MEMORANDUM

TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: December 15, 1989

SUBJECT: AOP 31.02- Legal Resident Status

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure an understanding about the standardized procedures concerning the legal resident status at Mississippi State University.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the registrar with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

Students are classified as in-state or out-of-state for the purpose of paying University tuition and fees. The initial classification will be made by the Admissions Office or the Graduate School or the College of Veterinary Medicine at the time a student's application for admission is processed.

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) policies implement the Mississippi State Code (State Law) of 1972 (Amended) that pertain to in-state residency status for tuition and fees purposes at Mississippi State University. These residency policies are contained in the IHL Policies and By Laws. This policy is available online at http://www.ihl.state.ms.us/board/downloads/policiesandbylaws.pdf.

The burden of proof for establishing in-state residency resides with the student. It is the individual student’s responsibility to report immediately to the Registrar any change which will affect his or her residency status under these policies. The University Registrar is authorized to change a student’s residency status upon receipt of evidence that the student is improperly classified. When a student’s residency status has changed, he or she may request the University Registrar to review the circumstances and documentation pertaining to his or her residency situation and make a determination as to his or her qualification as an in-state or out-of-state student.

Petitions for change of residency must be made on or before the last day a student may regularly register for a particular period of enrollment as provided by aforementioned IHL policy.
# RESPONSIBILITIES

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<tr>
<th>Position</th>
<th>Section</th>
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<tbody>
<tr>
<td>University Registrar</td>
<td>Review</td>
<td>2016</td>
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**APPROVED BY:**

/s/ Lynn Reinschmiedt  
University Registrar  
10/29/12  
Date

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs  
10/24/12  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President  
10/31/12  
Date

/s/ Meghan Millea  
President, Robert Holland Faculty Senate  
11/06/12  
Date

**REVIEWED BY:**

/s/ Lesia Ervin  
Director, Office of Internal Audit  
12/04/12  
Date

/s/ Joan L. Lucas  
General Counsel  
01/13/13  
Date

**APPROVED:**

/s/ Mark Keenum  
President  
02/05/13  
Date