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**Rules of**  
**Department of Higher Education**  
**Division 10—Commissioner of Higher Education**  
**Chapter 3—Higher Educational Residency**  
**Determination**

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**Title 6—DEPARTMENT OF  
HIGHER EDUCATION  
Division 10—Commissioner  
of Higher Education  
Chapter 3—Higher Educational  
Residency Determination**

**6 CSR 10-3.010 Determination of Student  
Residency**

*PURPOSE: This rule sets forth the criteria and requirements for decisions by institutions of higher education relating to the residency status of students, including the determination of student fee charges and of student eligibility for financial aid administered by the Coordinating Board for Higher Education.*

(1) Definitions.

(A) Academic year is the period from July 1 of any year through June 30 of the following year.

(B) Adult student shall mean any student having attained the age of twenty-one (21) years.

(C) Continuous enrollment shall mean enrollment in a Missouri institution in at least one (1) credit or clock hour or the equivalent in at least one (1) semester, excluding summer terms, each academic year.

(D) Coordinating board or board shall mean the Coordinating Board for Higher Education created by section 173.005, RSMo.

(E) Dependent student shall mean, for the purposes of financial aid eligibility, any student who is not an independent student.

(F) Domicile shall mean presence within a state with an intent of making the state a permanent home for an indefinite period.

(G) Emancipated minor student shall mean any student not having attained the age of twenty-one (21) years and who is not under the care, custody, and support of an individual or individuals having legal custody.

(H) Independent student shall mean, for the purposes of financial aid eligibility, any student who qualifies as an independent student under section 480(d) of the Higher Education Act of 1965, as amended.

(I) Residency or resident status shall mean that status which is achieved when sufficient proof of a domicile within a state is presented.

(J) Unemancipated minor student shall mean any student not having attained the age of twenty-one (21) years, and under the care, custody, or support of the individual or individuals having legal custody of the students.

(2) Adult Students. For purposes of the determination of fee charges, if an adult student,

not a resident, shall present sufficient proof of the establishment of a domicile within the state of Missouri, this student shall be granted the resident status at the first enrollment following the establishment of the domicile.

(3) Independent Student. For purposes of financial aid eligibility, if an independent student, not a resident, shall present sufficient proof of the establishment of a domicile within the state of Missouri, this student shall be granted resident status at the first enrollment following the establishment of the domicile.

(4) Unemancipated Minor Students.

(A) The domicile of an unemancipated minor or a dependent student is presumed to be that of the individual or individuals having legal custody of the student.

(B) If those having legal custody of the unemancipated minor or dependent student establish a Missouri domicile, that student shall be granted resident status at the first enrollment following the establishment of the Missouri domicile.

(C) Once unemancipated minor or dependent students have established resident status under this rule, they may continue to qualify for resident status so long as they remain continuously enrolled, excluding summer terms, in a Missouri institution of higher education, even if the individual or individuals having legal custody of the unemancipated minor or dependent students cease to hold Missouri resident status or the students become adult or independent students.

(5) Emancipated Minor Students.

(A) The domicile of emancipated minor students shall be determined as if they were adults.

(B) A minor may become emancipated through marriage, formal court action, abandonment, or positive action of alienation on the part of the minor. In all instances, alienation from care, custody, and support shall be complete and the burden of satisfactory proof of emancipation shall be that of the minor student.

(C) Mere absence of the student from the domicile of the individual or individuals having legal custody of that minor student shall not constitute proof of emancipation.

(D) In no instance shall a minor student be eligible for emancipation when that student is taken as an income tax deduction by a second party other than a spouse.

(6) Members of the Military Forces.

(A) Students shall neither gain nor lose resident status solely as a consequence of military service.

(B) For the purposes of student resident status, military personnel, when stationed within the state of Missouri pursuant to military orders, their spouses, and unemancipated minor or dependent children shall be regarded as holding Missouri resident status. However, a member of the military forces who is specifically assigned, under orders, to attend a Missouri institution of higher education as a full-time student, shall be classified, along with his/her spouse and unemancipated minor or dependent children, as if they had no connection with the military forces.

(7) Noncitizens of the United States.

(A) Students who are not citizens of the United States must possess resident alien status, as determined by federal authority, prior to consideration for resident status.

(B) Aliens present within Missouri as representatives of a foreign government or at the convenience of the United States or Missouri governments and holding G visas shall be entitled to resident status, except for those who are government-funded students.

(C) Aliens and their dependents holding A or L visas may be granted resident status if determined to be individually designated as representatives of their governments and whose education is not government-funded.

(8) Public Community College Residency.

(A) Missouri public community college districts have legal geographic boundaries within the state and only residents of each district are eligible for the in-district student fee charge.

(B) For purposes of establishing district residency, a Missouri resident who resides out-of-district shall meet the same criteria as set forth in this rule for establishing Missouri residency by a person not a resident of Missouri. However, Missouri residency is the only residency requirement germane to student eligibility for financial aid programs restricted to Missouri residents.

(9) Determination of Resident Status.

(A) Attendance at an institution of higher education shall be regarded as a temporary presence within the state of Missouri; therefore, a student neither gains nor loses resident status solely by such attendance.

(B) The burden of proof of establishing eligibility for Missouri resident status shall rest with the student.

(C) In determining resident status for the state of Missouri, either of the following shall be sufficient proof of domicile of a person and his/her unemancipated minor or dependent children within the state of Missouri:



1. Presence within the state of Missouri for a minimum of the twelve (12) immediate past, consecutive months coupled with proof of intent to make the state of Missouri a permanent home for an indefinite period; or

2. Presence within the state of Missouri for the primary purpose of retirement, full-time employment, full-time professional practice, or to conduct a business full-time.

(D) In determining whether an adult, emancipated minor, or independent student, or the individual or individuals having legal custody of an unemancipated minor or dependent student, holds an intent to make the state of Missouri a permanent home for an indefinite period, the following factors, although not conclusive, shall be given heavy weight: continuous presence in the state of Missouri during those periods not enrolled as a student; presence within the state of Missouri upon marriage to a Missouri resident and the maintenance of a common domicile with the resident spouse; substantial reliance on sources within the state of Missouri for financial support; former domicile within the state and maintenance of significant connections while absent; and ownership of a home within the state of Missouri. The twelve (12)-month period of presence within the state, as stipulated in paragraph (9)(C)1. of this rule, in and of itself, does not establish resident status in the absence of the required proof of intent.

(E) The following factors shall be given less weight than those in subsection (9)(D) and include: Voting or registration for voting; part-time employment; lease of living quarters; a statement of intention to establish a domicile in Missouri; automobile registration or operator's license obtained in Missouri; and payment of income, personal, and property taxes in Missouri. The factors listed in this subsection have applicability only as they support the intent to make the state of Missouri a permanent home for an indefinite period.

(F) Resident status is one criterion of eligibility for student grant awards administered by the coordinating board. There are additional criteria of eligibility and the establishment of resident status by a student does not guarantee that the student will be awarded a student grant.

(G) The waiver or forgiveness of a nonresident student fee, in full or in part, shall have no bearing on the residency status of a student and shall not be a basis for classification of a nonresident student as a resident.

(H) For those nonresidents who pay Missouri income tax, the nonresident student shall receive a credit against the nonresident student fee in an amount equal to the actual

Missouri income tax paid for the previous calendar year except that the remaining fee obligation shall not be less than the amount of the resident student fee. Unemancipated minor students are eligible by reason of payment of Missouri income tax by the nonresident individual or individuals having legal custody of students. Students entering in January shall be regarded as entering in the immediately preceding fall for purposes of determining previous calendar year. For students entering after January, previous year means immediate past calendar year.

#### (10) Determination of Loss of Residency Status.

(A) An adult, emancipated minor, or independent student will lose Missouri residency status twelve (12) consecutive months after establishing a domicile outside of the state of Missouri, unless the absence is for the purpose of attending an institution of higher education in another state and the student remains in compliance with subsections (9)(C)–(E) of this administrative rule.

(B) An unemancipated minor or dependent student will lose Missouri residency status:

1. Twelve (12) consecutive months after the individual or individuals having legal custody of that student establish a domicile outside of the state of Missouri, except as provided for in subsection (4)(C) of this administrative rule; or

2. If the individual or individuals having legal custody of that student establish a domicile outside of the state of Missouri more than twelve (12) consecutive months before the student's first enrollment at a postsecondary education institution.

#### (11) Administrative and Compliance.

(A) Each institution shall establish procedures for the determination of institutional decisions in accordance with this rule. These procedures shall adhere to the guidelines set forth in this rule and to the concepts of procedural fairness and reasonableness to the students, to the institution and to the taxpaying public of the state. The procedures shall provide for at least two (2) levels of institutional appeal review and the last stage of the procedure shall be considered final by the institution.

(B) Compliance with the guidelines as set forth in this rule is required of institutions of higher education in order to be determined as eligible institutions under student financial aid programs administered by the coordinating board and for which student eligibility is restricted to residents. For financial aid purposes, institutions may exercise professional

judgment in residency determinations for documented exceptional circumstances.

(C) On complaint of any student or other indication of possible institutional noncompliance with the guidelines set forth in this rule, the coordinating board may review the eligibility of an institution for student financial aid programs, or any other funds administered by the board and may take such actions or make such recommendations relating to the institution's eligibility as the coordinating board deems appropriate. These actions shall be consistent with any other administrative rules the board has established pertaining to the review of institutional eligibility.

*AUTHORITY: section 173.005.2(5), RSMo Supp. 2008.\* Original rule filed Aug. 7, 1978, effective March 17, 1979. Rescinded and readopted: Filed July 3, 1985, effective Aug. 1, 1986. Amended: Filed Dec. 16, 1988, effective April 1, 1989. Amended: Filed June 15, 2009, effective Dec. 30, 2009.*

*\*Original authority: 173.005.2(5), RSMo 1973, amended 1983, 1985, 1999, 2003, 2005, 2007.*

### 6 CSR 10-3.020 Guidelines for Student Transfer and Articulation Among Missouri Higher Education Institutions

*PURPOSE: The purpose of this rule is to establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state.*

(1) Introduction. The Coordinating Board for Higher Education is required by statute to "establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state." This rule sets forth those guidelines and is intended to assure that a student with a clear educational objective may complete a degree program in the shortest possible time, whether the student remains in one institution or transfers to another. The coordinating board recognizes that each Missouri college and university has a responsibility for establishing and maintaining standards of expectations for students completing courses, programs, certificates or degrees. It also recognizes that for effective and efficient transfer of credits between and among these colleges and universities, it is necessary to exercise this responsibility within the context of a statewide system of baccalaureate education. Effective articulation is based upon interinstitutional communication, a mutual respect for institutional integrity, a high degree of flexibility, procedures for identifying problems



and a mechanism for implementing appropriate solutions. Harmonious and equitable consideration of any problem which a student may encounter in moving from one college to another is an ultimate objective of these transfer guidelines.

(2) Definitions.

(A) Guidelines as used in this rule means the expected course of action or set of circumstances that apply to decision making in which transfer of credit is involved.

(B) Commissioner means the Commissioner of Higher Education as appointed by the Coordinating Board for Higher Education.

(C) Coordinating Board means the Coordinating Board for Higher Education established by section 173.005.2., RSMo.

(D) Semester credit hour means an institutional activity as defined in 6 CSR 10-4.030(1)(H).

(E) Lower division means courses at a level of comprehension usually associated with freshman and sophomore students and offered during the first two (2) years of a four (4)-year baccalaureate degree program.

(F) Upper division means courses at a level of comprehension usually associated with junior and senior students and offered during the last two (2) years of a four (4)-year baccalaureate degree program.

(G) Junior standing means the student level attained upon satisfactory completion of at least half of the credit hour requirements for completion of a bachelor's degree, usually at least sixty (60) but less than ninety (90) student credit hours.

(H) Degree or certificate means an award or title conferred upon an individual by a college, university or other postsecondary education institution as official recognition for the successful completion of a program or course of study.

(I) Bachelor's degree or baccalaureate degree means any earned academic degree carrying the title of bachelor, normally requiring at least four (4), but not more than five (5), years of full-time equivalent college level work.

(J) Major means a prescribed course of study which constitutes an area of specialization leading to a recognized certificate or degree.

(K) Baccalaureate degree program means the major required for the awarding of a bachelor's degree.

(L) General education program means a prescribed course of study as defined by institutional faculty and validated by the institution's administration or governing board, distinct from a program major, required of all

graduates and intended to ensure that all graduates possess a common core of college-level skills and knowledge.

(M) Institution of higher education as used in the context of this rule means an educational institution under either public or private control which provides a postsecondary course of instruction at least six (6) months in length leading to or directly creditable toward a degree or certificate and which is accredited either by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools or another regional accrediting association.

(N) Transfer student means a student entering an institution for the first time with academic credit earned at another institution which is applicable for credit at the institution the student is entering.

(O) Sending institution means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(P) Receiving institution means the institution of higher education at which a transfer student currently desires to enroll and to have previously earned credit applied toward a degree program.

(Q) Native student means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

(3) Applicability of Guidelines. These transfer guidelines are applicable to course credits and related matters for undergraduate students who wish to transfer between Missouri public colleges and universities. The coordinating board also recommends these guidelines to Missouri independent institutions.

(4) Transfer Policy.

(A) Baccalaureate Degree Program.

1. Determination of the course requirements of the major for a baccalaureate degree, including introductory and related courses, is the prerogative of the four (4)-year institution. The catalog of each four (4)-year institution will state clearly the requirements for each degree program. When required, specific prerequisites will be designated and will be noted in conjunction with the course description. Transfer students who have completed prerequisites will not be required to duplicate study in the area. The catalog will specify any restrictions or limitations for additional major requirements.

2. A baccalaureate degree program or major consists of a coherent grouping of courses or subject area requirements in a specific discipline or program field. Generally,

the number of credit hours required for a major extends from thirty to forty-eight (30–48)-semester credit hours but there may be exceptions to this in the case of highly specialized professions or disciplines, interdisciplinary studies or majors in general liberal arts studies.

(B) General Education.

1. A student's first two (2) years in college may include introductory courses and other courses which permit the student to explore areas of specialization that can be pursued at a later time at the baccalaureate level. In a two (2)-year college transfer program, the courses should be adequate in content to be counted fully toward the baccalaureate degree for transfer students continuing in a particular field.

2. Each institution of higher education in Missouri fosters a program of general education. These general education programs typically follow one (1) of three (3) models, that is, competency-based programs; topical or thematic programs; or distributional programs. Among Missouri's higher education institutions, especially in the public sector, virtually all general education programs are currently distributional in character and consist of a set of courses composed of a specific number of semester credit hours within a pattern of curricular areas of study.

3. Although the general education requirement may vary from institution to institution, it represents an institutional statement, developed by the faculty and given ultimate validation by the college's administration or governing board, about the general body of knowledge and skills which should be possessed by the recipient of that college's degree.

4. Consistent with its mission, each public higher education institution in Missouri shall develop and shall promulgate a program of general education. After a Missouri institution of higher education has developed and published its program of general education, the integrity of that program will be recognized by other institutions within the state. However, for the purpose of facilitating transfer between institutions in the state, institutions shall accept in transfer a general education program of at least thirty-nine (39) semester credit hours which shall consist of, but not be limited to, the distribution of courses specified in subparagraphs (4)(B)4.A.–E. and which shall satisfy section 170.011, RSMo. (With the exception of laboratory courses, all references to courses are assumed to be those which entail a minimum of three (3) credit hours on a semester basis.) Such a distribution of courses shall be deemed as meeting the general education



requirements of the receiving institution. This basic program shall consist of college-level (nonremedial) course work or its equivalent in each of the following curricular areas: (See acceptance of pass/fail credit, credit by examination, advanced placement credit and credit for experiential learning.)

A. Communication skills in the English language, three (3) courses—at least two (2) of which must be written; one (1) oral communication course is recommended;

B. Humanities, three (3) courses from at least two (2) disciplines;

C. Physical and/or biological sciences, two (2) courses including at least one (1) with its associated laboratory component;

D. Mathematics, one (1) course—college algebra, an alternative course that includes a significant component of college algebra, or a course which has college algebra as a prerequisite; and

E. Social and behavioral sciences, three (3) courses from at least two (2) disciplines.

5. All institutions shall recognize the validity of other institutions' general education requirements when the minimum requirements as specified in subparagraphs (4)(B)4.A.-E. are met. However, some foreign language and/or upper division general education courses or upper division graduation requirements may be required by the receiving institution whenever all native students are obligated to satisfy the same requirements.

6. Baccalaureate professional schools or programs may specify exceptions to the credit hour and course distribution minimums established in this section by promulgating these exceptions and by establishing specialized articulation programs related to associate of science degrees as detailed in paragraph (4)(C)2. of the college transfer guidelines. In these instances, transferring students are not exempted from satisfying the specialized lower division requirements of departments or divisions of an institution into which a student wishes to transfer.

(C) Associate Degrees.

1. Associate of Arts Degree.

A. An associate of arts degree (AA) is a two (2)-year degree which indicates the completion of a student's lower division general education requirements. It is also a specific transfer degree for entry, at the junior level, into the general range of baccalaureate degree programs offered by a four (4)-year college.

B. The receiving institution is not obligated to accept transfer credit which exceeds the minimum number of credits the sending institution has established for award-

ing the associate level degree. This degree is not normally awarded in a program area.

2. Associate of Science Degree.

A. An associate of science degree (AS) is a specialized degree which is intended for transfer into a preprofessional program. It should result from careful planning and agreement between specific two (2)-year and four (4)-year institutions.

B. These programs will be developed by consultation between sending and receiving institutions on a program-by-program basis. This may involve changes in general education requirements. The following factors should be recognized:

(I) Junior standing is guaranteed to the transfer student only if curricular details have been agreed upon by the sending institution and the receiving institution, and junior standing can be guaranteed only if the student has received the appropriate AS degree; and

(II) Students who receive a specialized AS degree do not automatically qualify for junior standing in any other program. If these students enroll in any other degree program, they may have to take additional general education courses. In evaluating the students' transcripts, the receiving institution will make every attempt to avoid duplication of effort and the imposition of unnecessary burdens upon the students.

3. Associate of Applied Science Degree. An associate of applied science degree (AAS) is the main occupationally oriented degree. The primary purpose of this degree is to prepare a student for entry into a particular occupation upon the completion of the degree. It is not intended as a transfer degree into a four (4)-year program and contains courses which are not primarily designed for transfer. Students should expect a receiving institution to evaluate course credits on the basis of applicability of each course to the requirements of the student's major field of baccalaureate study. Each four (4)-year institution is encouraged to develop admission policies which will facilitate the transfer and consider all factors indicating the success of transfer students who have the AAS degree or a certificate. It is anticipated that the AAS degree will be the main degree used by colleges to describe nontransfer vocational programs.

4. Other associate degrees. All other associate degrees will be evaluated on a course-by-course basis.

(D) Transfer Without a Degree. After an institution of higher learning in Missouri has developed and published its program of general education, the integrity of the program will be recognized by the other institutions in Missouri. Once students have been certified,

at the request of the receiving institution or the student, as having completed satisfactorily the prescribed general education program of not fewer than thirty-nine (39) semester hours as specified in this document, no other institution of higher learning in Missouri will require any further lower division courses in their general education program except as provided in subsections (4)(B) and (E). Students transferring without completing the prescribed general education program shall be subject to the general education requirements of the receiving institution at the time of their admission to that institution.

(E) Institutional Admission.

1. The core of any orderly transfer process is the mutual acceptance of the nature and purpose of the associate of arts degree. This degree shall be transferable upon—

A. Completion of a minimum of sixty (60) semester hours of college-level work oriented toward a baccalaureate degree;

B. Completion of an institutionally approved general education program of not fewer than thirty-nine (39) semester hours as defined in subsection (4)(B); and

C. Achievement of a cumulative grade point average of not less than 2.0 (A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0) provided that only the final grade received in courses repeated by the student shall be used in computing this average.

2. Students holding associate of arts degrees oriented toward the baccalaureate degree with a grade point average of 2.0 or above, as validated by a regionally accredited associate degree granting institution, are admitted to a baccalaureate degree granting institution, but not necessarily to a program (see subsection (4)(F)), as—

A. Having junior standing; and

B. Having fulfilled lower division general education requirements. However, this does not exempt the student from meeting the specialized lower division requirements of departments or divisions of the school to which a student transfers provided such exceptions to the basic general education requirements have been promulgated in accordance with subsections (4)(B) and (C).

3. Students transferring without the associate of arts degree must meet the admission requirements of the receiving institution.

4. If any institution of higher education finds it necessary to select from among qualified transfer students, its criteria for admission will be stated in its official publications. These publications will be on file with the Coordinating Board for Higher Education.

(F) Program Admission. Transfer students will be admitted to programs based on the same criteria established for the native



students of the receiving institution. Admission to a specific baccalaureate degree program may result in a different computation of the grade point average (GPA).

(G) Catalog. Transfer students shall be subject to the same regulations regarding applicability of catalog requirements as native students. For example, if native students of the receiving institution are governed by the catalog in force at the time of their initial enrollment, provided subsequent enrollment is continuous, then the catalog of the receiving institution in effect at the time of the transfer student's initial enrollment in the sending institution will govern that student's degree requirements, provided that the student has had continuous enrollment and remains in the same degree program. If continuous enrollment has not been maintained, or if the student changes his/her program objective, the catalog in effect at the time of the student's most recent continuous enrollment in the sending institution or admission to the receiving institution, as applicable, shall be followed. If the receiving institution states that native students shall be governed by the catalog in effect at the time they are formally admitted to a degree program or at the time they achieve upper division status, then the same regulations shall apply to transfer students.

(H) Change in Major. When students initiate changes in their stated major or degree objectives, those students assume full responsibility for meeting the specified new degree and/or major requirements. Students contemplating transfer from a two (2)-year vocational/technical program into a baccalaureate program in the same field of study should expect additional major and degree requirements and should not expect automatic junior standing in the major. Students planning to transfer into a different field of study should seek pretransfer counsel from the sending or receiving institution regarding required courses in the program which they plan to pursue and the evaluation of credits already earned, as they apply to the particular baccalaureate program to be pursued.

(I) Transfer of Credit. Credit earned in or transferred from a community college shall normally be limited to approximately half the baccalaureate degree program requirement, and to the first two (2) years of the undergraduate educational experience.

(J) Transfer of Grades. The academic record at a given institution will include all courses attempted. Grades of "D" or better earned in college-level work at an accredited or approved institution of higher education should receive full credit when transferred to another college or university. However, the

receiving institution will treat all grades on courses attempted on the same basis as that of the native student. For example, if the native student is required to repeat a "D" grade in a specified course, a transfer student will also be required to repeat the "D" grade in the same course.

(K) Credit by Examination, Experiential Learning and Pass/fail Credit.

1. Pass/fail credit will be transferred and treated by the receiving institution in the same way pass/fail credit is treated for native students.

2. Advanced placement, credit by examination and credit for experiential learning will be transcribed and clearly defined. Course equivalency for credit by examination may be listed as desired. The receiving institution shall transfer and treat credit earned through advanced placement, credit by examination and credit for experiential learning in the same manner as it would for native students except that the integrity of the associate degree will not be invalidated.

3. The policies for awarding credit by examination and nontraditional learning vary from one institution to another. Each institution will publish information about its policies for awarding credit by nontraditional modes, including name of tests which are used to assess credit, cut-off scores, deadline dates for submission of scores to the receiving institution and restrictions on the time interval permitted to receive current credit for a course taken some years previously.

(L) State Certification or Statutory Requirements. In the process of earning a degree, students must complete requirements for that degree and sometimes, as in the case of teacher education programs, must also meet state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards.

(5) Committee on Transfer/Articulation.

(A) The Coordinating Board for Higher Education hereby establishes a committee on transfer/articulation, consisting of seven (7) members, with responsibility to oversee the implementation of the guidelines as set forth in this rule.

(B) The committee on transfer/articulation will be composed of six (6) members appointed by the commissioner and shall consist of two (2) representatives from the public two (2)-year college sector and one (1) representative from each of the following higher education sectors: independent two (2)-year

college; independent four (4)-year college; public four (4)-year college; and University of Missouri. In addition, the commissioner or a designated representative will sit as an ex-officio voting member of the committee and shall serve as chairperson.

(C) The committee on transfer/articulation is encouraged to seek the counsel of faculty and other institutional representatives in the performance of its functions. Those functions shall include:

1. Conducting a continuing review of the provisions of the college transfer guidelines and recommending such revisions as are needed to promote the success and general well being of the transfer student;

2. Reviewing and making recommendations concerning transfer issues brought before it by institutions;

3. Recommending modifications of institutional policies and procedures which, in the committee's judgment, would enhance and facilitate the transfer of students;

4. Studying nontraditional credits and developing transfer guidelines for them;

5. Systematically soliciting suggestions and data from administrators, faculty and students concerning matters of transfer;

6. Developing a job description for the articulation officer's position. After the job description has been developed, the president of each institution will appoint an articulation officer and inform the commissioner of higher education;

7. Developing a statement of student transfer rights and responsibilities;

8. Monitoring both the sending and receiving institutions to determine whether they are informing transfer students of their rights and responsibilities;

9. Reviewing and recommending resolution of individual cases of appeals from students who have encountered difficulties in transferring from one (1) Missouri postsecondary institution to another and who have exhausted all local remedies;

10. Preparing and submitting to the Coordinating Board for Higher Education, for such action and distribution as the coordinating board deems appropriate, an annual report of committee meetings, actions and recommendations, including a report of student appeal cases. The chairperson must convene the committee at least once a year; and

11. Establishing committee rules of procedure and meeting on call of the chairperson as is necessary to perform its functions.

(6) Appeal Process.

(A) Each receiving institution of higher education shall have an internal process of appeal available to transfer students for



purposes of challenging institutional decisions on the acceptance of the students' credits in transfer. The process shall include no more than three (3) levels of appeal. The receiving institution shall publish in its catalog or otherwise provide to each transfer student a statement of appeal rights and procedures internal to the institution. A copy of that formal statement shall be furnished to the committee on transfer/articulation. If a transfer student's appeal challenge is denied by the institution after all appeal steps internal to the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the committee on transfer/articulation.

(B) Appeal to the committee on transfer/articulation shall be by the following procedures:

1. Appeal to the committee on transfer/articulation is to be initiated by the affected student only after all other remedies have been exhausted without resolution of the issue at the receiving institution. The appeal process is initiated when the student informs the committee on transfer/articulation in writing of the reason for the appeal;

2. The committee shall promptly notify the chief executive officer of the relevant institution(s) of higher education of the appeal and invite the institution(s) to submit documentation for the decision being appealed by the student. Documentation shall be submitted by the relevant institution(s) within fifteen (15) days of notification by the committee;

3. The chairperson of the committee shall convene the appeals committee within thirty (30) days, if possible, but in no event later than ninety (90) days, of the receipt of an appeal for the purpose of considering the information presented by the student and the institution(s). Both the student and the institution(s) shall be notified of the committee's meeting time and location. The student and the institution(s) will have the opportunity to make an oral presentation to the appeals committee if either desires to do so;

4. In the event an appeal is filed involving a campus represented on the committee on transfer/articulation, the commissioner shall, for the purpose of considering the appeal, appoint an interim member of the committee from the same sector;

5. The committee's consideration of the appeal shall include, but not be limited to, the institution(s)'s compliance with the guidelines set forth in this rule, the student's compliance with the guidelines set forth in this rule and the student rights and responsibilities statement;

6. The committee chairperson shall inform the chief executive officer of the relevant institution(s) and the student of the committee's determination and recommend that the institution(s)'s chief executive officer implement the committee's recommendation;

7. The institution(s)'s chief executive officer shall inform the chairperson of the appeals committee within thirty (30) days of the action taken in regard to the committee's recommendation; and

8. The committee's recommendation and the action taken by the institution(s) shall be reported to the coordinating board by the commissioner on higher education.

*AUTHORITY: section 173.005.2(6), RSMo 1986.\* Original rule filed July 15, 1987, effective Oct. 12, 1987.*

*\*Original authority: 173.005.2(6), RSMo 1973, amended 1983, 1985, 1999.*