

The City University of New York

Office of the General Counsel and Vice Chancellor for Legal Affairs

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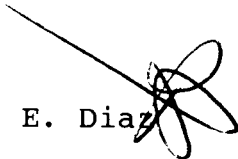
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Administrative Advisory Memorandum No. 20

October 29, 1993

To: College Presidents

From: Vice Chancellor Robert E. Diaz 

Re: Residency Appeals

This office has recently received a number of complaints from students who say they are encountering difficulties in their efforts to appeal college residency determinations. Two of the most frequent complaints are that the colleges are not forwarding students' appeals to this office promptly, and that the colleges are instructing students to appeal directly to this office.

The appeal procedures, as set forth on page 19 of the Residency sections of the Tuition and Fee Manual (page 19), are as follows:

Any student who receives a negative residency determination must, along with this determination, receive a copy of the college's appeal procedures. If the student wishes to appeal a negative residency determination, he/she must notify the Registrar's office (or other designated college appeal office) within ten days of notification that they have been determined to be a non-resident. At that time, he/she may submit a statement to the Registrar (or other designated official) indicating why they disagree with the college's decision. The Registrar (or other designated official) will submit the residence form, copies of all documentation provided by the student and any statement made by the student, along with the college's determination, to the University's Office of the Vice Chancellor for Legal Affairs and General Counsel (emphasis added).

It is important that this material be forwarded to this office as soon as practicable, so that we may make a prompt determination of the student's appeal. A student should under no circumstances be directed to telephone or otherwise contact this office. The student's appeal should be made through the college.

These procedures apply to all residency appeals, notwithstanding any confusion that may have arisen as a result of the last paragraph of page 7 of the Residency section of the Tuition and Fee Manual. If our office requires additional information from the student, we will contact him or her directly to request that information.

Thank you for your attention to this matter.

c: Vice Chancellor Nuñez-Wormack
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Louis Chiacchere
Chief Student Affairs Officers
Chief Administrative Officers
Registrars

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