

## Residency Petition Review Script – Fall 2021

<b>Introduction</b>	<p>Hello [ ]</p> <p>My name is [ ] I am from [ ] and I will be facilitating your hearing today.</p> <p>We are the <b>residency petition review committee</b>; we are all volunteers from the ASU community who have been asked to review your petition today.</p> <p>This Zoom meeting is being hosted and recorded by the Registrar's Office. They will not be participating, but are present to provide technical support, if needed.</p> <p>This hearing is limited to 30 minutes. We have about 20 minutes to ask you questions about your petition and then for the last 10 minutes the committee will be in executive session discussing your case in a private break out room.</p> <p>Let's begin.</p>
<b>Opening</b>	<p>Today's date is: [ ] the time is: [ ]</p> <p>We are meeting via Zoom and this meeting is being recorded as required by the Arizona Board of Regents.</p> <p>Appearing before the Committee is [ ]</p> <p>[if guests are present, ask student to introduce them]</p> <p>I will now ask the remaining committee members to introduce themselves: [ ]</p> <p>This is a closed meeting. Only the student and their guests shall participate</p> <p>Let the record show that by requesting this hearing the student has agreed to discuss their request for residency reclassification in this forum.</p>
<b>Oath</b>	<p>I will now swear you <b>[and your guests]</b> in. Please raise your right hand:</p> <p>Do you swear and affirm that the testimony you will give to this Committee is the truth, the whole truth, and nothing but the truth? <b>[Please respond verbally]</b></p> <p>Thank you.</p>
<b>Questions</b>	<p>Each of us reviewed your petition prior to this meeting.</p> <p>Before we begin, do you have any questions for us or would you like to make a brief opening statement?</p> <p>[If yes, let the student speak – if no, remind them that they will have an opportunity to make a statement before you go into executive session.]</p>
	<p>Everyone will have a chance to ask you questions, but we like to start with a with a general question:</p> <p>[these are just suggestions, but I'd recommend having a go-to question for every student]</p> <ul style="list-style-type: none"><li>• What is your understanding of why your petition was denied?</li><li>• In hindsight, what do you think you could have to done differently to help your chances of approval?</li><li>• How would summarize the requirements for residency and why do you think the decision to deny your petition is wrong?</li><li>• Is there anything you think the evaluator overlooked or misunderstood when they were reviewing your petition?</li></ul> <p>Does anyone else have questions for _____?</p> <p>[Additional Questions from Committee]</p> <p>Before we discuss your petition in private, would you like to make a final statement? This will be your last opportunity to make comments about your petition.</p>
<b>Breakout Room</b>	<p>We will now go into executive session. Please stay here while we discuss your case in private. We should return in about 10 minutes.</p> <p>[members "join" the breakout room when ready, then "leave" when it is time to return]</p>

<b>Executive Session</b>	<p>[after all members are present]</p> <p>We are now in executive session.</p> <p>[discussion]</p> <p>Is there any further discussion? Is everyone in a position to vote?</p> <p>[at this point it is not necessary to agree on your decision, but instead be ready to vote based on what you have seen and heard]</p> <p>Who would like to make the motion?</p> <p>Who is willing to 2<sup>nd</sup> the motion?</p>	
<b>Vote</b>	<p>[After all members after left the breakout session and rejoined the hearing]</p> <p>The committee is now out of executive session.</p> <p>May I have a motion?</p>	
	<p>I move to <b>uphold/overturn</b> the decision to deny residency to [ ]</p>	<p>I move to delay our decision for 10 days.</p> <p>[motion made]</p> <p>Do I have a second?</p> <p>A motion has been made by [ ] and seconded by [ ].</p> <p>Is there any further discussion on this motion?</p> <p>All those in favor of the motion, please raise your hand and respond by saying “Yes”.</p> <p>All those opposed, please raise your hand respond by saying “No”.</p> <p>The motion is carried with a vote of [ ]</p> <ul style="list-style-type: none"> <li>▪ The decision to deny residency for tuition purposes has been <b>upheld/overturned</b></li> <li>▪ We have voted to delay our decision for 10 days. The residency office will email you a list of additional documents that we need to conclude our review. Please provide these documents to the residency office as soon as possible. [if needed]</li> </ul>
<b>Conclusion</b>	<p>Thank you for your participation today.</p> <p>This decision will be sent to the Residency Office, who will update your records accordingly.</p> <p>[If you want – you can add something like this:]</p> <p>[If approved – it’s okay to congratulate them and thank them for giving you the opportunity to hear their case. Residency is usually update same day or next day and we follow up with an official email. Anything else you want to say is (generally) fair game].</p> <p>[If denied – something like this might be good – but you also have some discretion here] I’m sorry that was not the outcome you were hoping for. If you have additional questions, we encourage you to speak with residency office – they will have a copy of this audio recording and will be happy to explain why your petition was denied.</p> <p>[Follow up – if they persist – keep these talking points in mind]</p> <ul style="list-style-type: none"> <li>▪ The decision to deny your petition was explained in your decision summary.</li> <li>▪ Committee members can’t advise you on future semesters</li> <li>▪ This is a decision made by the residency office – the committee has agreed that this decision was correct.</li> <li>▪ The experts on this are in the residency office and they will be better able to explain their decision</li> <li>▪ Requirements for residency are set by ABOR and not by ASU</li> <li>▪ Your testimony was given due consideration – we just didn’t think there was enough to overturn your decision.</li> <li>▪ We understand you disagree with our conclusion – but it is still our decision.</li> <li>▪ Restate the requirements and identify again which ones are not being met.</li> </ul>	