

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 2020
Custodial Office:	Academic Affairs	Date Approved:	Policy approved in July 2016; administrative update authorized in July 2020
Approved By:	President	Next Review:	July 2023
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	July 2015
1	Revision	July 2016
2	Revision; Section II (Payment of Student Fees), paragraph D (Student Involvement in Development of Proposed Resident Undergraduate Tuition Rates) and paragraph E (Incidental Fee Guidelines and Procedures) were deleted based on statutory changes and SOU’s adopted process for setting tuition and fees; Section III, paragraph D2 was deleted to remove the Hearing Board from the building fee project process	July 2020

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

<p><u>I. Admission Requirements</u></p> <p>A. Division 10, 580-010-0005 Compulsory Pre-Entrance Physical Examination and Immunizations</p> <p>1. 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).</p> <p>2. 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.</p> <p>3. All students must present appropriate proof of immunizations and tests required by policies established by the</p>
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institutional president. These requirements shall be set forth in institution catalogs. The institution shall notify the Board whenever these requirements change.

4. Students declining immunization on medical grounds may be enrolled, but students declining immunization on the basis of religious conviction may be enrolled only if:

(a) 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.

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 has not been reached, 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.

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.