



APPEAL OF RESIDENT STATUS DETERMINATION

(to the South Dakota Board of Regents)

STEP 1—Appeal to Executive Director

STUDENT INFORMATION *(To be filled out by student)*

I request that my resident status be reviewed by the Executive Director of the South Dakota Board of Regents. My appeal is based on the following. (Note: Student must include a clearly laid out explanation of why the student disagrees with the home institution’s residency appeal committee decision.)

My home institution is: BHSU DSU NSU SDSMT SDSU USD

By signing below and by sending a copy of this appeal form to my home institution, I request that all prior paperwork and documentation involved in my residency determination be forwarded to the Executive Director by the Residency Appeal Committee. I have attached to this form any additional documentation I would like the Executive Director to include in his/her deliberations. **I understand that the Executive Director will not act on my appeal until the prior information is forwarded from my home institution.**

_____ Student’s Signature

_____ Date

STEP 2—Determination of the Executive Director

(To be filled out by the Executive Director and copies returned to the student and home institution with the determination letter.)

Upon review of documentation, the Executive Director has decided:

- Uphold the determination of the home institution’s Residency Appeal Committee
- Change the resident status to South Dakota resident
Change is effective Fall Spring Summer Year: _____

_____ Executive Director’s Signature

_____ Date

Please forward the original completed form and required documentation to:

South Dakota Board of Regents

Attn: Executive Director
306 East Capitol Ave
Suite 200
Pierre, SD 57501-2545

Please forward a copy of the completed form to your home institution in care of the office below:

Black Hills State University

Dean of Enrollment Services
1200 University Unit 9502
Spearfish, SD 57799

Dakota State University

Office of Admissions
820 N. Washington Ave.
Madison, SD 57042

Northern State University

Office of the Registrar
1200 S. Jay Street
Aberdeen, SD 57401

SD Schools of Mines & Technology

Office of Admissions
501 E. Saint Joseph St.
Rapid City, SD 57701

South Dakota State University

Office of Admissions
ADM 208, Box 2201
Brookings, SD 57007-0498

The University of South Dakota

Office of the Registrar
Belbas Student Services Center, Room 223
414 East Clark Street
Vermillion, SD 57069-2390

Process for Request for Residency Status & Residency Appeals

1. Student may request from the student's home institution an initial review of their residency classification decision. The home institution will do the review or send the student's request and documentation to the Enrollment Services Center, if that is the entity that made the initial determination.

Form needed: *Application for Resident Status*

Paperwork needed: As required on application

2. Primary agency responds to student with results of review.
3. Student may formally appeal the reviewed decision to their home institution.

Form needed: *Appeal of Resident Status Determination (to the Home Institution)*

Paperwork needed: All prior paperwork from Step 1, sent to committee by ESC or home institution office making the initial determination, and additional paperwork the student wishes to be considered, if any

4. Appeal is reviewed by the home institution's Residency Appeal Committee.
5. Committee reviews appeal and approves or denies. A letter is sent to the student explaining (a) the rationale for the decision, and (b) the appeal process.
6. The student may appeal the committee's decision to the Executive Director of the South Dakota Board of Regents. Upon receipt of an appeal, the Executive Director will request that the home institution forward copies of the student's appeal file, including all documentation used in making the committee's decision. The student's letter must include a clearly laid out explanation of why the student disagrees with the committee's decision.

Form needed: *Appeal of Resident Status Determination (to the South Dakota Board of Regents)*

Paperwork needed: All prior paperwork from Steps 1 and 3, sent to the Executive Director by the home institution Residency Appeal Committee, and additional paperwork the student wishes to be considered, if any

7. The Executive Director will inform the student and the home institution of his/her decision and the rationale for it. The Executive Director's determination is final.