



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

OFFICE OF THE CHANCELLOR

WELLS FARGO PLACE  
30 7<sup>TH</sup> ST. E., SUITE 350  
ST. PAUL, MN 55101-7804

ph 651.296.8012  
fx 651.297.5550  
www.mnscu.edu

February 25, 2009

## MEMORANDUM

**TO:** Chief Student Affairs Officers  
Registrars  
Admissions Directors

**FROM:** Mike López, Associate Vice Chancellor for Student Affairs

**SUBJECT:** Core Data Project and Student Residency Status

As you know, the folks in ITS are working hard to achieve the migration to the new Oracle database and the realization of system-wide "core data" on students. In order to develop initial core data, ITS has had to go through a process that merges data together in cases where the same person exists at more than one institution. In this merge process, there are situations where a student was coded as a non-resident at one school and as a resident at another. This requires having to choose one of the residency statuses for the final outcome, meaning that there will be a change at one of the schools

A student can have only one residency status active during any term. When students initially apply for admission, their residency status is based on criteria stated in Board Policy 2.2, State Residency Requirements:

Part 2. Classification as State Residents. Students who meet one or more of the following conditions on the date they apply for admission to a state college or university shall be classified as residents of Minnesota.

- A. Students who resided in the state for at least one calendar year immediately prior to applying for admission, or dependent students who have a parent or legal guardian residing in Minnesota on the date the students apply.
- B. Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
- C. Persons who moved to the state for employment purposes and, before moving and before applying for admission to a public postsecondary institution, accepted a full-time job in the state, or students who are spouses or dependents of such persons.

Students initially classified as non-residents may have their residency status changed to resident if they can demonstrate establishment of domicile in Minnesota, as provided in

System Procedure 2.2.1, State Residency Requirements. Domicile is “A person's true, fixed and permanent living place. Domicile is the place to which a person intends to return after temporary absences. A person may have only one domicile at a time.” You should be aware that the System Procedure states that when a non-resident student’s status is changed, “Classification of a student as a Minnesota resident shall apply to all Minnesota State Colleges & Universities.”

Board Policy 2.2 lists a number of instances in which a student who is not a Minnesota resident must nevertheless be charged the resident tuition rate, and additional instances in which non-residents may be charged resident tuition at the institution’s discretion. However, regardless of the tuition rate charged, the student’s residency status must be reflective of the determination made according to the Board Policy and System Procedure. Special tuition rates for non-residents must be maintained by special tuition rate codes. Each college and university should confirm the accuracy of the student’s residency status and assign the appropriate tuition rate code when a relationship is established with that student.

The Business Rules for Maintaining Core Data may be accessed on the ITS website at: [http://www.its.mnscu.edu/isrs/doc/documents/businessrules2\\_0.pdf](http://www.its.mnscu.edu/isrs/doc/documents/businessrules2_0.pdf).

It is possible, following the establishment of the core data base, that some students who were previously classified as residents and paying the resident tuition rate will now find that they are classified as non-residents and charged non-resident tuition and will appeal this decision. Please follow your institutional residency appeal process in these cases. If you encounter some especially difficult situations, please feel free to consult me. Thank you for your cooperation as we transition to what should be a greatly improved student information system.