

Coppin State University Residency Policy

PURPOSE

The University System of Maryland (USM) is supported by funding from Maryland State tax revenue. Therefore, it is the policy of the Board of Regents of the University System of Maryland (USM) to recognize the tuition categories of in-state and out-of-state students for the purpose of admission and assessing tuition charges. The requirements set forth in this policy are designed to provide a fair and equitable basis for determining a student's classification for tuition purposes.

I. RESIDENCY POLICY

As defined by the USM residency policy, Coppin State University's (CSU) determination of residency status, for the purpose of tuition charges is made at the time of admissions to the university. Assignment of in-state or out-of-state status will be made by the University upon a review of the totality of facts known or information presented. Upon request by the student, determination of residency status shall continue for each term/session until that decision is changed in accordance with the University's residency procedures. It is the student's responsibility to initiate the process for the review of the change in the residency status by completing and submitting a USM Petition for Change in Classification of Residency accompanied by all required support documents. The petition can be obtained on-line or in person at: http://www.coppin.edu/Admissions/Documents/Residency_Petition_Form.pdf or <http://www.coppin.edu/Registrar/Residency> or in person at the Office of Admissions or Office of Records and Registration located in the Miles Connor Administration Building, 1st Floor.

A. BURDEN OF PROOF

The person seeking In-State status shall have the burden of proving by clear and convincing evident that he/she satisfies all requirements set forth in this policy. This policy is based on USM Board of Regent policies and procedures manual, VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes.

B. IN-STATE STATUS

To qualify for in-state status a student must demonstrate for 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term in which the student seeks in-state tuition status, the student had the continuous intent to:

1. Make Maryland his or her permanent home; and
2. Abandon his or her former home state; and
3. Reside in Maryland indefinitely; and
4. Reside in Maryland primarily for a purpose *other than* that of attending an educational institution in Maryland.

Satisfying all of the requirements in Section II (and Section III, when applicable) of this policy demonstrates continuous intent and qualifies a student for in-state tuition. Students not entitled to in-state status under this policy shall be assigned out-of-state status for admission and tuition purposes.

C. PRESUMPTION

Either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution and therefore, does not qualify for in-state status under this policy:

1. A student is attending school or living outside Maryland at the time of application for admission to a USM institution, or
2. A student is Financially Dependent on a person who is not a resident of Maryland.

This presumption may be rebutted. The student bears the burden of rebutting the presumption. See "III. Rebuttal Evidence" below.

II. REQUIREMENTS

Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. The student must demonstrate he or she:

- A. Owns or possesses, and has continuously occupied, including during weekends, breaks and vacations, living quarters in Maryland. The student must provide evidence of a genuine deed or lease and documentation of rent payments made. In lieu of a deed or lease, a **notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made will be considered**. As an alternative, a student may demonstrate that he or she shares living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian or spouse.
- B. Has substantially all of his or her personal property, such as household effects, furniture and pets in Maryland.
- C. Has paid Maryland income taxes on all taxable income including all taxable income earned outside the State and has filed a Maryland tax return and provide [proof of filing Maryland taxes](#).
- D. Has registered all owned or leased motor vehicles in Maryland.
- E. Possesses a valid Maryland driver's license, if licensed.
- F. Is registered to vote in Maryland, if registered to vote.
- G. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.
- H. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.
- I. Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student's circumstances have raised the presumption.

III. REBUTTAL EVIDENCE

Satisfying the requirements listed in paragraphs A through I of Section II, does not rebut the presumption that a student is in Maryland primarily to attend an educational institution. To overcome the presumption, a student must present additional evidence.

To determine a student's intent, the University will evaluate evidence of a student's objectively verifiable conduct. Evidence that does not document a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status is generally considered an unfavorable factor under this policy. Evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility and relevance of the evidence.

The absence of objective, relevant evidence is generally considered an unfavorable factor. A student's statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under this policy.

Additional evidence that will be considered includes, but is not limited to, the following:

A. Source of financial support:

1. Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. (Tuition costs will be considered as a student expense only to the extent tuition exceeds the amount of any educational scholarships, grants, student loans, etc.), or
2. Evidence the student is Financially Dependent upon a person who is a resident of Maryland.

B. Substantial participation as a member of a professional, social, community, civic, political, athletic or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student's community or to the State of Maryland.

C. Registration as a Maryland resident with the Selective Service, if male.

D. Evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.

E. An affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

IV. NON-RESIDENTS WHO MAY TEMPORARILY QUALIFY FOR IN-STATE STATUS

In addition, persons with the following status shall be accorded the benefits of in-state status for the period in which they hold such status:

A. A full-time or part-time (at least 50 percent time) regular employee of USM or a USM institution.

B. The spouse or Financially Dependent child of a full-time or part-time (at least 50 percent time) regular employee of USM or a USM institution.

C. A full-time active member of the Armed Forces of the United States whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a Financially Dependent child of such a person. Students that qualify under this provision will retain in-state status for tuition purposes as long as they are Continuously Enrolled regardless of a change in military assignment or status of the active member of the military.

D. A veteran of the United States Armed Forces with an honorable discharge who, within one year of discharge, presents documentation that he or she attended a secondary school in the State for at least three years, and graduated or received the equivalent of a high school diploma from a secondary school in the State. The veteran must present documentation and register at a USM institution within one year of discharge for this provision to apply.

E. A member of the Maryland National Guard, as defined in the Public Safety Article of the Maryland Annotated Code, who joined or subsequently serves in the Maryland

National Guard to: (i) provide a critical military occupational skill; or (ii) be a member of the Air Force Critical Specialty Code as determined by the National Guard.

F. For UMUC, a full-time active member of the Armed Forces of the United States on active duty, or the spouse of a member of the Armed Forces of the United States on active duty.

G. A graduate assistant appointed through a USM institution for the semester/term of the appointment. Except through prior arrangement, this benefit is available only for enrollment at the institution awarding the assistantship.

V. PROCEDURES

A. An initial determination of in-state status will be made at the time of admission. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term until the determination is successfully challenged in a timely manner.

B. A change in status must be requested by submitting a USM institution's "Petition for Change in Classification of Residency for Tuition". A student applying for a change to in-state status must furnish all evidence that the student wishes the USM institution to consider at the time the petition is due. The due date is based on the deadline set forth by the USM institution at which the student seeks to enroll. If the applicable USM institution has no such deadline, [the due date is the last published date to register for the forthcoming semester/term for which the change in classification is sought.](#)

C. The student shall notify the USM institution in writing within fifteen (15) days of any change in circumstances which may alter in-state status.

D. In the event incomplete, false, or misleading information is presented, the USM institution may, at its discretion, revoke in-state status and take disciplinary action provided for by the institution's policy. Such action may include suspension or expulsion. If in-state status is gained due to false or misleading information, the institution reserves the right to retroactively assess all out-of-state charges for each semester/term affected.

E. Each USM institution shall develop and publish additional procedures to implement this Policy. Procedures shall provide that on request the institution President or designee has the authority to waive any requirement set forth in Section II if it is determined that

the application of the requirements creates an unjust result. These procedures shall be filed with the Office of the Chancellor.

VI. DEFINITIONS

A. Financially Dependent: For the purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes.

B. Parent: A parent may be a natural parent, or, if established by a court order recognized under the law of the State of Maryland, an adoptive parent.

C. Guardian: A guardian is a person so appointed by a court order recognized under the law of the State of Maryland.

D. Spouse: A spouse is a partner in a legally contracted marriage.

E. Child: A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.

F. Regular Employee: A regular employee is a person employed by USM or a USM institution who is assigned to a State budget line or who is otherwise eligible to enroll in a State retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.

G. Continuous Enrollment:

1. Undergraduate Student - An undergraduate student who is enrolled at a USM institution for consecutive fall and spring semesters, until completion of the student's current degree program or unless on an approved leave of absence or participating in an approved program off-campus.

2. Graduate and Professional - Continuous enrollment for a graduate or professional student is defined by the institution in accordance with program requirement

VII. COPPIN STATE UNIVERSITY PROCEDURES FOR STUDENTS

1. NEW STUDENTS

The purpose of the residency application is to determine if a student is eligible for an in-state or out-state tuition rate.

- A. All new CSU students are required to complete a residency application in its entirety.

The residency application is part of the admissions application packet. Residency status is determined at the time of admissions to the University.

- B. The burden of proof to qualify for in-state tuition rate rests with the applicant. Failure to submit a completed application with the required supplemental documents by the deadline will result in disqualification of the application and a non-Maryland tuition classification.

- C. The deadline for the residency application and submission of all required documents for the enrollment periods are outlined below:

Enrollment Period	Deadline	Department Receive Application
Fall	August 15th	Office of Admissions
Spring	January 15 th	Office of Admissions
Winter	December 15 th	Office of Records and Registration
Summer	May 15 th	Office of Records and Registration

- D. Students applying for Maryland residency must provide the following documents for consideration in accordance with **Section II of the residency policy within 15 working days of the issuance of the request.**

- E. A student who is financially dependent on his/her parents or guardian must submit the **University System of Maryland Petition for Change in Classification of Residency** with the appropriate section completed by parents or guardian. The petition must be signed by the student, the parent or guardian and notarized. The petition and the documents outlined in **Section II of the residency policy: within 15 working days of the issuance of the request.**

- F. Failure to comply with these guidelines will result in disqualification of the application or denial of residency.

2. CONTINUING STUDENTS

The determination of a continuing student's residency status is made at the time of his or her initial admissions to the University. The residency status will continue for each semester/term until that determination is changed in accordance with the University's residency procedures.

- A. A student who was initially admitted as an out-of state resident and who wishes to request a review of his or her residency status for a semester/term must complete, sign and submit a [USM Petition for Change in Classification of Residency](#) and required documents outlined in **Section II of the residency policy** to the Office of Records and Registration by [the last date of late registration](#).
- B. The petition can be obtained on-line or in person at:
http://www.coppin.edu/Admissions/Documents/Residency_Petition_Form.pdf or <http://www.coppin.edu/Registrar/Residency> or in person at the Office of Admissions or Office of Records and Registration located in the Miles Connor Administration Building, 1st Floor.

3. READMIT STUDENTS

The purpose of the readmitted student's residency application is to determine if a student is eligible for an in-state or out-state tuition rate. All readmit students are required to complete a residency application in its entirety. The residency application is part of the readmit application. The determination of a readmit student's residency status is made at the time of his or her initial admissions to the University.

- A. A readmit student who was initially admitted as an out-of state resident and who wishes to request a review of his or her residency status for the readmit semester or term must complete, sign and submit a USM Petition for Change in Classification of Residency the required documents outlined in **Section II of the residency policy** to the Office of Records and Registration by the **last date of late registration**.
- B. The petition can be obtained on-line or in person at:
http://www.coppin.edu/Admissions/Documents/Residency_Petition_Form.pdf or <http://www.coppin.edu/Registrar/Residency> or in person at the Office of Admissions or

Office of Records and Registration located in the Miles Connor Administration Building,
1st Floor.

VIII. PROCEDURES FOR ALL STUDENTS TO DISPUTE DENIAL OF IN-STATE RESIDENCY STATUS

A student who has been denied in-state residency and believes that he or she should be classified as an in-state resident may appeal this decision to the Senior Advisor to the President for Legal Affairs (SAPLA) by following the procedures outlined below.

1. Within 15 working days of the issuance of the letter denying in-state residency status, a student may appeal the denial decision to SAPLA by submitting by certified mail the following:
 - A typed and signed letter requesting an appeal of the denial decision for in-state residency. The letter must include the student's current address, social security number or ID number, and telephone number;
 - A completed and signed USM Petition for Change in Classification of Residency, a copy of the denial letter from the Office of Admissions or Office of Records and Registration, and submit the documents listed under **Section II of the residency policy**;
2. The information listed above must be submitted by **certified mailed** with return receipt to the address below:

**Senior Advisor to the President for Legal Affairs
Office of the President
Coppin State University
2500 West North Avenue
Baltimore, Maryland 21216**

3. Failure to submit the appeal letter and documents within 15 working days of the issuance of the denial letter will result in disqualification of the application and a non-Maryland tuition classification.