

The University of Tennessee at Chattanooga

Residency Classification Appeals Procedure

All residency classification appeals must be submitted to The Graduate School Office no later than the last day of regular registration for each term or semester.

LAST DATES TO APPEAL RESIDENCY

Spring Semester 09	January 9, 2009
First AM Summer 09	May 7, 2009
Second AM Summer 09	June 9, 2009
Third AM Summer 09	July 10, 2009
First PM Summer 09	May 11, 2009
Second PM Summer 09	June 26, 2009
Fall Semester 09	August 21, 2009

The Director of The Graduate School serves as the primary classification officer for graduate students enrolled at The University of Tennessee at Chattanooga. Residency classification appeals must be made in writing (on the appropriate form which can be obtained from the Graduate School Office) to the Director of the Graduate School, Department 5305. Appeals must include appropriate evidence to support the student's establishment of domicile in the State of Tennessee. ***Appeals must be notarized prior to submission to the Director of the Graduate School.***

The decision of the Director of the Graduate School may be appealed to the Dean of the Graduate School by making this request in writing. The Dean of the Graduate School will review the student's request and will make a decision regarding the appeal.

The Dean's decision may be appealed in writing to the Petitions Committee of the Graduate Council by making this request in writing to the Petitions Committee. The Chair of the Committee will schedule a hearing to review the student's request and, following the hearing, the Committee will make a decision on the appeal. The student may be present at the Committee's hearing and may bring to the hearing any materials or other individuals (including legal counsel) that he or she believes will support the appeal.

The student may appeal the Committee's decision to the Chancellor of UTC in writing. The student has the right to appeal the Chancellor's decision to the President of the University of Tennessee in writing. Final appeals are decided by the Board of Trustees for the University of Tennessee.

Attachments: Petition Form

In-State/Out-of-State Classification

Rules of Residency Classification see the Student Handbook at:

<http://www.utc.edu/Administration/StudentDevelopment/handbook/rights.pdf>

The University of Tennessee at CHATTANOOGA

Graduate Application for In-State Classification

Effective Semester _____

*Return to: The University of Tennessee at Chattanooga
The Graduate School
Dept 5305
615 McCallie Avenue
Chattanooga, TN 37403*

In accordance with the rules adopted by both the Board of Trustees of The University of Tennessee and the board of Regents, individuals domiciled in the State of Tennessee are classified as in-state residents. All individuals not having a domicile in Tennessee are classified as out-of-state. In determining whether a student is domiciled in Tennessee all pertinent evidence is considered by the University. Presence or absence of any particular item(s) of evidence will not automatically result in an in-state or out-of-state classification.

In order that we may have full information with which to determine your classification for admission and fee purposes, please complete and return this application to the above address. You may wish to attach supportive materials (letters, photocopies of documents, etc.), particularly at the places marked "Documentation."

All decisions regarding classification for fee and admission purposes are made in accordance with Regulations for Classifying Students In-state and Out-of-state for the Purpose of Paying College or University Fees and Tuition and for Admission Purposes. (Copy available in each of the campus offices of Admissions and Records).

Please type or print legibly in black ink.

PERSONAL INFORMATION

1. Name _____
(Last Name) (First Name) (Middle Name)

2. Student Identification Number (Social Security Number) _____

3. Present Address _____
(Street & Number) (City) (State) (Zip Code)

4. Permanent Address _____
(Street & Number) (City) (State) (Zip Code)

5. Telephone Number _____ E-mail Address _____

6. Date of Birth _____
(Month) (Day) (Year)

7. Place of Birth _____
(City) (State)

8. Have you been domiciled* in Tennessee continuously since birth? Yes ___ No ___
If no, date you began your most recent domicile in Tennessee? _____
Address at time you began your most recent domicile

(Street & Number)

(City)

(State)

(Zip Code)

Reason for coming to Tennessee to establish your most recent domicile?

9. High School(s) attended _____ from _____ to _____
(Name) (City) (State) (Dates of Attendance)

_____ from _____ to _____
(Name) (City) (State) (Dates of Attendance)

10. All colleges and universities attended (other than The University of Tennessee)

_____ from _____ to _____
(Name) (City) (State) (Dates of Attendance)

_____ from _____ to _____
(Name) (City) (State) (Dates of Attendance)

_____ from _____ to _____
(Name) (City) (State) (Dates of Attendance)

_____ from _____ to _____
(Name) (City) (State) (Dates of Attendance)

(If more, attach separate sheet)

11. Have you previously attended the University of Tennessee?

Campus	Dates of Attendance
UT at Chattanooga	from _____ to _____
UT Center for the Health Sciences	from _____ to _____
UT at Knoxville	from _____ to _____
UT at Martin	from _____ to _____

12. Have you ever been classified as an in-state resident by a state-aided institution in Tennessee? Yes ___ No ___ If yes, please give details _____

CITIZENSHIP

13. Are you a Citizen of the U.S.? Yes ___ No ___ If no, what is your status in this country (e.g., type of visa)? _____

14. Are you registered to vote? Yes ___ No ___ If yes, what state are you registered? _____

15. Have you filed state or federal income tax form for the previous year? Yes ___ No ___ If yes, what address was given as residence? _____
(Street & Number)

(City) (State) (Zip Code)
(Documentation: Photocopy of address section of form(s).)

EMPLOYMENT (Documentation: Letter from employer which verifies the below information.)

16. Are you presently employed? Yes ___ No ___ If yes, employer's name _____
Employer's address _____
Date of Employment _____ Job Title _____
Hours worked per week _____ If appropriate, percentage of on-the-job time is spent out-of-state? _____

FINANCIAL SUPPORT

17. List every source from which you received more than approximately ten percent (10 %) of your support or income during the past twelve months? _____

MARITAL

18. Married ___ Single ___ If married, spouse's name _____
(Last) (First) (Middle)

19. Has spouse been domiciled in Tennessee continuously since birth? Yes ___ No ___ If no, when did spouse begin his/her most recent domicile in Tennessee?

(Month/Year)

For what reasons did spouse come to Tennessee to establish most recent domicile? _____

20. Is spouse employed full-time? Yes ___ No ___ How long in present position? _____

21. Is spouse's employment in Tennessee? Yes ___ No ___ Employers name _____

PARENTAL INFORMATION

22. Father's name _____
(Last Name) (First Name) (Middle Name)

23. Father's address _____
(Street & Number) (City) (State) (Zip Code)

24. Mother's name _____
(Last Name) (First Name) (Middle Name)

25. Mother's address _____
(Street & Number) (City) (State) (Zip Code)

26. Do you have a legally appointed guardian? Yes ___ No ___

If yes, guardian's name _____
(Last Name) (First Name) (Middle Name)

27. Guardian's address _____
(Street & Number) (City) (State) (Zip Code)

28. If your parent(s) or guardian is not presently domiciled in Tennessee, has he/she previously been domiciled in Tennessee? Yes ___ No ___ If yes, give previous Tennessee address

(Street & Number) (City) (State) (Zip Code)
Dates of previous domicile in Tennessee: from _____ to _____

Reason for leaving _____

29. Did either parent or your guardian claim you as a dependant on his/her most recent income tax return? Yes ___ No ___

(Documentation: Photocopy of address & dependent section of tax form.)

MILITARY

30. Have you ever served in active military service? Yes ___ No ___

If yes, state entered service _____ Date of entry into service _____

State in which you were discharged _____ Date of discharge _____

Home of Record as listed on D.D. form 214 _____

(Documentation: Photocopy of D.D. Form 214)

AUTOMOBILE

31. Do you have a driver's license? Yes ___ No ___ If yes, what state _____

(Documentation: Photocopy of license)

32. Do you own an automobile? Yes ___ No ___ If yes, what state is it registered _____

Automobile License Number _____

(Documentation: Photocopy of auto registration)

REAL ESTATE

33. Do you own the dwelling in which you live? Yes ___ No ___

If yes, date of purchase _____

(Documentation: Photocopy of bill of sale, or mortgage papers, or other public record.)

OTHER IN-STATE CLASSIFICATION

34. Have you ever been classified, for tuition or fee purposes, as an in-state resident of any other state? Yes ___ No ___ If yes, date classification was made and by whom _____

OTHER INFORMATION

35. Provide any further information in which you wish to offer in support of your application ____

TO BE COMPLETED BY ALL APPLICANTS

My signature below is to certify to the correctness and completeness of the information supplied. It further indicates that I understand that the University of Tennessee may contact any of the persons referred to above for the purpose of obtaining additional pertinent information, and that I further understand that any false information provided in the foregoing statements will disqualify me from being considered an in-state student for fee and admission purposes and I may be required to withdraw from the University of Tennessee.

Date _____ Signature of Applicant _____

State of _____ County of _____

Subscribed and sworn to me before this _____ day of _____, 20____

Notary Public _____ My Commission Expires _____

Please do not write below this line

Determination: Resident _____ Non-Resident _____

By: _____ Date: _____

Special Conditions: _____

Please do not write below this line

Determination: Resident _____ Non-Resident _____

By: _____
(Name) (Date)

Special Conditions: _____
