

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

In-State Residency Status	4-012 STUDENT SERVICES March 2013
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POLICY

- 1.01 OSU Institute of Technology (OSUIT) follows the Oklahoma State Regents for Higher Education (OSRHE) policy 3.17 *In-State/Out-of-State Status of Enrolled Students* for making all in-state and out-of-state classification determinations. This is also known as *residency* classification: Oklahoma resident vs. non-resident for tuition purposes. The burden of proof to establish in-state status shall be upon the student.

PROCEDURES

2.01 Initial Classification

Initial in-state or out-of-state classification is determined by the Office of Admissions, who communicates the initial in-state vs. out-of-state status for tuition purposes to admitted students as part of their admission communications.

3.01 Petitions for Reclassification

Out-of-state students who believe they qualify for in-state status may petition for reclassification by submitting a completed *Petition for In-State Status* to the Office of the Registrar, along with supporting documentation requested on the petition form.

- A. Students receiving scholarships, financial aid, or tuition waivers based on an out-of-state classification are responsible for contacting the office providing the aid prior to submitting a petition to determine how in-state reclassification may affect their aid. The petition form and the related OSRHE policy are available on the Registrar's website.
- B. Petitions are reviewed by the Registrar who will identify students who qualify for residency-based out-of-state tuition waivers. Students must submit a tuition waiver for eligibility based on the waiver guidelines. (The Office of Financial Aid and Scholarships governs these waivers.)

It is recommended that all petition documentation be submitted before the beginning of the applicable semester.

- C. Neither in-state reclassification (and associated in-state tuition) nor out-of-state reclassification (and associated out-of-state tuition) is granted on a retroactive basis.

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If documentation of extenuating circumstances is presented, retroactive reclassifications may be made as far back as the beginning of the fiscal year (or to a summer term that overlaps the current fiscal year). Retroactive reclassifications that extend to semesters in prior fiscal years are generally only possible if university error is the primary cause of the initial misclassification and/or miscommunication about the classification. University legal counsel should be consulted for retroactive reclassifications that extend to a semester in a prior fiscal year.

4.01 Appealing Petition Outcomes

Students who wish to appeal the outcome of their petitions may request that the Vice President of Student Services review the written petition and additional documentation. Students whose petitions have been denied may request an additional review by the Registrar if new documentation or written information regarding the petition is promptly submitted. The authority to make final appeal decisions rests with the Vice President of Student Services.