

*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.**

<b><u>LAST DATES TO APPEAL RESIDENCY</u></b>	
<b>Fall Semester</b>	<b>August 25, 2006</b>
<b>Spring Semester</b>	<b>January 12, 2007</b>
<b>First AM Summer</b>	<b>May 10, 2007</b>
<b>Second AM Summer</b>	<b>June 12, 2007</b>
<b>Third AM Summer</b>	<b>July 13, 2007</b>
<b>First PM Summer</b>	<b>May 14, 2007</b>
<b>Second PM Summer</b>	<b>June 29, 2007</b>

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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  
Rules of Residency Classification  
In-State/Out-of-State Classification



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 \_\_\_\_\_  
\_\_\_\_\_

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### 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).)

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**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? \_\_\_\_\_

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**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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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 \_\_\_\_\_

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**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.)

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### 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)

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### 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)

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### 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.)

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### 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 \_\_\_\_\_

\_\_\_\_\_

