



ADMINISTRATIVE PROCEDURE

TITLE: Residence Determination

ADMINISTRATIVE PROCEDURE # 5015

RELATED TO POLICY # 5015 Residence Determination

A. Residence Classification

1. Residence classifications are to be made in accordance with the following provisions:
 - a. Residence classification is the responsibility of the Admissions Office.
 - b. Oregon Administrative Rule 589-002-0200 provides that to qualify as a resident of the district or of the state, a student must be 18 years of age or older. If under 18 years of age, the student must have a permanent residence independent of that of his or her parent(s) or legal guardian(s); otherwise the residency of the student shall be the same as his or her parent(s) or guardian(s). An affidavit of nonsupport will be required for students of 18 years of age to show proof of emancipation.
2. Students must be notified of residence determination within 14 calendar days of submission of application.
3. The Dean of Enrollment Management shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the UCC college catalog or addenda thereto.

B. Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for **90 days** prior to the person's first instructional day of the term for which residency is in question.

C. Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification. Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Dean of Enrollment Management within seven calendar days of notification of final decision by the college regarding classification.

D. Appeal Procedure

1. The appeal is to be submitted to the Admissions Office which must forward it to the Dean of Enrollment Management within five working days of receipt. Copies of the original application for admission with the residency question and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.
2. The Dean of Enrollment Management shall review all the records and have the right to request additional information from either the student or the Admissions Office.
3. Within five calendar days of receipt, the Dean of Enrollment Management shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

E. Reclassification

1. Petitions are to be submitted to the Admissions Office.
2. Petitions must be submitted prior to the term for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.
3. Written documentation may be required of the student in support of the reclassification request.
4. The Dean of Enrollment Management will make a determination, based on the evidence and notify the student no later than five business days of receipt of the petition for reclassification.
5. Students have the right to appeal according to the procedures above.

F. Non-Citizens

The Admissions Office will admit any non-citizen who is 18 years of age or a high school graduate. International students must meet the requirements of AP 5012. The initial residency classification will be made at the time the student applies for admission.

RESPONSIBILITY:

The Dean of Enrollment Management is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/5/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: