

Policy Title:	Admission Requirements, Residence Classification and Payment of Student Fees
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Governing Body:	Southern Oregon University	Policy Number:	AAD.045 (580-010)
Policy Contact:	Provost	Date Revised:	July 2016
Custodial Office:	Academic Affairs	Date Approved:	July 2016
Approved By:	President	Next Review:	July 2019
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	July 2015
1	Revision	July 2016

A. Purpose

This policy codifies and revises as Southern Oregon University Policy the rules previously adopted by the State Board of Higher Education at Oregon Administrative Rule 580, Division 010 and transferred to SOU by operation of law on July 1, 2015.

B. Policy Statement

I. Admission Requirements

A. Division 10, 580-010-0005 Compulsory Pre-Entrance Physical Examination and Immunizations

- For the protection of the public health and benefit of the student, the Board requires a physical examination of all students or, at the discretion of the institution, a completed health history questionnaire on a form supplied by the institution, as a condition of enrollment at Southern Oregon University (SOU).
- A report from a private physician may be required in certain instances by the institution using the health history questionnaire. Cases justifying use of a private physician's report include students participating in varsity athletics and students requiring clearance for participation in physical education.
- All students must present appropriate proof of immunizations and tests required by policies established by the institutional president. These requirements shall be set forth in institution catalogs. The institution shall notify the Board whenever these requirements change.
- Students declining immunization on medical grounds may be enrolled, but students declining immunization on the basis of religious conviction may be enrolled only if:
 - They provide a statement from their church or religious organization attesting to their membership and to the

fact that immunization is contrary to the religious beliefs of the church or religious organization to which they belong;

(b) They, and in the case of minor or dependent students, their parents or guardians with them, agree in writing to assume all expenses in connection with their care and isolation should they acquire, while students at the institution, a disease for which immunization is required of other students.

II. Payment of Student Fees

A. Division 10, 580-010-0080 Payment of Nonresident Instruction Fee

1. All students who are classified as nonresidents shall pay a nonresident fee.
2. Refunds of the nonresident fee may be granted if the student shows that the classification previously assigned was in error, but no such refund shall be made unless the student applies and submits all supporting information for residency status prior to the last day to register for the term in which the student seeks change of status.

B. Division 10, 580-010-0081 Waiver of Nonresident Instruction Fee

1. Notwithstanding the provisions of 580-010-0080, the following nonresident students shall be permitted to pay instruction fees at the same rates as Oregon resident students:
 - (a) Students who are residents of the State of Washington attending SOU and who are granted a tuition waiver under the terms of a reciprocity agreement;
 - (b) Graduate students who are residents of a participating WICHE state enrolled in a WICHE Regional Graduate Program or a WICHE northwest doctoral student exchange program at a Department institution; and
 - (c) Students attending Oregon graduate or professional schools under terms of the WICHE Compact.
2. When provisions of this rule are limited to residents of specific states or counties, determination of residence in those states or counties shall be made in the same manner as for students claiming Oregon residence.

C. Division 10, 580-010-0086 Enrollment of Spouse and Dependent Children

1. The spouse and dependent children of regular SOU staff members with a full-time equivalent of at least .50 may enroll as students at SOU at resident fee rates. For purposes of this rule, "spouse" includes the same sex domestic partner of an employee. The President or designee shall establish criteria to determine domestic partner eligibility.
2. The spouse and dependent children of SOU visiting instructors from other countries or other states with a full-time equivalent of at least .50 may enroll as students at SOU at resident fee rates during the terms that the parent, guardian, or spouse is serving the institution as a visiting instructor.

D. Division 10, 580-010-0089 Student Involvement in Development of Proposed Resident Undergraduate Tuition Rates

1. The Board shall establish the tuition and fees to be assessed at SOU in accordance with applicable statutes and upon the recommendation of the President. This section shall not impair the entities of student government or the Board under ORS 351.070(3)(d).
2. SOU will establish a process for student participation in the development of recommended rates for resident undergraduate tuition. The planned process will be communicated to the duly elected student government for discussion and input.

3. Prior to the formal submission of proposed tuition rates to the SOU Board, the President, or designee, will provide an opportunity for the duly elected student government to consider and comment on the proposed rates. Efforts shall be made by both the appropriate student representatives and members of the university administration to accomplish this exchange in a timely manner that 1) provides for adequate student consideration and takes into account the academic calendar and 2) allows the institution to meet necessary deadlines for submission of proposals.

4. As part of formally submitting rate proposals to the Board, the President (or designee) will convey: 1) the process used by the university to involve students in the development of recommended tuition rates and 2) the specific resident undergraduate tuition rates being proposed.

E. Division 10, 580-010-0090 Incidental Fee Guidelines and Procedures

1. The Board shall establish the incidental fee to be assessed at SOU in accordance with applicable statutes and upon the recommendation of the President. This section shall not impair the entities of student government or the Board under ORS 351.070(1)(d).

2. The duly recognized student government shall designate student representatives to meet with the President (or designee) for the purpose of formulating or modifying guidelines and procedures to be followed at the university in budgeting, allocating, and recommending the amount of incidental fee income. Such guidelines and procedures (and modifications thereof) shall be subject to approval by the Board. If the student government and the President fail to agree, the Board shall formulate the guidelines and procedures.

3. Guidelines and procedures formulated pursuant to section II E2 of this rule shall provide at least for the following:

(a) Designation of either the recognized student government or other entity designated in the established guidelines and procedures (hereinafter cited as other designated entity) with which the President communicates;

(b) All student members of incidental fee committees and subcommittees thereof shall be students maintaining at least half-time status;

(c) All meetings of incidental fee committees and subcommittees thereof shall be open to the public and appropriate notice (to be specified in the guidelines and procedures) shall be given;

(d) Budget and allocation recommendations to the President shall be aggregated by three major categories: student union activities; educational, cultural and student government activities; and athletic activities; and shall be submitted in writing;

(e) The President shall within a reasonable time (to be specified in the guidelines and procedures) acknowledge and accept in writing the recommendations of the student government or other designated entity or notify the student government or other designated entity in writing of any modifications under consideration by the President, including reasons for the proposed modification;

(f) The student government or other designated entity shall have a reasonable time (to be specified in the guidelines and procedures) to consider and respond in writing to modifications proposed by the President. If the student government or other designated entity concurs with the President's proposed modifications, such shall be communicated in writing to the President within the specified time. If no response is received within the specified time, the student government or other designated entity shall be deemed to have concurred in the modifications;

(g) If the student government or other designated entity does not concur, such shall be communicated in writing to the President within the specified time. The President (or designee) shall (within the time specified in the guidelines and procedures) then meet with the representatives of the student government or other designated entity to attempt to reconcile the difference;

(h) If the President and the student government or other designated entity do not reach agreement within ten working days, either party may request a hearing before the Hearings Board. Within five working days of the request for hearing, the Hearings Board shall conduct a hearing and within five working days thereafter shall make written

findings of fact and recommendations for resolution of the disagreement and shall provide such findings and recommendations to both parties. Both parties shall notify the Hearings Board and each other promptly (to be specified in the guidelines and procedures) and in writing whether they accept or reject the recommendations of the Hearings Board:

(A) The Hearings Board shall consist of five members, two appointed by the President, two appointed by the student government or other designated entity and one mutually agreed upon. The members shall be selected promptly upon receipt of a request for a hearing. Prior to November 1 of each year, both parties will compile a list of persons mutually acceptable to sit on the Hearings Board. In the event a hearing is requested, the parties shall select the fifth Hearings Board member from this list;

(B) The President and the student government or other designated entity shall be given notice of the time and place of the hearing at least 24 hours before the hearing. All meetings of the Hearings Board shall be open to the public and appropriate notice shall be given;

(C) A representative of the student government or other designated entity and the President (or designee) shall present to members of the Hearings Board relevant information that may include, but is not limited to, memoranda, budget requests, minutes and correspondence.

4. The President shall recommend to the Board an incidental fee for SOU. Representatives of student government as well as other members of the public may appear in support of, opposition to, or to request modification of the recommended incidental fee at any public meeting of the Board for which the agenda of such public meeting includes an action item concerning the President's recommendation. The Board will concurrently consider appeals of any substantial unresolved differences in the allocation of incidental fees among the three major categories. Except in extraordinary circumstances or upon its own motion, the Board will not consider allocations within a major category listed in subsection II E3(d) of this rule.

5. Within a reasonable time (to be specified in the guidelines and procedures) after final action by the Board, the President shall confer with the student government or other designated entity in making any necessary adjustments in the allocations and shall communicate the final action of the Board and the President in writing to the student government or other designated entity.

III. Building Fee Project Process

A. Division 10, 580-010-0100 Student Campus Planning and Construction Committee

1. The student government shall establish a Student Campus Planning and Construction Committee. SOU shall incorporate the Student Campus Planning and Construction Committee into the established campus planning process for projects proposed to be funded, in whole or in part, from income from the student building fee.

2. For projects proposed to be funded, in whole or in part, from income from the student building fee, the Student Campus Planning and Construction Committee shall recommend to the appropriate official(s) of the student government, as described in 580-010-0120, whether each such project should be approved and the relative priority of each such project. The committee may also request consideration of additional projects or project modifications that the committee or student member(s) identifies independently.

3. If a project affects a facility in which operations are or will be funded, in whole or in part, from student incidental fee income, the committee will seek the recommendation of the university's Incidental Fee Committee before making its recommendation to the appropriate student government official(s).

B. Division 10, 580-010-0110 Incidental Fee Committee Review and Recommendation

SOU's Incidental Fee Committee will be given reasonable opportunity, to be specified in the guidelines and procedures of the student government, to review any project that affects a facility whose operations are or are intended to be funded, in whole or in part, from student incidental fee income. The Incidental Fee Committee shall recommend to the Student Campus Planning and Construction Committee whether it believes the project should be approved and estimate, based upon the project's scope and schedule, the anticipated effect that the operation of the completed project will have on incidental fee amounts charged to students.

C. Division 10, 580-010-0120 Recommendations of Appropriate Student Government Official(s)

The student government of SOU shall determine which of its elected officials will be charged with making recommendations to the President regarding capital construction projects proposed to be funded, in whole or in part, from student building fee income and shall so notify the President. Such appropriate student government official(s) shall review the recommendations of the Incidental Fee and Student Campus Planning and Construction Committees. Efforts shall be made by both the appropriate student government official(s) and the representatives of the university administration to reach common understanding and consensus on such recommendations. However, the appropriate student government official(s) may make recommendations to the President even if such consensus has not been reached.

D. Division 10, 580-010-0130 Agreement between Student Government and Institution President

1. The President shall review the recommendation of the appropriate student government official(s) prior to approving the institution's capital construction budget request for the upcoming biennium. If the President does not agree with a recommendation or priority ranking of the appropriate student government official(s), the President and the appropriate student government official(s) shall make good faith efforts to reach agreement.
2. If agreement is not reached, the President and the appropriate student government official(s) shall submit the matter to a Hearings Board in the manner described in 580-010-0090 3(h). The hearing must be completed prior to the deadline for the President to submit the institution's request to the Board.
3. If agreement has not been reached even after a hearing, the President shall submit the institution's capital construction budget request to the Board and disclose that agreement has not been reached with the appropriate student government official(s).

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

C. Policy Consultation

This policy was transferred to SOU by operation of law on July 1, 2015 from Oregon Administrative Rule 580, Division 010. Revisions to the text of the policy were posted for campus comment on June 21, 2016.

D. Other Information

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.