

# STUDENT LOCATION DETERMINATION POLICY

*Division: Student Affairs*

## *Policy Statement*

Federal and state regulations require institutions of higher education to make a determination regarding the State in which a student is located, which must be applied consistently to all students.

## *Policy Details*

- A. The institution must, upon request, provide the Secretary of Education with written documentation of its determination of a student's location, including the basis for such a determination.
- B. In accordance with Code of Federal Regulations [34 CFR 668.43\(c\)\(3\)\(ii\)](#), an institution must make a determination regarding the State in which a student is located at the time of the student's initial enrollment in an educational program and, if applicable, upon formal receipt of information from the student that the student's location has changed to another State.
- C. Student location designations will remain in effect unless and until a student officially notifies the College that their permanent address has changed. Students must make this change in the Student Information System (SIS).

## *Procedures*

- A. A student's physical location is recorded in Banner at the time of enrollment and will remain in effect unless and until the student makes a change in the Student Information System (SIS).
  1. SIS location address type will be prioritized in the following order:
    - a. DR – Dorm Room
    - b. LO – Local
    - c. PR – Permanent Address
    - d. BI – Billing
- B. If a student changes programs or States while enrolled, the Records Office must notify the student within 14 days from the day of notification of the change.
- C. Location for those students enrolled exclusively in distance education should be their physical location or permanent address recorded in the SIS, as of the institution's Fall reporting date. If this is not available, use the billing address on file for the student.
- D. For students in the military on active duty, use the permanent address instead of the student's physical location.
  1. Report military students as you would all students: according to their location while taking the particular course or courses during the time period covered.

**Resources**

[Code of Federal Regulations \(CFR\) 668.43](#)

**Documentation**

NA

**Definitions**

**Term Definition**

<i>Term</i>	<b>Definition</b>
<i>Location</i>	Location is the state, territory, or district where the student is located while receiving the instruction and does not refer to the student’s official state of residence.

**Approval History**

<i>Date</i>	<b>Policy/Procedure or Entire Document</b>	<b>Notes (Types of Actions)</b>	<b>**Approved by</b>
5/20/2024	Entire Document	New Policy	Dr. Cory Stine, Senior VP of Innovation & Strategic Planning

\*\*Full name of CASA Committee Chair, signatory, or designee

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**Next Review Date: 7/1/2027**