

# Utah Tech University Policy

## 506: Determination of Student Location



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### I. Purpose

- 1.1 This policy explains Utah Tech University's ("the University") process for determining, tracking and reporting Student Location data in accordance with federal, state, and National Council for State Authorization Reciprocity Agreements (NC-SARA) reporting requirements; for providing disclosures to students in educational programs leading to professional licensure regarding whether a University program meets licensure requirements in the state of the student's location; and for Out-of-State Learning Placement (OOSLP) educational activities regulated by the states and territories within which they occur.

### II. Scope

- 2.1 This policy applies to all prospective and current students of the University and to all of the University's educational modalities.

### III. Definitions

- 3.1 ***National Council for State Authorization Reciprocity Agreement (NC-SARA):*** SARA is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offer of postsecondary distance education. When states join NC-SARA, they agree to follow uniform processes for approving their eligible institutions' participation. They also agree to deal with other states' SARA institutions in a common way when those institutions carry out activities in SARA states other than their own.
- 3.2 ***Out-of-State Learning Placement (OOSLP):*** Experiential learning placements such as, but not limited to, clinical rotations, internships, or student

teaching offered by SARA-participating institutions in locations outside their home state.

- 3.3 **Professional Licensure:** A process of state or other governmental entities establishing standards of practice and giving legal authorization to practice a profession by providing licenses or certifications to individuals who meet those standards.
- 3.4 **Student Location:** Physical address that a student identifies during the registration process for that semester as the location where the student will physically reside (live and/or frequently stay) during the semester while the student is taking courses. It is a place of residence where the student would most likely be found to sleep at night during the semester.
- 3.5 **State of Location:** The state identified in the Student Location as the state where a student physically resides during the semester while the student is taking courses.

## IV. Policy

### 4.1 Overview

- 4.1.1 Adherence to the revised federal regulations, which went into effect July 1, 2020, is a condition of Title IV eligibility (i.e., the University's ability to offer federal student aid).
- 4.1.2 The University is required to track and determine where its students are physically located while taking courses (Student Location), as opposed to their states of residency.
- 4.1.3 Documentation of the University's determination of Student Location must be provided by the University when requested by a state, the U.S. Secretary of Education, and/or by the Office of Assessment and Accreditation Support.
- 4.1.4 Student Location determination enables the University to issue state-specific disclosures about educational preparation for certification/licensure in the state where a student is located and to meet federal and NC-SARA reporting requirements.
- 4.1.5 The University must determine Student Location for each registered student:
  - 4.1.5.1 At the time of a student's initial enrollment in an educational program of the University, and

- 4.1.5.2 Upon formal receipt from a student of information about a change in the Student Location.
- 4.1.6 The University may establish its own procedure for determining the state of a Student Location, but must:
  - 4.1.6.1 Have documented processes and procedures on how Student Location is determined;
  - 4.1.6.2 Have a documented change-of-address process for all students; and
  - 4.1.6.3 Consistently apply policies and procedures regarding Student Location to all students, including students enrolled in in-person programs.
- 4.2 Determination and Tracking of Student Location
  - 4.2.1 The University's student information system of record is Banner.
  - 4.2.2 For prospective students, a determination of Student Location is made at the time of a student's completion of an admissions application. The Permanent Address field is initially used as the Student Location until the student updates the student's Local Address in Banner.
  - 4.2.3 For current students, the Local Address field within Banner is recorded as the Student Location for each student.
  - 4.2.4 All current students must review and update their Local Address field as part of each Fall, Spring, and Summer registration process.
  - 4.2.5 Each student is responsible for informing the University via Banner if the Student Location of a student changes during the student's enrollment at the University. Students can update their Local Address at any time via Banner.
  - 4.2.6 If a student does not update the Local Address in Banner, then the student's Permanent Address is used by the University for disclosure and reporting requirements.
- 4.3 Data, Reporting, and Disclosure related to Professional Licensure
  - 4.3.1 As required by the federal regulations, University programs which may lead to professional licensure issue individual written disclosures to current and prospective students if a program does

not meet the educational requirements for initial licensure/certification in the student's State of Location, or if the program has not determined if the program meets the State of Location's educational requirements for initial licensure/certification.

- 4.3.2 At the beginning of Fall and Spring semesters, each student enrolled in a professional licensure program will receive an email generated from Banner reflecting the student's current Program of Study, Student Location and the program's determination of initial licensure/certification status (meets, does not meet, or is underdetermined) in the student's State of Location.

## V. References

- 5.1 NC-SARA Manual, Chapter 5. Chapter that addresses student location as it relates to professional licensure.
- 5.2 34 CFR § 600.9(c)(2). Section of the Code of Federal Regulations that addresses student location as it relates to professional licensure.

## VI. Procedures – N/A

## VII. Addenda – N/A

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Policy Owner: Vice President of Academic Affairs and Provost  
Policy Steward: Associate Provost for Academic Planning and Budget

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