
SECTION TWO

Admission and Residency

Admission to the University

GENERAL REQUIREMENTS FOR UNDERGRADUATE ADMISSION

All applicants must provide an application in writing and evidence of appropriate scholastic achievement through prior educational experience.

Please note that certain degree programs have special admission requirements. Admission to the University does not mean automatic admission to all degree programs.

To apply for undergraduate admission to Eastern Kentucky University (Eastern), submit completed application materials noted below to: Admissions, 521 Lancaster Avenue, 203 Jones Building, Eastern Kentucky University, Richmond, KY 40475-3102.

REQUIREMENTS FOR FRESHMAN FULL ADMISSION

- A. - graduate from an accredited high school, and earned a minimum cumulative high school grade point average of 2.0 on a 4.0 scale, **or**
 - receive a General Equivalency Diploma, **or**
 - completed an EKU approved home-school or distance learning high school program,
- B. - submitted minimum ACT composite score of 18 (with no standard scores below 18). An EKU concordance table will be developed for comparable SAT scores,
- C. - met the Kentucky Pre-College Curriculum **or** its equivalent ACT scores of 21 in English, a 20 in Math, a 22 in Reading, and a 21 in Science Reasoning.

PROVISIONAL ADMISSION

Provisional admission status will be granted to students who meet the requirements for full admissions in **A** and **B** above, but not **C**. Pre-college curriculum deficiencies must be remediated within the first 24 hours of enrollment.

PROBATIONARY ADMISSION

- A. - graduated from an accredited high school and earned a minimum cumulative grade point average of 2.0 on a 4.0 scale, **or**
 - received a General Equivalency Diploma, **or**
 - completed an EKU approved home-school or distance learning high school program, **and**
- B. - submitted minimum ACT composite scores of 15, 16, or 17.

SPECIAL ADMISSIONS

Students not meeting probationary admission may apply to attend ECU through a retention support program by applying for special admission. Enrollment at the University will be contingent on selection into this category. Continued enrollment will require full participation and success in an

identified retention support program as approved through special admissions.

Collaborating retention support programs may include: Bridge Program/First Steps, NOVA, Project Success, HCOP, Education Pays Center, Center on Deafness, Academic Monitoring through Multicultural Student Services, and Student Athlete WIN Program. Retention support programs will be reviewed and approved yearly based on their retention successes.

REQUIREMENTS FOR INTERNATIONAL STUDENTS

International applicants must also submit:

International application for admission and application fee.

- (1) T.O.E.F.L. (Test of English as a Foreign Language) score of at least 500 or ESL Certification from the ECU English Language Institute.
- (2) Declaration and Certification of Finances and a supporting bank letter, showing financial support to attend Eastern.
- (3) Official copies of your secondary/high school transcript or certification of completion of high school.
- (4) Official College or University transcripts.

REQUIREMENTS FOR ADMISSION AS A TRANSFER STUDENT

To be admitted as a transfer student, you must:

- (1) Submit an official transcript from each regionally accredited institution you have attended. Eastern does not accept credits from institutions that are not regionally accredited. Note that the transcript must be sent from the student's institution to Eastern Kentucky University's Division of Admissions. Hand-carried transcripts will not be accepted.
- (2) Have a 2.0 grade point average (GPA) on a 4.0 scale on all work from accredited institutions.
- (3) Provide evidence that you are eligible to return to all institutions you have previously attended.

Although you are not required to submit A.C.T. scores, you are encouraged to do so if you believe those scores might establish your proficiency in the basic skills of English, mathematics, and reading.

***Note:** If you are admitted as a transfer student, your cumulative GPA will include hours attempted and quality points earned from all regionally accredited institutions. The Academic Advising Office and the academic department of your major will determine the applicability of your courses to your academic program.

***Note:** Eastern subscribes fully to the policies of the "General Education Transfer Agreement" of the Kentucky Council on Postsecondary Education. Thus, Eastern will apply courses transferred from Kentucky public institutions to its general education requirements in accord with those policies.

REQUIREMENTS FOR READMISSION

If you are eligible to re-enroll at Eastern and have not attended another institution since leaving, you will be readmitted upon submitting an application for readmission.

If you left Eastern on social probation or suspension, you must be approved by the Office of Student Affairs before being readmitted.

If you have attended another institution since leaving Eastern, you will be considered for admission under the guidelines for transfer students above.

OTHER TYPES OF ADMISSION**1. High School Seniors**

Students who have one unit less than the number required for high school graduation with superior grades (i.e., 3.0+ grade point average) may be admitted upon the written recommendation of the high school principal.

2. Transient Students

If you are a student at another institution and wish to enroll at Eastern as a transient, or "visiting," student, you may be admitted by submitting an official transcript or a statement indicating that you are eligible to return to your institution.

3. Admission as a Non-Degree Student

Upon submission of an application, you may be admitted as a non-degree student. If so admitted,

- (1) Your eligibility for enrollment in specific courses will be determined by an academic advisor;
- (2) You will be permitted to enroll for a maximum of 6 semester hours per academic term;
- (3) You will not be eligible to receive financial assistance awards;
- (4) You may not enroll in English or mathematics courses until you establish that you would be eligible to enroll in such courses were you a degree seeker.

If you subsequently decide to pursue a degree, you must re-apply for admission as a degree seeker. If you are thus admitted,

- (1) You will be required to remediate all pre-college curriculum deficiencies and to satisfy all EKU developmental requirements;
- (2) You will be permitted to count hours earned as a non-degree student toward a degree only with the permission of the dean of the college offering your degree program.

4. O'Donnell Scholarship Recipients

If you are at least 65 years of age, you may be admitted to Eastern with a waiver of tuition. You need submit only an application for admission.

5. Special Consideration

If you do not meet the conditions for admission noted above, you may request special consideration for admission. Contact the Office of Admissions for procedures.

6. Home-schooled Students

Eastern Kentucky University applies the same admissions requirements to home schooled students as those who graduate from a public or private high school.

Students who meet our criteria will be granted an admissions status as established by the current admissions policy; Full, Admit, Provisional Admit, Probationary Admit, or Special Admit.

Home-schooled students are subject to the secondary education standards established by the Kentucky Department of Education and the Kentucky Council on Post Secondary Education. This includes meeting the curriculum guidelines of the State approved Pre-College Curriculum.

In order to gain admission to Eastern, in addition to the application and application fee, these students must submit a notarized copy of their official transcript demonstrating they have met the PCC curriculum and have minimum accumulative GPA of 2.0 on a 4.0 scale. They must also submit an official ACT score report.

Kentucky Pre-College Curriculum

The Kentucky Pre-College Curriculum (PCC) is defined by the Kentucky Council on Postsecondary Education (CPE) as a prescribed set of high school courses required for admission to an associate or baccalaureate degree program at a Kentucky public university. Students under 21 years of age must complete the PCC if they are admitted to the University as a degree seeking student or transfer in with less than 24 credit hours or transfer in with a GPA less than 2.0 on a 4.0 scale. According to CPE, the pre-college curriculum better prepares students for college-level work and reflects high school graduation requirements. Students admitted to the University with PCC deficiencies must complete courses to remediate these deficiencies. Pre-college Curriculum deficiencies must be remediated within the first 24 hours of enrollment, excluding developmental hours. Specific courses are designated to remediate PCC deficiencies in each content area.

Listed below are the 2001-2002 (revised 1995, 1999) and revised Pre-College Curriculum requirements for Fall 2002.

- 1) For the 2001-2002 academic year, the PCC requires four specified credits of English (English I, II, III, and IV), three of mathematics (algebra I, geometry, and algebra II), two of social studies (U.S. History and world civilization), and two of science (biology I and chemistry I or physics I). Students have nine required electives and a total of 20 credits (11 required and 9 elective credits).
- 2) Beginning Fall 2002, the PCC requirements are four credits of English/Language Arts (English I, English II, English III, English IV (or AP English), three of Mathematics (Algebra I, Algebra II, and Geometry)*, three of Social Studies (from U.S. History, Economics, Government, World Geography, and World Civilization), three of science (These credits include life science, physical science, and earth/space science, one course must be a lab science course.), one-half credit of health, one-half credit of physical education, and one credit of History and Appreciation of Visual, Performing Arts (This is defined as history and appreciation of visual and performing arts or another arts course that incorporates such content.). Students are required to have 7 electives with five (5) of those rigorous electives. It is strongly recommended that students have one or more

courses that develop computer literacy. Students have a total of 22 credits (15 required credits and 7 elective credits).

*Beginning Fall 2002, a student may substitute an integrated, applied, interdisciplinary, or higher level course within a program of study if the substituted course offers the same or greater academic rigor and the course covers or exceeds the minimum required content. Rigorous electives should have academic content at least as challenging as that in courses required in the minimum high school graduation requirements. These electives also should be in social studies, science, mathematics, English and language arts, arts and humanities, nonnative (foreign) language, and, above the introductory level, in agriculture, industrial technology, business, marketing, family and consumer sciences, health sciences, and technology education and career pathways. Electives in physical education and health are limited to one-half unit each.

If you have any questions concerning Kentucky Pre-College Curriculum requirements, please contact the Office of Admissions or the Office of Academic Advising.

Student Residency

Since registration and other fees and residence hall room rents are subject to change periodically, no attempt is made in this publication to itemize these costs. This information is available from the Division of Admissions prior to the beginning of each academic year.

13 KAR 2:045. Determination of residency status for admission and tuition assessment purposes.

RELATES TO: KRS Chapter 13B, 164.020, 164.030, 164A.330(9)

STATUTORY AUTHORITY: KRS 164.020(8)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 164.020(8) requires the Council on Postsecondary Education to determine tuition and approve the minimum qualifications for admission to a state-supported postsecondary education institution and authorizes the Council to set different tuition amounts for residents of Kentucky and for nonresidents. This administrative regulation establishes the procedure and guidelines for determining the residency status of a student who is seeking admission to, or who is enrolled at, a state-supported postsecondary education institution.

Section 1. Definitions.

- (1) "Academic term" means a division of the school year during which a course of studies is offered, and includes a semester, quarter, or single, consolidated summer term as defined by the institution.
- (2) "Continuous enrollment" means enrollment in a state-supported postsecondary education institution at the same degree level for consecutive terms, excluding summer term, since the beginning of the period for which continuous enrollment is claimed unless a sequence of continuous enrollment is broken due to extenuating circumstances beyond the student's control, including

serious personal illness or injury, or illness or death of a parent.

- (3) "Degree level" means enrollment in a course or program which could result in the award of a:
 - (a) Certificate, diploma or other program at an institution;
 - (b) Baccalaureate degree or lower including enrollment in a course by a nondegree seeking postbaccalaureate student;
 - (c) Graduate degree or graduate certification other than a first-professional degree in law, medicine, dentistry or "Pharm. D"; or
 - (d) Professional degree in law, medicine, dentistry, or "Pharm. D".
- (4) "Demonstration of Kentucky domicile and residency" means the presentation of documented information and evidence sufficient to prove by a preponderance of the evidence that a person is domiciled in Kentucky and is a resident of Kentucky.
- (5) "Dependent person" means a person who cannot demonstrate financial independence from parents or persons other than a spouse and who does not meet the criteria established in Section 5 of this administrative regulation.
- (6) "Determination of residency status" means the decision of a postsecondary education institution that may include a formal hearing that results in the classification of a person as a Kentucky resident or as a nonresident for admission and tuition assessment purposes.
- (7) "Domicile" means a person's true, fixed, and permanent home and is the place where the person intends to remain, and to which the person expects to return if absent without intending to establish a new domicile elsewhere.
- (8) "Full-time employment" means continuous employment for at least forty-eight (48) weeks at an average of at least thirty (30) hours per week.
- (9) "Independent person" means a person who demonstrates financial independence from parents or persons other than a spouse and who can meet the criteria established in Section 5 of this administrative regulation.
- (10) "Institution" means an entity defined in KRS 164.001(10) if the type of institution is not expressly stated and includes the Kentucky Commonwealth Virtual University.
- (11) "Kentucky residency" or "Kentucky resident" means the result of a determination by an institution that a person is a resident of Kentucky as determined by this administrative regulation.
- (12) "Nonresident" means a person who is domiciled outside of Kentucky or who currently maintains legal residence outside Kentucky or who has not met the criteria for Kentucky residency established in this administrative regulation.
- (13) "Preponderance of the evidence" means the greater weight of evidence, or evidence which is more credible and convincing to the mind.
- (14) "Parent" means one (1) of the following:
 - (a) A person's father or mother; or
 - (b) A court-appointed legal guardian if:
 1. The guardianship is recognized by an appropriate court within the United States;

2. There was a relinquishment of the rights of the parents; and
 3. The guardianship was not established primarily to confer Kentucky residency on the person.
- (15) "Residence" or "residency" means the place of abode of a person and the place where the person is physically present most of the time for a noneducational purpose in accordance with Section 3 of this administrative regulation.
- (16) "Student financial aid" means all forms of payments to a student if one (1) condition of receiving the payment is the enrollment of the student at the institution.
- (17) "Sustenance" means living expenses include room, board, maintenance, transportation, and also may include educational expenses including tuition, fees, books, and supplies.

Section 2. Scope.

- (1) State-supported postsecondary education institutions were established and are maintained by the Commonwealth of Kentucky primarily for the benefit of qualified residents of Kentucky. The substantial commitment of public resources to postsecondary education is predicated on the proposition that the state benefits significantly from the existence of an educated citizenry. As a matter of policy, access to postsecondary education shall be provided so far as feasible at reasonable cost to an individual who is domiciled in Kentucky and who is a resident of Kentucky.
- (2) The Council on Postsecondary Education requires a student who is neither domiciled in nor a resident of Kentucky to meet higher admission standards and to pay a higher level of tuition than resident students.
- (3) This administrative regulation applies to all student residency determinations regardless of circumstances, including the Southern Regional Education Board contract spaces; reciprocity agreements, where appropriate, and academic common market programs.

Section 3. Determination of Residency Status; General Rules.

- (1) A determination of residency shall include:
 - (a) An initial determination of residency status by an institution during the admission process or upon enrollment in an institution for a specific academic term or for admission into a specific academic program;
 - (b) A reconsideration of a determination of residency status by an institution based upon a changed circumstance; and
 - (c) A formal hearing conducted by an institution upon request of a student after other administrative procedures have been completed.
- (2) An initial determination of residency status shall be based upon:
 - (a) The facts in existence when the credentials established by an institution for admission for a specific academic term have been received and during the period of review by the institution;
 - (b) Information derived from admissions materials;
 - (c) Other materials required by an institution and which are consistent with this administrative regulation; or

- (d) Other information available to the institution from any source.
- (3) An individual seeking a determination of Kentucky residency status shall demonstrate that status by a preponderance of the evidence.
- (4) A determination of residency status shall be based upon verifiable circumstances or actions.
- (5) Evidence and information cited as the basis for Kentucky domicile and residency shall accompany the application for a determination of residency status.
- (6) A student classified as a nonresident shall retain that status until the student is officially reclassified by an institution.
- (7) A student may apply for a review of a determination of residency status once for each academic term.
- (8) If an institution has information that a student's residency status may be incorrect, the institution shall review and determine the student's correct residency status.
- (9) If the Council on Postsecondary Education has information that an institution's determination of residency status for a student may be incorrect, it may require the institution to review the circumstances and report the results of that review.
- (10) An institution shall impose a penalty or sanction against a student who gives incorrect or misleading information to an institutional official, including payment of nonresident tuition for each academic term for which resident tuition was assessed based on an improper determination of residency status. The penalty may also include:
 - (a) Student discipline by the institution through a policy written and disseminated to students; or
 - (b) Criminal prosecution.

Section 4. Presumptions Regarding Residency Status.

- (1) In making a determination of residency status, it shall be presumed that a person is a nonresident if:
 - (a) A person is, or seeks to be, an undergraduate student and whose admissions records show the student to be a graduate of an out-of-state high school;
 - (b) A person's admission records indicate the student's residence to be outside of Kentucky at the time of application for admission;
 - (c) A person moves to Kentucky primarily for the purpose of enrollment in an institution;
 - (d) A person moves to Kentucky and within twelve (12) months at an institution more than half time; or
 - (e) A person has a continuous absence of one (1) year from Kentucky.
- (2) A presumption arising from subsection (1) of this section shall be overcome by a demonstration of Kentucky domicile and residency.

Section 5. Determination of Whether a Student is Dependent or Independent.

- (1) In a determination of residency status, an institution shall first determine whether a student is dependent or independent. This provision is predicated on the assumption that a dependent person lacks the financial ability to live independently of the person upon whom the student is dependent and therefore lacks the ability to form their requisite intent to establish domicile.

- (2) In determining the dependent or independent status of a person, the following information shall be considered as well as other relevant information available at the time the determination is made:
- (a) 1. That the person has not been claimed as a dependent on the federal or state tax returns of a parent or other person for the year preceding the date of application for a determination of residency status; or
 2. That the person is no longer claimed by a parent or other person as a dependent or as an exemption for federal and state tax purposes; and
- (b) That the person has financial earnings and resources independent of a person other than an independent spouse necessary to provide for the person's own sustenance.
- (3) An individual who enrolls in an institution immediately following graduation from high school and remains enrolled shall be presumed to be a dependent person unless the contrary is evident from the information submitted.
- (4) Domicile may be inferred from the student's permanent address, parent's mailing address, or location of high school of graduation.
- (5) Marriage to an independent person domiciled in and who is a resident of Kentucky shall be a factor considered by an institution in determining whether a student is dependent or independent.
- (6) Financial assistance from or a loan made by a parent or family member other than an independent spouse, if used for sustenance of the student:
- (a) Shall not be considered in establishing a student as independent; and
 - (b) Shall be a factor in establishing that a student is dependent.

Section 6. Effect of a Determination of Dependent or Independent Status on a Determination of Residency Status.

- (1) The effect of a determination that a person is dependent shall be as follows:
- (a) The domicile and residency of a dependent person shall be the same as either parent. The domicile and residency of the parent shall be determined in the same manner as the domicile and residency of an independent person.
 - (b) The domicile and residency of a dependent person whose parents are divorced, separated, or otherwise living apart shall be Kentucky if either parent is domiciled in and is a resident of Kentucky regardless of which parent has legal custody or is entitled to claim that person as a dependent pursuant to Kentucky income tax provisions.
 - (c) 1. If the parent or parents of a dependent person are Kentucky residents and are domiciled in Kentucky but subsequently move from the state, the dependent person shall be considered a resident of Kentucky while in continuous enrollment at the degree level in which currently enrolled.

2. If continuous enrollment is broken or the current degree level is completed, the dependent person's residency status shall be reassessed when the circumstances detailed in subparagraph 1 of this paragraph are present.

- (2) If the sole parent or both parents of a dependent person moves out of state, Kentucky domicile and residency, having been previously established, shall be retained until steps are taken to establish domicile and residency elsewhere.

Section 7. Member of Armed Forces of the United States, Spouse and Dependents; Effect on a Determination of Residency Status.

- (1) A member, spouse, or dependent of a member whose domicile and residency was Kentucky at the time of induction into the Armed Forces of the United States, and who maintains Kentucky as home of record and permanent address, shall be entitled to Kentucky residency status:
- (a) During the time of active service; or
 - (b) If the member, spouse, or dependent returns to this state within six (6) months of the date of the member's discharge from active duty.
- (2) (a) A member, spouse or dependent of a member of the Armed Forces of the United States stationed in Kentucky on active military orders shall be considered a Kentucky resident while the member is on active duty in this state pursuant to those orders if the member is not:
1. Stationed in Kentucky for the purpose of enrollment at an institution; or
 2. On temporary assignment of less than one (1) year.
- (b) A member, spouse or dependent of a member, shall not lose Kentucky residency status if the member is thereafter transferred on military orders while the member, spouse or dependent requesting the status is in continuous enrollment at the degree level in which currently enrolled.
- (3) Membership in the National Guard or civilian employment at a military base alone shall not qualify a person for Kentucky residency status under the provisions of subsections (1) and (2) of this section
- (4) A person's residency status established pursuant to this section shall be reassessed if the qualifying condition is terminated.

Section 8. Status of Nonresident Aliens; Visas and Immigration.

- (1) (a) A person holding a permanent residency visa or classified as a political refugee shall establish domicile and residency in the same manner as another person.
- (b) Time spent in Kentucky and progress made in fulfilling the conditions of domicile and residency prior to obtaining permanent residency status shall be considered in establishing Kentucky domicile and residency.
- (2) A person holding a nonimmigrant visa with designation A, E, G, H, I, L, N, O, P, R, S, TD or TN shall establish domicile and residency the same as another person.

- (3) (a) An independent person holding a nonimmigrant visa with designations B, C, D, F, J, K, M, or Q shall not be classified as a Kentucky resident, because that person does not have the capacity to remain in Kentucky indefinitely and therefore cannot form the requisite intent necessary to establish domicile within the meaning of this administrative regulation.
- (b) A dependent person holding a visa as described in paragraph (a) of this subsection, but who is a dependent of a parent holding a visa as described in subsection (2) of this section, shall be considered as holding the visa of the parent.
- (c) A dependent person holding a visa described in subsection (2) of this section or paragraph (a) of this subsection, if a parent is a citizen of the United States and is a resident of and domiciled in Kentucky, shall be a resident of Kentucky for the purposes of this administrative regulation.

Section 9. Beneficiaries of a Kentucky Educational Savings Plan Trust.

A beneficiary of a Kentucky Educational Savings Plan Trust shall be granted residency status if the beneficiary meets the requirements of KRS 164A.330(9).

Section 10. Criteria Used in a Determination of Residency Status.

- (1) A determination of Kentucky domicile and residency shall be based upon verifiable circumstances or actions. A single fact shall not be paramount, and each situation shall be evaluated to identify those facts which are essential to the determination of domicile and residency.
- (2) The following facts, although not conclusive, shall have probative value in their entirety and shall be individually weighted, appropriate to the facts and circumstances in each determination of residency;
- (a) Acceptance of an offer of full-time employment or transfer to an employer in Kentucky or contiguous area while maintaining residence and domicile in Kentucky;
- (b) Continuous physical presence in Kentucky while in a nonstudent status for the twelve (12) months immediately preceding the start of the academic term for which a classification of Kentucky residency is sought;
- (c) 1. Filing of Kentucky resident income tax return for the calendar year preceding the date of application for a change in residency status; or
2. Payment of Kentucky withholding taxes while employed during the calendar year for which a change in classification is sought;
- (d) Full-time employment of at least one (1) year while living in Kentucky;
- (e) Attendance as a full-time, nonresident student at an out-of-state institution based on a determination by that school that the person is a resident of Kentucky;
- (f) Abandonment of a former domicile or residence and establishing domicile and residency in Kentucky with application to or attendance at an institution following

and incidental to the change in domicile and residency;

- (g) Obtaining licensing or certification for a professional and occupational purpose in Kentucky;
- (h) Payment of real property taxes in Kentucky;
- (i) Ownership of real property in Kentucky, if the property was used by the student as a residence preceding the date of application for a determination of residency status;
- (j) Long-term lease of at least twelve (12) consecutive months of noncollegiate housing;
- (k) Marriage of an independent student to a Kentucky resident;
- (l) Continued presence in Kentucky during academic breaks; and
- (m) The extent to which a student is dependent on student financial aid in order to provide basic sustenance.
- (3) Except as provided in subsection (4) of this section, the following facts, because of the ease and convenience in completing them, shall have limited probative value in a determination that a person is domiciled in and is a resident of Kentucky:
- (a) Kentucky automobile registration;
- (b) Kentucky driver's license; and
- (c) Registration as a Kentucky voter.
- (4) The absence of a fact contained in subsection (3) of this section shall have significant probative value in determining that a student is not domiciled in or is not a resident of Kentucky.
- (5) Kentucky residency status shall not be conferred by the performance of an act which is incidental to fulfilling an educational purpose or by an act which is performed as a matter of convenience. Mere physical presence in Kentucky, including living with a relative or friend, shall not be sufficient evidence of domicile and residency.

Section 11. Effect of a Change in Circumstances on Residency Status.

- (1) If a person becomes independent or if the residency status of a parent or parents of a dependent person changes, an institution shall reassess residency either upon a request by the student or a review initiated by an institution.
- (2) Upon transfer to a Kentucky institution, a student's residency status shall be reassessed by the receiving institution.
- (3) A reconsideration of a determination of residency status for a dependent person shall be subject to the provisions for continuous enrollment, if applicable.

Section 12. Student Responsibilities.

- (1) A student shall register under the proper residency classification which includes the following actions:
- (a) Raising a question in a timely manner concerning residency classification;
- (b) Making application for change of residency classification in a timely manner with the designated office or person at the institution; and
- (c) Notifying the designated office or person at the institution immediately upon a change in residency.

- (2) If a student fails to notify an institutional official of a change in residency, an institutional official may investigate and evaluate the student's current residency status.
- (3) (a) If a student fails to provide, by the date specified by the institution, information required by an institution in a determination of residency status, the student shall be notified by the institution that the review has been canceled and that a determination has been made.
- (b) Notification shall be made by registered mail, return receipt requested.
- (c) Notification shall be made within ten (10) calendar days after the deadline for receipt of materials has passed.
- (4) A student shall not be entitled to appeal a determination of residency status if the determination made by an institution is made because a student has failed to meet published deadlines for the submission of information as set forth in subsection (3) of this section. A student may request a review of a determination of residency status in a subsequent academic term.

Section 13. Institutional Responsibilities. Each institution shall:

- (1) Provide for an administrative appeals process that includes a residency appeals officer to consider student appeals of an initial residency determination and which shall include a provision of fourteen (14) days for the student to appeal the residency appeals officer's determination.
- (2) Establish a residency review committee to consider appeals of residency determinations by the residency appeals officer. The residency review committee shall make a determination of student residency status and notify the student in writing within forty-five (45) days after receipt of the student appeal.
- (3) Establish a formal hearing process as described in Section 14 of this administration regulation.
- (4) Establish written policies and procedures for administering the responsibilities established in subsections (1), (2), and (3) of this section and that are:
- (a) Approved by the institution's governing board;
- (b) Made available to all students; and
- (c) Filed with the council.

Section 14. Formal Institutional Hearing.

- (1) A student who appeals a determination of residency by a residency review committee shall be granted a formal hearing by an institution if the request is made by a student in writing within fourteen (14) calendar days after notification of a determination by a residency review committee.
- (2) If a request for a formal hearing is received, an institution shall appoint a hearing officer to conduct a formal hearing. The hearing officer:
- (a) Shall be a person not involved in determinations of residency at an institution except for formal hearings; and
- (b) Shall not be an employee in the same organizational unit as the residency appeals officer.

- (3) An institution shall have written procedures for the conduct of a formal hearing that have been adopted by the board of trustees or regents, as appropriate, and that provide for:
- (a) A hearing officer to make a recommendation on a residency appeal;
- (b) Guarantees of due process to a student that include:
1. The right of a student to be represented by legal counsel; and
 2. The right of a student to present information and to present testimony and information in support of a claim of Kentucky residency.
- (c) A recommendation to be issued by the hearing officer.
- (4) An institution's formal hearing procedures shall be filed with the Council on Postsecondary Education and shall be available to a student requesting a formal hearing.

Section 15. Cost of Formal Hearings.

- (1) An institution shall pay the cost of all residency determinations including the cost of a formal hearing.
- (2) A student shall pay for the cost of all legal representation in support of the student's claim of residency. (17 Ky.R. 2557; eff. 4-5-91; Am. 22 Ky.R. 1656; 1988; eff. 5-16-96; 23 Ky.R. 3380; 3797; 4099; eff. 6-16-97; 24 Ky.R. 2136; 2705; 25 Ky.R. 51; eff. 7-13-98; 25 Ky.R. 2177; 2577; 2827; eff. 6-7-99.

Residency Appeals Policy and Procedures

1. BASIS FOR RESIDENCY CLASSIFICATION

The Commonwealth of Kentucky has established a process and corresponding criteria for the determination of residency classification for students seeking admission to, or enrolled in, public institutions of higher education. The Council on Postsecondary Education (hereinafter referred to as "CPE") has established Kentucky Administrative Regulation 13 KAR 2:045 (hereinafter referred to as "the Regulation") to be followed by all public institutions of higher education in the Commonwealth concerning residency classification. As well as being published in the current *Undergraduate Catalog*, this Regulation can be found in the current *Graduate Catalog* and copies are available upon request from the Office of Admission, located in Jones Building, Room 203 or by calling (859) 622-2106 or 1-800-465-9191.

2. INSTITUTIONAL ADMINISTRATION OF THE RESIDENCY POLICY

The CPE authorizes each institution to establish a procedure for the determination of residency classification based upon the Regulation.

2.1 Office of Admissions

The Office of Admissions, Jones Building, Room 203, CPO 2A, 521 Lancaster Avenue, Richmond, KY 40475-3102, at Eastern Kentucky University serves as the coordinating office

for institutional implementation of the Regulation. Instructions for filing applications for reclassification and copies of the Regulation are available in this office. Also, Admissions staff members are available to answer questions regarding policy and procedures.

2.2 Initial Classification

The initial determination of residency status is made by the University based upon the credentials submitted by an applicant for admission to the University in accordance with the Regulations.

2.3 Appeal of Residency Status

Once an initial classification of residency is made by the Office of Admissions, it is the student's responsibility to initiate an appeal of such classification. Request for reclassification must be filed with the Office of Admissions **no later than 30 calendar days** after the first full day of classes of the fall or spring academic term for which reclassification is sought or not later than ten (10) calendar days after the first day of class for intersession or the summer term. Request for reclassification are to be made in affidavit form on the form available from the Office of Admissions. A student may apply only once during an academic term. A student classified as a non-resident will retain that status until a change is brought about by successful appeal. If an appeal results in a change of classification, the change will not be effective earlier than the semester during which the appeal is filed. If a student is initially classified non-resident but does not enroll the semester for which the student originally applied, the residency classification will be reassessed for subsequent semesters.

2.4 Affidavit (Application for Reclassification)

Affidavits will not be accepted unless the form is fully completed, properly signed and notarized. In no case will a decision be granted without an affidavit and all required supporting documentation.

2.5 Documentation

Because of the variety of factors related to establishing residency for tuition purposes, the number of documents required to complete an appeal may vary from case to case. In all cases, the University may require certification of authenticity of documents. It is the appealing student's responsibility to provide sufficient documentation to clarify circumstances related to the appeal. In all cases, circumstances related to establishing domicile must be verifiable.

2.6 Review of the residency file by the Residency Appeals Officer

A Residency Appeals Officer designated by the University shall review the affidavit and documentation and notify the student, in writing, within fourteen (14) days of making a determination. Students who do not agree with the Residency Appeals Officer's determination may appeal his/her residency status to the University's Residency Review Committee within fourteen (14) days of the Residency Appeals Officer's determination.

3. UNIVERSITY RESIDENCY REVIEW COMMITTEE

Pursuant to the Regulation, Eastern Kentucky University has a Residency Review Committee (hereinafter referred to as the "Committee") to review and evaluate student affidavits for reclassification and to consider changes in the residency classification.

3.1 Timely Appeal

The Student must notify the Residency Appeals Officer in writing, if he or she wishes his/her case to be reviewed by the Committee, within fourteen (14) calendar days after notification of the Residency Appeals Officer's determination. The Residency Appeals Officer shall immediately forward the request and the student's residency file to the Chair of the Committee.

3.2 Committee Membership

The Residency Review Committee shall be comprised of three members: the Associate Vice President for Enrollment Management; a member of the Faculty-at-Large, who shall be appointed annually by the Faculty Senate; and a member of the student body, who shall be appointed by the Office of the Vice President for Student Affairs from a list of students recommended by the Student Association.

3.3 Determination of the Committee

The Committee shall issue a written decision citing the section of the Regulation on which the decision is based. The Committee may vote to defer a case for additional documentation, or the Committee may make a decision contingent upon conditions prescribed by the Committee. The Chair of the Committee will then determine when and whether contingencies are met.

3.4 Notification of Decision

The Committee shall make a determination of student residency status and notify the student, in writing, within forty-five (45) days after receipt of the student appeal. Decisions denying appeals are communicated to the student by certified mail, return receipt requested. In all cases where the Committee reaches a determination granting in-state residency status, copies of the letter of notification will be sent to the Office of Admissions, Billings and Collections, the Registrar's Office, and Student Financial Assistance.

4. REQUEST FOR FORMAL HEARING

Pursuant to the Regulation, the University shall provide a formal hearing in the event a student wishes to appeal the determination of the Residency Review Committee.

4.1 Timely Request

A student who wishes to appeal the determination of the Committee shall be granted a formal hearing by the University if the student notifies the Office of the Associate Vice President for Enrollment Management, Jones Building, Room 416, CPO 18A, Richmond, KY 40475-3102, in writing, within fourteen (14) calendar days after notification of the Residency Review

Committee's determination. The Associate Vice President for Enrollment Management shall immediately forward the request and the student's residency file to the Office of the President.

4.2 The Hearing Officer

Upon receipt of a request for a formal hearing, the University President shall appoint a Hearing Officer to conduct the hearing. The Hearing Officer shall not be a person involved in determinations of residency at a public institution of higher education in Kentucky (including the Kentucky Commonwealth Virtual University) and shall not be an employee of the same organizational unit as the Residency Appeals Officer.

4.3 Formal Hearing Procedures

The hearing shall be conducted in accordance with the following procedures:

4.3.1. Notice of Hearing

- 4.3.1.a.** The University shall conduct the hearing as soon as practicable and shall give notice of the hearing to the parties not less than twenty (20) days in advance of the date set for the hearing. A reasonable effort shall be made to schedule the hearing on a date that is convenient to all parties involved.
- 4.3.1.b.** The hearing notice shall be served on all parties by certified mail, return receipt requested, to the last known addresses of the parties, or by personal service.
- 4.3.1.c.** The notice shall be in plain language and shall include:
- the date, time and place of the hearing;
 - the name, official title, and mailing addresses of the Hearing Officer;
 - the names, official titles, mailing addresses, and, if available, telephone numbers of all parties involved in the hearing, including the counsel or representative of the University; and
 - a statement advising the student of his/her right to legal counsel.

4.3.2. Hearing Procedure

- 4.3.2.a.** The Hearing Officer shall conduct the hearing and all related proceedings in a manner which will promote the orderly and prompt conduct of the hearing.
- 4.3.2.b.** To the extent necessary for the full disclosure of all relevant facts and issues, the Hearing Officer shall give all parties the opportunity to respond, present evidence and argument, conduct cross-examination, and submit rebuttal evidence.
- 4.3.2.c.** Any party to the hearing may participate in person or be represented by counsel. A student shall pay for the cost of all legal representation in support of the student's claim or residency. Legal counsel for the student must file a notice of appearance with

the Hearing Officer prior to the date of the hearing.

- 4.3.2.d.** The Hearing Officer may conduct all or part of the hearing by telephone, television, or other electronic means, if each party to the hearing has an opportunity to hear, and if technically feasible, to see the entire proceeding as it occurs, and if each party agrees.
- 4.3.2.e.** The hearing shall be open to the public unless specifically closed pursuant to a provision of law. If the hearing is conducted by telephone, television, or other electronic means, and is not closed, public access shall be satisfied by giving the public an opportunity, at reasonable times, to hear or inspect the University's records.

4.4 Findings of Fact; Evidence; Recording of Hearing; Burden of Proof

- 4.4.1.** Findings of fact shall be based exclusively on the evidence on the record.
- 4.4.2.** All testimony shall be made under oath or affirmation.
- 4.4.3.** Objections to evidence presented may be made by any party and shall be noted in the record.
- 4.4.4.** The University shall be responsible for having all testimony, motions and objections in a hearing accurately and completely recorded. Any person, upon request, may receive a copy of the recording or a copy of the transcript, if the hearing has been transcribed, at the discretion of the University, unless the hearing is closed by law. The University may prepare a transcript of a hearing or a portion of a hearing upon request but the party making the request shall be responsible for the transcription costs. The form of all requests and fees charged shall be consistent with KRS 61.870 to 61.884.
- 4.4.5.** Unless otherwise provided by state or federal law, the student appealing the residency decision has the burden of proving the student's right to having his/her residency status changed. The student has the ultimate burden of proof of persuasion as to this issue to be shown by a preponderance of evidence in the record. Failure to meet the burden of proof is grounds for a recommended order from the Hearing Officer.

4.5 Prohibited Communications

- 4.5.1.** The Hearing Officer shall not communicate off the record with any party to the hearing or any other person who has a direct or indirect interest in the outcome of the

hearing, concerning any substantive issue, while the hearing is pending.

4.6. Recommended Order

4.6.1. The Hearing Officer shall complete and submit to the University President, no later than sixty (60) days following receipt of the student's residency file, a written recommended order which shall include the Hearing Officer's findings of fact, conclusion of law, and recommended disposition of the hearing.

4.6.2. A copy of the Hearing Officer's recommended order shall also be sent to each party in the hearing. Each party shall have fifteen (15) days from the date the recommended order is mailed within which to file exceptions to the recommendations with the University President. The recommended order may be sent by regular mail to the last known address of the party.

4.7. Final Order

4.7.1. In making the final order, the University President shall consider the record including the recommended order and any exceptions filed by, or on behalf of, the student.

4.7.2. The University President may accept the recommended order of the Hearing Officer and adopt it as the University's final order, or he or she may reject or modify, in whole or in part, the recommended order, or he or she may send the matter, in whole or in part, back to the Hearing Officer for further proceedings as appropriate.

4.7.3. The final order shall be in writing. If the final order differs from the recommended order, it shall include separate statements of findings of fact and conclusions of law.

4.7.4. The University President shall render a final order within thirty (30) days after receipt of the recommended order unless the matter is sent back to the Hearing Officer for further proceedings.

4.7.5. A copy of the final order shall be transmitted to each party or to his/her attorney of record by certified mail, return receipt requested, sent to the last known address of the parties, or by personal service. A copy of the final order shall also be sent to the Office of Admissions, Billings and Collections, the Registrar's Office, and Student Financial Assistance.

5. RECORDS

All official files and materials relating to a student's appeal of an initial residency determination shall be returned to the Office of Admissions to be placed with the application for admissions at whatever point in the process the appeals procedure is terminated.