

**Title: #VI-8. Residency Appeal Process**

**Date: February 26, 2019** (replaces version dated June 9, 2017)

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In keeping with [W.Va. C.S.R. § 135-25](#), a process has been established to assure that West Virginia University at Parkersburg students receive a fair and thorough review of residency classification for admission and fee purposes.

The Office Administrator in the Office of Academic and Student Affairs is the designated institutional officer charged with the determination of residency classification. If a student wishes to appeal the decision regarding residency, the student meets with the Office Administrator in the Office of Academic and Student Affairs who will interview the individual to determine if the appropriate decision has been made. This request must be made at least 2 weeks prior to the deadline for the payment of tuition and fees. The student may be asked to provide appropriate documentation of residency.

Due to the open-door admission policy and continuous registration procedures, appeals are handled when requested. A final institutional determination will be made, however, within fifteen working days from the initial meeting of the student with the Office Administrator in the Office of Academic and Student Affairs.

If a student wishes to appeal the decision of the Office Administrator in the Office of Academic and Student Affairs, the student may contact the Vice President for Academic and Student Affairs who will review the case and make a determination. Further appeal may be made by the student in writing to the Residency Appeals Committee.

The student may appeal in person to this committee which is composed of two faculty members and one student. The committee is convoked by the Vice President for Academic and Student Affairs. The committee will be selected from a Residency Appeals Panel of five faculty (designated by the Faculty Senate) and three students (appointed by the president of Student Government). The Residency Appeals Panel shall serve for one calendar year beginning each July 1.

The decision of the Residency Appeals Committee will be relayed in writing to the student and to appropriate college officials. Further appeal may be made by the student to the President of the institution who will review the case and make a final determination.

No residency appeals will be considered for a semester once grades are final unless the residency status was due to an error on a party of the college.

**Responsible Administrator: Vice President, Academic & Student Affairs, 304-424-8242**