. (Should the student not be able to enroll in an Honors class, the student will be required to document the reasons and complete a plan of participation to be approved by the University Honors coordinator.)
- Incur no disciplinary infractions.

Students who do not achieve these eligibility requirements will lose the tuition scholarship and may not request reinstatement.

Process and Appeal Procedures for Determination of Residency

Initially, the [Admissions Office](#) clerk is responsible for classifying applicants for admission or readmission as either "in-state" or "out-of-state." A decision by the Admissions Office clerk may be appealed in writing to the residency classification officer in the Office of Admissions on an [Application for Residency Classification form](#).

Students currently/continually enrolled may appeal in writing to the residency classification officer in the [Office of the Registrar](#) on an Application for Residency Classification form. An appeal of the decision made by either office may be taken to the [Residency Appeals Committee](#). Appointments for students to appear before the committee and copies of written appeals for committee members will be made by the Office of the Registrar. Only appeals from students who appear before the committee or agree to be reviewed in absentia are heard. Unless additional guests are requested in advance and approved by the Committee chair, only the student may appear before the committee. Students may bring additional material to support their appeal at the committee meeting. The Committee shall include

COMMENTED [APSU3]: This is in keeping with current practices. Especially to avoid late processing of appeals. If they miss they committee meeting they can be reviewed in absentia.

five faculty representatives (including the chair), two staff representatives, two student representatives, as well as up to three ex officio members currently made up of the dean coordinator of the College of Graduate Studies, the director of admissions, and the Registrar. The Committee chair will prepare a record of the student appeals including the name of the student, the date of the committee meeting, the committee members present, names of any other guests and a statement of the resulting decision of the committee. A copy of this record will be kept in the student's permanent file in the Office of the Registrar. The Office of the Registrar Committee chair will inform the student of the committee's action with a written decision. A decision by the Residency Appeals Committee may be appealed in writing to the dean of enrollment management and academic support. An appeal of the dean's decision may be made to the provost. A final appeal of the provost's decision may be made to the president. All appeals must be received within five (5) class days of receipt by the student of the Committee's decision.

Commented [APSU4]: Dr. Dennis felt that the coordinator of Grad studies (a new position this year) is the equivalent of Ms. Deaton in the college of graduate studies. Thus she has already changed this committee to include the coordinator, but this policy should be changed to be consistent.

Commented [APSU5]: Official statements should come from the registrar and not a committee chair even though the decision comes from the committee. This also will keep letterhead and statements consistent when the chair of the committee changes. This should be updated to reflect this.

Effective Date for Reclassification

If a student classified out-of-state applies for in-state classification and subsequently is classified thusly, his or her in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any term or semester during which reclassification is sought and obtained unless application for reclassification is made on or before the last day of registration prior to classes.