

GLENVILLE STATE COLLEGE 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 College.

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

1.3. Effective Date – June 7, 2006

1.4. Repeal of Former Rule – This policy supersedes any or all previous GSC policies in reference to the appeals process for residency classification at Glenville State College.

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 initial residency decisions made by the Registrar.

3.2. The Residency Appeals Committee shall be chaired by the Vice President for Business and Finance. The Chair shall call and preside at all meetings of the Committee. This shall be a nonvoting position. Three remaining positions shall be filled by representatives from the following administrative offices:

3.2.1. The Office of Financial Aid.

3.2.2. The Cashier's Office.

3.2.3. The Admissions Office.

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 Registrar will be informed electronically that the decision has been appealed. The Registrar 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 and to the Registrar immediately, electronically or in writing. The record of the residency appeal shall be kept in the Business Office for the President's viewing.

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 30 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.

Approvals:

President

Chair of the Board