

Residency Classification Appeal Process Overview

1. Availability of the Residency Materials

The University of Tennessee System Residency Classification Guidelines and this document (i.e., Residency Application Guidelines) will be posted on the UTHSC Office of Admissions website.

The UTHSC is responsible for determining the applicant/student's situation in light of the University of Tennessee System Residency Guidelines¹:

2. Actions Regarding Residency Classification

- a. First Action: First actions regarding residency classification are the responsibility of UTHSC Admissions Counselors.

All applicants to UTHSC programs will (1) be classified as in-state or out-of-state as part of a thorough application review process and (2) informed of his or her classification status by the Office of Enrollment Services.

Any current student whose residency status changes and who seeks reclassification should begin the process by talking with a UTHSC Admissions Counselor either by telephone or in person. (Call 901-448-5560 and ask for the Admissions Counselor assigned to your college to begin the process.)

All applicants/students whose residency classification remains in question after discussing the matter with a UTHSC Admissions Counselor will be asked to discuss the matter with the Director of Admissions.

The Admissions Counselor will develop a Brief Summary (example below) of the applicant/student's residency-related situation and forward it to both the applicant/student and the Director of Admissions within three work days of the Admission Counselor's meeting with the applicant/student.

- Example – Brief Summary
 - Applicant/Student's Name: John Doe
 - College/Program: Allied Health Sciences/DPT Program
 - Timeline:
 - Grew up in Oakland, TN
 - Graduated from Fayette-Ware High School
 - Attended University of Memphis (BS in Biology, May 2006)
 - Worked in Memphis from June 2006 until January 2007
 - Worked in NY from April 2007 through December 2008
 - Applied to UTHSC in January 2009, before reestablishing residency in TN

¹ Posted at <http://www.utmem.edu/admiss/>

- Leased an apartment in Memphis in March 2009
 - Residency Classification Status: Out-of-State
- b. Second Action: Second actions regarding residency classification are the responsibility of the UTHSC Director of Admissions².

At the request of the applicant or student, the UTHSC Director of Admissions will discuss the residency classification issue by phone and/or in person. Prior to the first discussion, the Director of Admissions will review the Brief Summary provided by the Admissions Counselor. In addition, if the Director of Admissions determines that a complete Residency Application is necessary for understanding of the situation prior to meeting with the applicant/student in-person, the Director may ask the applicant/student to submit a completed Residency Application, including supporting documentation, prior to the meeting.

Within one week of discussing the matter with the Director of Admissions, the applicant/student will be informed of the Director's decision in writing.

The correspondence will present one of three outcomes:

- 1) Change in Status Recommended
Director determines that the current out-of-state classification is inappropriate and recommends a change in the applicant/student's classification. The applicant/student's residency status is subsequently changed in the system to in-state for tuition/fee purposes. Unless specific items are requested of the applicant/student in the correspondence (e.g., proof of military deployment in TN), no further action is required on the part of the applicant/student. Implications regarding tuition and fees are retroactive, as appropriate.
- 2) No Change in Status Recommended
Director determines that the out-of-state classification is appropriate and, based on his understanding of the situation and the UT Residency Guidelines, recommends that the applicant/student not submit (or forward) a Residency Application to UTHSC's Residency Appeals Committee³.
- 3) Submission of Residency Application to Residency Appeals Committee Recommended
Director determines that while he is unwilling to change the applicant/student's residency classification status at this point, he recognizes the unique nature of the request and recommends that the applicant/student submit a Residency Application and associated supporting documentation to the Residency Appeals Committee.

² This includes current UTHSC students as well as applicants (i.e., potential UTHSC students).

³ The Director's recommendation to the applicant/student is not binding. That is, the applicant/student has the right to submit a Residency Application regardless of the Director's recommendation. The Director's recommendation should be based on UT Residency Guidelines and the expected final outcome based on the Director's knowledge and experience in dealing with prior residency classification issues.

In either situation 2) or situation 3), if the applicant/student decides against submitting a Residency Application, the process concludes with no change in residency status. However, if the applicant/student decides to submit a Residency Application, including supporting materials, to the Residency Appeals Committee, the materials will be reviewed and acted on by UTHSC's Residency Appeals Committee.

Regardless of the recommendation of the Director of Admissions, applicants/students who are not reclassified to in-state status for fee/tuition purposes may appeal the decision to the UTHSC's Residency Appeals Committee. The applicant/ student must submit a written request of appeal to the Residency Appeals Committee, in care of the Office of Enrollment Services, within ten (10) working days of the Director's decision correspondence. The written request may be submitted via email or in hard-copy form.

- c. Third Action: Third actions regarding residency classification are the responsibility of the UTHSC Residency Appeals Committee⁴.

The Residency Appeals Committee is responsible for reviewing and evaluating Residency Applications after applicants/students have met with the Director of Admissions and have received the Director's residency classification decision and recommendation for next steps.

A copy of the applicant/student's written request for an appeal, the Residency Application, including supporting documentation, and a copy of the Director's correspondence with the applicant/student will be forwarded to the Chair of the Residency Appeals Committee within one week of the Director's receipt of the materials.

The Residency Appeals Committee reviews residency applications twice a year⁵. Applicants/students who appeal are expected to appear before the Appeals Committee in person.

One of two actions will result from the meeting of the Residency Appeals Committee:

- 1) Change in Status Recommended
Committee supports the applicant/student's appeal and recommends a change in the applicant/student's classification. Subsequently, the Committee will request that the Director of Admissions change the applicant/student's residency status in the system to in-state for tuition/fee purposes. Implications regarding tuition/fees are retroactive, as appropriate.
- 2) Change in Status Denied
Committee denies the applicant/student's appeal. Decisions of the Residency Appeals

⁴ Of course, if the Committee recommends a change of classification from out-of-state to in-state, the Director of Admissions will be asked to ensure that changes are made to the applicant/student's official records.

⁵ Residency Appeals Committee reviews residency applications twice a year. Meetings are typically scheduled the second week in June and in November/December prior to the beginning of each major academic term.

Committee are considered final⁶.

The applicant/student will be informed of the Appeal Committee's decision in writing within one week of the Residency Appeals Committee meeting.

⁶ An applicant/ student may appeal only one time per semester. Once the Committee's decision has been made for that semester, the applicant/student cannot appeal again until the following semester.