

Oklahoma State University Policy and Procedures

In-State/Out-of-State Status for Tuition Purposes (Residency)	2-0221 Academic Affairs March 2013
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POLICY

1.01 Guiding Policy

Oklahoma State University follows the Oklahoma State Regents for Higher Education (OSRHE) policy *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.

1.02 Initial Classification

Initial in-state or out-of-state classification is determined by the appropriate admissions office (e.g. Undergraduate Admissions determines initial in-state out-of-state classification for new undergraduate students, and Graduate College Admissions handles new graduate students). Admissions offices communicate the initial in-state vs. out-of-state status for tuition purposes to admitted students as part of their admission communications.

1.03 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. 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 website.

Petitions are reviewed by residency officers in the admissions offices or the Office of the Registrar. Residency officers who review in-state petitions are also responsible for identifying students who qualify for residency-based out-of-state tuition waivers and awarding the waivers according to the waiver guidelines. (The Office of Scholarships and Financial Aid governs these waivers.)

It is recommended that all petition documentation be submitted before the beginning of the applicable semester. Deadlines for submitting petitions and supporting documentation related to in-state reclassification (or residency-based out-of-state tuition waivers) in a given term are as follows:

Fall Semester - October 31
Spring Semester - March 31
Summer Term - June 30

The Residency Appeals Committee has the authority to review a petition received after the deadline if they determine that extenuating circumstances exist—either circumstances that affected a student’s ability to submit the petition before the deadline or other circumstances that warrant a deadline exception as determined by the committee. See section 1.04 for Residency Appeals Committee information.

Generally, in-state reclassification (and associated in-state tuition) is not granted on a retroactive basis. 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.

1.04 Appealing Petition Outcomes

Students who wish to appeal the outcome of their petitions may request that the Residency Appeals Committee review the written petition and additional documentation. This committee meets on an as-needed basis and is comprised of representatives from OSU offices, including Undergraduate Admissions, Registrar, Scholarships and Financial Aid, Graduate College, International Students and Scholars, OSU-Tulsa Enrollment Management, and the Center for Veterinary Health Sciences. Students whose petitions have been denied may request an additional review by the committee if new documentation or written information regarding the petition is promptly submitted. The authority to make final appeal decisions rests with the Residency Appeals Committee.

Residency officers from the Registrar’s Office and the various Admissions Offices may seek guidance from the Residency Appeals Committee to evaluate petitions which require additional judgment or interpretation of OSRHE policy.

Approved by Residency Appeals Committee:	April 16, 2012
Approved by Graduate Council:	April 20, 2012
Approved by Directors of Student Academic Services:	May 16, 2012
Approved by Instruction Council:	June 8, 2012
Approved by Academic Standards and Policies Committee:	August 30, 2012
Approved by Faculty Council:	September 11, 2012
Approved by Council of Deans:	October 15, 2012
Approved by E-Team Policy Committee:	March 1, 2013