



## **University of Pittsburgh Pennsylvania Residency Classification Policy Committee Charter**

### **I. Preamble**

This body is called the Pennsylvania (PA) Residency Classification Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor and Chief Financial Officer (SVC/CFO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy 01-01-01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

### **II. Purpose**

The Committee is created for the purpose of reviewing and proposing updates to the existing University Policy on PA Residency Classification: Eligibility for Reduced Tuition (09-05-04) as well as documents that will support its implementation (e.g., procedures or standards). This policy establishes criteria for classifying students as PA residents or as non-residents, which determines the tuition rate (resident or non-resident) the student is charged. The proposed revisions will make the policy easier to understand, specifically for non-resident aliens and those with a military affiliation.

### **III. Background**

The University's Policy, PA Residency Classification: Eligibility for Reduced Tuition Policy (09-05-04), was last updated in May 2018. That update was made to address a specific set of students who would have otherwise qualified to be classified as PA residents for tuition billing purposes, but for the fact they did not have their green cards due to a backlog in the US Immigration and Naturalization process that was delaying Non-Resident Aliens (NRAs) from obtaining their green cards. The May update addressed these international students whose applications for permanent residency have been held up for years due to the immigration quota system now in place. While those edits were sufficient as an interim measure, it was determined that further reorganization and clarification is needed in order for the University to effectively implement this policy.

#### **IV. Scope and Authority**

The Committee will recommend a revised PA Residency Classification Policy, and supplemental documents, which will be easier for students to understand and will replace the current policy. In doing so, the Committee's deliberations must address the following topics:

- Requirements for PA Residency Determination. Clearly defining the criteria for determining PA residency, including the process to review any petitions disagreeing with the initial classification.
- Understandability. Making the policy easier to understand.
- Compliance. Address specific compliance requirements that international students and veterans must meet when applying.

#### **V. Responsibilities**

As provided above, the Committee is created to propose a revised policy on PA residency classification. To perform this function, the Committee has the responsibility to:

- Review and analyze current University and Department policies related to residency classification.
- Research and discuss best practices for making the PA residency classification, including completing a benchmarking of peer universities' residency classification related policies.
- Incorporate or address applicable Federal and state requirements in the proposed policy and procedure.
- Discuss proposals with interested stakeholders in the University community.
- Recommend a draft policy for review pursuant to the process described in Section VIII below and consider feedback received during that review.
- Recommend a draft procedure needed for the effective and efficient implementation of the proposed policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

## **VI. Composition**

This Committee will be chaired by **Beth Stack**, Associate Vice Chancellor (AVC), Student Financial Services. The Committee will include the following members:

1. **Sara Jones**, Interim Director, DSO, ARO; Chair Elect, NAFSA Region VIII
2. **Kellie Kane**, Executive Director of Admissions
3. **Adam Lee**, Associate Dean for Academic Programs, School of Computing and Information
4. **Randall McCready**, Executive Director of Financial Aid
5. **Susan Skledar**, Director, Experiential Learning Program and Continuing Professional Development

**Jennifer Seng**, AVC and Deputy Chief Legal Officer, will also support the Committee on behalf of the Office of University Counsel.

**Anthony Graham**, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

## **VII. Operations**

The Committee will meet as needed until the work set forth above is complete. The Committee's proposed policy to replace Policy 09-05-04, PA Residency Classification: Eligibility for Reduced Tuition will be submitted to the SVC/CFO no later than summer 2019. The SVC/CFO may ask for interim status reports.

After the SVC/CFO's review is complete, the draft policy will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy 01-01-01.

## **VIII. Policy Review Process**

The review process for the Committee's recommended policy will include:

- University comment period;
- University Senate Student Admissions, Aid and Affairs Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process.

Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy 01-01-01.

## **IX. Amendment**

Any amendments to this Charter must be made in accordance with Policy 01-01-01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs PA residency classification, unless otherwise directed by the Chancellor.