

## **Residency Review Committee**

### **Purpose:**

Students may appeal the decision rendered by the Registrar regarding their residency status. This committee reviews those appeals and renders an independent decision, either supporting or opposing the Registrar's decision.

### **Charge:**

- The Residency Review Committee considers changes in resident status based on guidelines for classification of students for fee assessment purposes at state-supported institutions of higher education in KY. The guidelines for classification were adopted by the Council on Postsecondary Education (CPE) and appear at Residency Regulatory 13 KAR 2:045.

### **Membership Guidelines:**

The Committee is appointed annually by the President of the University with recommendations from Faculty Senate and Staff Congress. Membership of the committee includes a mix of six (6) faculty and/or staff members. Each member serves a three-year term. A representative from the Chase Law School Admissions Office and one representatives from the central Office of the Registrar are ad hoc members of the committee. The Registrar serves as chairperson of the committee.

The Committee shall have authority to adopt bylaws, establish procedural rules, and schedule meetings, all of which must comply with 13 KAR 2:045. A quorum shall consist of three (3) members, and a majority of the quorum shall be necessary for committee action.

The Office of University Registrar shall provide professional and secretarial support for the Committee, including, but not limited to, recording and preserving the minutes of committee meetings, processing of applications on appeal, and presentation of the applications at committee meetings.

The Vice President for Legal Affairs and General Counsel shall advise the Committee on legal matters, including, but not limited to, assisting the University's representative in interpretation of Council guidelines, procedural

questions, and applicable laws, cases, and regulations, and shall have a representative on call or available to advise the committee.

**Membership Appointment:**

President

**Membership Terms:**

Three-year terms for members

**Frequency of Meetings:** As needed per frequency of student appeals

**Expected Lifespan:** Ongoing

**Reporting Requirements:** Written notification of the Committee's decision shall be sent to the student within 45 calendar days. In the case of formal hearing, the decision of the President shall be provided to the student within 21 days after receipt of the hearing officer's recommendation. All records shall be maintained in the Office of the Registrar.

**Operating Procedures:** A student submits the required affidavit with the supporting documentation. If the decision made by the Registrar Office is a denial (to receive KY residency), then the student can request an appeal, where the materials are reviewed by this broader campus committee. The process is typically handled via email, with the Registrar as the administrative support and communicator.

**Relationship to Other Committees:**

None

**Typical Date of Membership Turnover:** End of June, in preparation for the new school year.

**Responsible Office: Administrative Contact Name & Position:**

Allen Cole

859.572.5225

[colew1@nku.edu](mailto:colew1@nku.edu)

Additional Information: [Residency Guidelines and the official state statutes](#)

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COMMITTEE/COUNCIL TITLE: Residency Review

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<b>COMMITTEE MEMBERSHIP</b>						
<b>NAME</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>COMITTEE AFFILIATION</b>	<b>COMMITTEE ROLE</b>	<b>TERM EXPIRES</b>	<b>EMAIL</b>
<i><b>Committee Leadership</b></i>						
Allen Cole	University Registrar	University Registrar	Academic Affairs	Ex-officio and Chair	ongoing	colew1@nku.edu
Beth Vasquez	Coordinator, Document Imaging	University Registrar	Academic Affairs	Administrative support	ongoing	vasqueze1@nku.edu
<i><b>Committee Roster</b></i>						
Matthew Zacate	Faculty Senate President	Physics, Geology and Engineering Technology	Academic Affairs	Voting member	6/30/2021	zacatem1@nku.edu
Sharon Vance	Faculty	History and Geography	Academic Affairs	Voting member	6/30/2021	vances1@nku.edu
Rebekah Richardson	Program Advisor	College Advising Center	Academic Affairs	Voting member	7/1/2020	richardsor5@nku.edu
A J Miller	Coordinator	Student Engagement	Student Affairs	Voting member	6/30/2021	millera5@nku.edu
Kevin Rossell	Manager	Mail/Distribution Services	Administration and Finance	Voting member	7/1/2020	rossellk@nku.edu
Jane Bratton	Manager, International Admissions and Services	International Students & Scholars	Academic Affairs	Voting member	7/1/2020	brattonj@nku.edu
Ashley Gray	Director of Admissions (Law)	Chase - Student Affairs	Academic Affairs	Non-voting member	ongoing	graya4@nku.edu
Emily Jasinski	Assistant Registrar for Compliance	University Registrar	Academic Affairs	Non-voting member	ongoing	jasinskie1@nku.edu