

Chancellor's Memorandum  
CM-60 – Residency Appeals

**To:** Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

**From:** LSU Health Sciences Center New Orleans Chancellor

January 1, 2016

**Purpose**

The LSU President's Permanent Memorandum 31 (PM-31) provides each campus of LSU with consistent regulations for determining Louisiana residency classification for tuition purposes. Pursuant to PM-31, as issued November 6, 2015 and made effective August 1, 2016, each campus shall establish its own procedures to implement PM-31, including a standard and consistent process for appealing a decision regarding residency classification for tuition purposes. The residency appeals process for the LSUHSC-NO is set forth below.

**Residency Appeal Procedures**

1. The Registrar shall determine the residency classification for tuition purposes of an applicant or a current student in accordance with PM-31.
2. An appeal of the Registrar's determination of residency classification for tuition purposes must be made in writing to the Office of the Registrar within 14 calendar days of the date of notification of the initial residency determination. All such written requests for appeal must be signed and dated, and may include additional information to support the appeal.
3. Upon receipt of a written, signed, and dated appeal, the Registrar will forward the appeal, along with all documents considered in the initial residency determination, to the Vice Chancellor for Academic Affairs, the authorized campus official designated to render a final decision on all appeals of matters related to residency classification for tuition purposes.
4. The Vice Chancellor for Academic Affairs will appoint a three person committee to review the appeal and related documents, in accord with the regulations set forth in PM-31. This committee will normally provide a recommendation for action within 21 days of submission of the appeal.
5. The Vice Chancellor for Academic Affairs will consider the committee's recommendation and will make the final determination of the residency classification for tuition purposes. The decision of the Vice Chancellor for Academic Affairs, once rendered, is final and unappealable.
6. This final determination of residency classification for tuition purposes will be forwarded to the Office of the Registrar, and the Registrar will provide timely written notice to the applicant or a current student of the final decision.

Signed: Larry H. Hollier, M.D., Chancellor