

MORGAN STATE UNIVERSITY  
PROCEDURES  
FOR  
STUDENT RESIDENCY CLASSIFICATION FOR  
ADMISSION, TUITION AND CHARGE-DIFFERENTIAL PURPOSES

I. General Guidelines

- A. An initial determination of in-state status will be made by the University at the time a student's application for admission is under consideration. The determination made at that time, and any determination made thereafter, shall prevail for each subsequent semester until the determination is successfully challenged in a timely manner.
- B. A student may request a re-evaluation of the student's residency status by filing an **Application for Change in Residency Classification for Admission, Tuition and Charge-Differential Purposes** (hereinafter referred to as "Application").
- C. A STUDENT MUST MEET THE REQUIREMENTS FOR IN-STATE STATUS AND SUBMIT A COMPLETED **APPLICATION** (INCLUDING ALL DOCUMENTS REQUIRED THEREIN) BY THE **LAST DAY OF LATE REGISTRATION FOR THE SEMESTER THE STUDENT WISHES TO ESTABLISH IN-STATE STATUS** (HEREINAFTER REFERRED TO AS **DEADLINE**). NO CHANGE IN STATUS REQUESTED BY A STUDENT SHALL BE GIVEN RETROACTIVE EFFECT PRIOR TO THE SEMESTER FOR WHICH AN **APPLICATION** WAS FILED BY THE STUDENT. ONLY ONE APPLICATION PER SEMESTER MAY BE FILED BY A STUDENT.
- D. A determination of in-state status is valid only if the student actually enrolls in the semester for which the student applied. Determinations which are made in cases where the student does not actually enroll are not valid for a subsequent semester.
- E. It is the student's responsibility to demonstrate to the satisfaction of the University that the student meets all requirements of this Policy and that an in-state classification is appropriate. The student applying for in-state status must furnish appropriate documentation as required by the University. Within the sole discretion of the President or the President's designee's, upon the student's written request, a waiver of a residency requirement may be considered.
- F. In the event that incomplete, inaccurate, false, and/or misleading information is presented, the University may at its discretion, revoke any subsequent

assignment of in-state status. In such cases, the student shall be required to pay all cost differentials between in-state and out-of-state status beginning with the semester for which in-state status was obtained. In the event in-state status is assigned as a result of administrative or clerical error, the University may, at its discretion, revoke this assignment. In such cases, the student may be required to pay all cost differentials between in-state and out-of-state status beginning with the semester for which in-state status was erroneously assigned.

- G. During the time when requests for reclassification are being considered, fees and charges based on the previous out-of-state determination must be paid. The student is responsible for the payment of any late charges, severance fees, and collection charges assessed for the unpaid out-of-state differential during that time. If in-state status is granted, the out-of-state differential will be refunded for the semester in which a timely application was filed.
- H. The student shall notify the University in writing within fifteen (15) days of any change of circumstances which may affect the student's residency status.

## II. APPEALS

- A. To the Vice President for Academic Affairs (VPAA) or designee - A student who has been denied in-state reclassification following the submission of an Application may request a personal interview with the VPAA or designee in order to present any and all evidence relevant to the student's residency classification, and to answer questions which may have been raised about the student's status. Such request must be in writing and must be received by the University no later than fifteen (15) working days from the date which appears on the University's written denial of the Application
- B. To the President or President's designee - If the decision of the VPAA is adverse to the student, a written appeal may be filed with the President or designee. Such written appeal must be received by the President or designee no later than fifteen (15) working days from the date of the written adverse decision of the VPAA and should present any information upon which the appeal is based and of which the student would like the President or designee to be aware. The written appeal shall be considered by the President or designee which shall reach a decision in the case. Unless otherwise specifically requested by the President or designee, information and arguments not presented by the student to the Director of Records and Registration shall not thereafter be considered on appeal. It is the student's responsibility to provide complete and timely responses to requests for information by the University. Failure to do so may result in a denial of the appeal.

