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Interim Dean, College of Arts and Sciences
Glenn Corlett, J.D.
Dean, College of Business
Gregory Shepherd, Ph.D.
Interim Dean, College of Communication
Tom Davis, Ph.D.
Interim Dean, College of Education
Dennis Irwin, Ph.D.
Dean, Russ College of Engineering and Technology
Raymond Tymas-Jones, Ph. D.
Dean, College of Fine Arts
Gary Neiman, Ph.D.
Dean, College of Health and Human Services
Ann Fidler, Ph.D.
Dean, Honors Tutorial College
John A. Brose, D.O.
Dean, College of Osteopathic Medicine
David Descutner, Ph.D.
Dean, University College
Julia Zimmerman, M.L.
Dean, University Libraries
Thomas Shostak, Ph.D.
Dean, Lifelong Learning
Richard F. Bebee, Ph.D.
Dean, Chillicothe Campus
Paul Bibbins, Ph.D.
Dean, Eastern Campus, St. Clairsville
MaryAnn Janosik, Ph.D.
Dean, Lancaster Campus
Dan L. Evans, Ph.D.
Dean, Southern Campus, Ironton
James Fonseca, Ph.D.
Dean, Zanesville Campus
It is the responsibility of the student to report a change of residency from an Ohio resident to a non-Ohio resident at the Office of Undergraduate Admissions.

If the student’s residency has changed to an Ohio resident, s/he must file a residency petition with the Office of Undergraduate Admissions.

No change of residency can be made until the residency petition has been approved by the Residency Officer.

Questions concerning residency should be directed to the Residency Officer in the Office of Undergraduate Admissions.

The residency rules described below were adopted by the Ohio Board of Regents effective November 1, 1989. The rules are subject to change without notice by the Ohio Board of Regents or the Ohio General Assembly.

3333-1-10 OHIO STUDENT RESIDENCY FOR STATE SUBSIDY AND TUITION SURCHARGE PURPOSES

A. Intent and Authority
1. It is the intent of the Ohio Board of Regents in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the State of Ohio primarily for the purpose of receiving the benefit of a state-supported education.

2. This rule is adopted pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the Ohio Board of Regents by Section 3333.31 of the Revised Code.

B. Definitions
1. “Resident” shall mean any person who maintains a 12-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state public assistance, and who may be subjected to tax liability under Section 5747.02 of the Revised Code, provided such person has not within the time prescribed by this rule, declared himself or herself to be allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.

2. “Financial Support” as used in this rule, shall not include grants, scholarships and awards from persons or entities that are not related to the recipient.

3. An “institution of higher education” shall have the same meaning as “state institution of higher education” as that term is defined in Section 3345.011 of the Revised Code, and shall also include private medical and dental colleges that receive direct subsidy from the state of Ohio.

4. “Domicile” as used in this rule is a person’s permanent place of abode, so long as the person has the legal ability under federal and state law to reside permanently at that abode.

5. “Dependent” shall mean a student who was claimed by at least one parent or guardian as a dependent on that person’s Internal Revenue Service tax filing for the previous tax year.

6. “Residency Officer” means the person or persons at an institution of higher education that has the responsibility for determining residency of students under this rule.

7. “Community Service Position” shall mean a position volunteering or work for: (a) VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Board of Regents; or (b) An elected or appointed public official for a period of time not exceeding 24 consecutive months.

C. Residency for Subsidy and Tuition Surcharge Purposes
The following persons shall be classified as residents of the State of Ohio for subsidy and tuition surcharge purposes:

1. A student whose spouse, or a dependent student, at least one of whose parents or a legal guardian, has been a resident of the state of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of the student in an institution of higher education.

2. A person who has been a resident of Ohio for all other legal purposes for at least 12 consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.

3. A dependent student of a parent or legal guardian, or the spouse of a person, who as of the first day of a term of enrollment, has accepted full-time self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates. Documentation of full-time employment and domicile shall include all of the following documents:
   a. A sworn statement from the employer or the employer’s representative on the letterhead of the employer or the employer’s representative certifying that the parent, legal guardian or spouse of the student is employed full-time in Ohio.
   b. A copy of the lease under which the parent, legal guardian or spouse is the lessee and occupant of rental residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian or spouse is not the lessee or owner of the residence in which he or she has established domicile, a notarized letter from the owner of the residence certifying that the parent or spouse resides at that residence.
   c. In addition to the above, a letter from the parent verifying the dependent status of the student.

D. Additional criteria which may be considered in determining residency for these purposes may include but are not limited to the following:
1. Criteria evidencing residency:
   a. If a person is subject to tax liability under Section 5747.02 of the Revised Code;
   b. If a person qualifies to vote in Ohio;
   c. If a person is eligible to receive Ohio public assistance;
   d. If a person has an Ohio driver’s license and/or Motor Vehicle Registration

2. Criteria evidencing lack of residency:
   a. If a person is a resident of or intends to be a resident of another state or nation for the
purposes of tax liability, voting, receipt of 
public assistance, or student loan benefits (if 
the student qualified for that loan program by 
being a resident of that state or nation); 

b. If a person is a resident or intends to be a 
resident of another state or nation for any 
purpose other than tax liability, voting, or 
receipt of public assistance (see paragraph 
(D)(2)(a) of this rule).

3. For the purpose of determining residency 
for tuition surcharge purposes at Ohio’s state-
assisted colleges and universities, an individual’s 
immigration status will not preclude an 
individual from obtaining resident status if that 
individual has the current legal status to remain 
permanently in the United States.

E. Exceptions to the General Rule of 
Residency for Subsidy and Tuition Surcharge 
Purposes

1. A person who is living and is gainfully 
employed on a full-time or part-time and 
self-sustaining basis in Ohio and who is 
pursuing a part-time program of instruction 
at an institution of higher education shall 
be considered a resident of Ohio for these 
purposes.

2. A person who enters and currently remains 
upon active duty status in the United States 
military service while a resident of Ohio for all 
other legal purposes and his or her dependents 
shall be considered residents of Ohio for these 
purposes as long as Ohio remains the state of 
such person’s domicile.

3. A person on active duty status in the United 
States military service who is stationed and 
resides in Ohio and his or her dependents 
shall be considered residents of Ohio for these 
purposes.

4. A person who is transferred by his employer 
beyond the territorial limits of the fifty states 
of the United States and the District of Columbia 
while a resident of Ohio for all other legal 
purposes and his or her dependents shall be 
considered residents of Ohio for these 
purposes as long as Ohio remains the state of 
such person’s domicile.

5. A person who has been employed as a 
migrant worker in the State of Ohio and his or 
his or her dependents shall be considered a resident 
for these purposes provided such a person has 
worked in Ohio at least four months during 
each of the three years preceding the proposed 
enrollment.

6. A person who was considered a resident 
under this rule at the time the person started 
a community service position as defined under 
this rule, and his or her spouse and dependents, 
shall be considered residents of Ohio while in 
service and upon completion of service in the 
community service position.

7. A person who returns to the state of Ohio 
due to marital hardship, takes or has taken 
legal steps to end a marriage, and reestablishes 
financial dependence upon a parent or legal 
guardian (receives greater than 50% of his or 
support from the parent or legal guardian), 
and his or her dependents shall be considered 
residents of Ohio.

8. A person who is a member of the Ohio 
National Guard and who is domiciled in Ohio, 
and his or her spouse and dependents, shall be 
considered residents of Ohio while the person is 
in Ohio National Guard service.

F. Procedures

1. A dependent person classified as a resident of 
Ohio for these purposes under the provisions of 
paragraph (C)(1) of this rule and who is enrolled 
in an institution of higher education when 
his or her parents or legal guardian remove 
their residency from the State of Ohio shall 
continue to be considered a resident during 
continuous full-time enrollment and until his 
or her completion of any one academic degree 
program.

2. In considering residency, removal of the 
student or the student’s parents or legal 
guardian from Ohio shall not, during a period 
of twelve months following such removal, 
constitute relinquishment of Ohio residency 
status otherwise established under paragraphs 
(C)(1) or (C)(2) of this rule.

3. For students who qualify for residency status 
under paragraph (C)(2) of this rule, residency 
status is lost immediately if the employed 
person upon whom resident student status 
was based accepts employment and establishes 
domicile outside Ohio less than 12 months after 
accepting employment and establishing domicile 
in Ohio.

4. Any person once classified as a non-resident, 
upon the completion of twelve consecutive 
months of residency, must apply to the 
institution he or she attends for reclassification 
as a resident of Ohio for these purposes if such 
person in fact wants to be reclassified as a 
resident.

Should such person present clear and convincing 
proof that no part of his or her financial support 
is or in the preceding twelve consecutive months 
has been provided directly or indirectly by 
persons or entities who are not residents of Ohio 
for all other legal purposes, such person shall be 
reclassified as a resident.

Evidentiary determinations under this rule 
shall be made by the institution which may 
require, among other things, the submission 
of documentation regarding the sources of a 
student’s actual financial support.

5. Any reclassification of a person who was once 
classified as a non-resident for these purposes 
shall have prospective application only from the 
date of such reclassification.

6. Any institution of higher education charged 
with reporting student enrollment to the Ohio 
Board of Regents for state subsidy purposes and 
assessing the tuition surcharge shall provide 
individual students with a fair and adequate 
opportunity to present proof of his or her 
Ohio residency for purposes of this rule. Such 
an institution may require the submission of 
affidavits and other documentary evidence 
which it may deem necessary to a full and 
complete determination under this rule.

Revised by the Ohio Board of Regents on 
Student
Records Policy

Types of Records
The University recognizes two general types of records: education records and unofficial records.

A Education Records
Education records are those records which are directly related to a present or former student in any form (e.g., print, electronic, microfilm, etc.), which contain information directly related to a present or former student, and which are maintained by the University or by a person acting for the University. Education records shall be subject to the principles regarding collection, maintenance, review, and release which are described below.

Education records include, but are not limited to, the following:

1. Admissions records maintained by the Office of Admissions, the College of Osteopathic Medicine, and the Office of Graduate Student Services. The director of admissions, the dean of the College of Osteopathic Medicine, or the associate provost for graduate and research programs are the official custodians of these records;
2. Academic records maintained by the dean of the student’s college; academic departments; the Registrar’s Office; and the Office of Lifelong Learning. The registrar, the deans of the colleges, or the chairpersons of the departments are the official custodians of these records;
3. Disciplinary records maintained by the University Judiciaries. The director of Judiciaries is the official custodian of these records;
4. Financial aid and student employment records maintained by the Office of Student Financial Aid and Scholarships. The director of the Office of Student Financial Aid and Scholarships is the official custodian of these records;
5. Placement records maintained by the Office of Career Services. The director of Career Services is the official custodian of these records;
6. Housing records, including contract and lease agreements, maintained by the Housing Office. The director of Housing is the official custodian of these records;
7. Financial records by offices which initiate, maintain by a University office or agency as essential to fulfilling the basic purpose and responsibility of the office or agency. The University official responsible for that office or agency is the official custodian of these records.

B Unofficial Records
Unofficial records include:

1. Records of institutional, supervisory, and administrative personnel, and faculty and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible by or revealed to any other person except a substitute. A substitute means an individual who performs on a temporary basis the duties of the individual who made the record and does not refer to an individual who permanently succeeds the maker of the records in his or her position;
2. Records and documents of the Department of Campus Safety, provided that the records and documents are kept apart from the records described in subsection a. of this section, which are maintained solely for law enforcement purposes, and which are not available to persons other than law enforcement officials of the same jurisdiction or other University law enforcement personnel;
3. In the case of persons who are employed by the University but who are not in attendance, records made and maintained in the normal course of business which are related exclusively to such person in his or her capacity as an employee and which are not available for use for any other purpose;
4. Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and which are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed upon written notice by the student, by a physician, or by other appropriate professional of the student’s choice;
5. Directory information—the following information will be considered public or directory information, and may be published in a University publication:
   • the student’s name,
   • local and permanent addresses
   • local and permanent telephone numbers,
   • campus e-mail address,
   • date and place of birth,
   • current major program(s)
   • participation in officially recognized activities and sports,
   • weight and height of members of athletic teams,
   • dates of enrollment at Ohio University,
   • degrees and awards received from Ohio University, including dates and major programs,
   • the most recent previous educational agency or institution attended by the student,
   • student’s “also known as” (AKA) name,
   • student standing and degree level (first-year, undergraduate, second-year graduate, etc.),
   • enrollment status (full-time, etc.), including total hours enrolled, by term
   • primary advisor,
   • expected graduation date,
   • current college and campus,
   • residency status (Ohio resident, out-of-state),
   • admission status (new, continuing, etc.),
   • record held(s),
   • deceased status,
   • and other similar information.

The University shall give public notice of the categories of information that shall be considered public or directory information, and shall allow a reasonable period of time after such notice has been given for a student to inform the University, by filing a Request for Non-Disclosure with the registrar’s office, that none of the information so designated should be released without the student’s prior consent.

Maintenance of Records
Education records shall be maintained only by University administrative personnel assigned responsibility for each of the types of records listed in the Types of Records section above. All University personnel involved in the handling and maintenance of education records shall be instructed concerning the confidential nature of such information and their responsibilities regarding it, pursuant to this policy and the Family Educational Rights and Privacy Act of 1974. This instruction should be a part of each office’s orientation procedure.

Persons Authorized to Place Materials in Records Files
Only the following qualified persons are permitted to place information in an education file: personnel in the office or agency responsible for maintaining the files, and the individual student or others at the request of and, therefore, with the consent of the student.

Challenging or Removing File Contents
A student has the right to a formal hearing, pursuant to and in compliance with sections 99.20 through 99.22 of the Regulations to the Family Educational Rights and Privacy Act of 1974, to challenge the content of such student’s education records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein, and to insert into such records a written explanation respecting the content of such records.
However, the student shall first attempt to informally resolve his or her grievance through the department chair, dean of his or her college, or, in the case of other records, through the administrative officer responsible for maintaining the records. The office responsible for maintaining the records may charge a reasonable fee, but not more than $2 per page, for the reproduction of the records. The department chair, dean, or administrative officer, after a thorough review of the facts surrounding the challenge, shall inform the student, in writing and within five (5) days after the student presents the challenge, of his or her decision and any corrective action that will be taken.

If the student is dissatisfied with the results of his or her informal challenge through the department chair, dean, or administrative officer, he or she shall then file a formal complaint.

**Student Access to Records**

A student who is or has been in attendance at Ohio University shall have the right to inspect and review the contents of his or her education records, subject only to reasonable arrangements concerning privacy, and a cost of reproduction of the records, but in no case shall the time be more than thirty (30) days after a request has been made. Costs of each reproduction shall not be less than $2 per page. Exceptions to this general right of review are:

- **a** Confidential financial records of the student's parents or any information contained therein;
- **b** Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, as long as such letters or statements are not used for purposes for which they were specifically intended, as determined by the administrative officer responsible for the office or agency where the record is kept;
- **c** Unauthorized access to computer/electronic files;
- **d** If the student has signed a waiver of the student's right of access under this section and the Family Educational Rights and Privacy Act of 1974; confidential recommendations respecting admission to any educational agency or institution, respecting an application for employment or licensing, or respecting the receipt of an honor or honorary recognition.

A student or a person applying for admission may waive his or her right of access to confidential statements or recommendations described in subsection (b) of this section, except that such waiver shall apply to recommendations only if the student is, upon request, notified of the names of all persons making confidential recommendations, and such recommendations are used solely for the purposes for which they were specifically intended. The student may revoke, in writing, the previous waiver of his or her right to access to confidential statements or recommendations. Such revocation shall only apply to confidential statements or recommendations placed in the record after the waiver has been revoked. Such waivers may not be required as a condition of admission to, receipt of financial aid from, or receipt of any other services or benefits from the University.

**Release of Student Records**

Subject to the Family Educational Rights and Privacy Act of 1974, confidential recommendations respecting admission to any educational agency or institution, respecting an application for employment or licensing, or respecting the receipt of an honor or honorary recognition shall be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the student.

**Retention of Records**

Each recordkeeping office shall establish and maintain records of the dates on which information was released from or destroyed in the records. Copies of hold notices will be maintained by the originating office or agency and will serve as verification that written notification has been provided to the student.

**Incorporation of Federal Law**

The Family Educational Rights and Privacy Act of 1974, and the regulations enacted in pursuance thereof, are hereby incorporated by reference into this policy, and to the extent that this policy conflicts with the law and/or regulations, the law and/or regulations shall take precedence.
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