



Eastern Kentucky University

Policy and Regulation Library

Administrative Regulation: 5.1.4ADR

Responsible Office(s): Office of the Registrar,
Academic Affairs

Effective: July 1, 2024

Next Review Date: Summer 2029

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Student Location

Statement

The U.S. Department of Education (USDE) and the National Council for State Authorization Reciprocity Agreements (NC-SARA) have established regulations, policies, and guidelines for institutions offering educational programs, including Distance Education and programs that lead to professions with state licensure or certification requirements. Determination of Student Location affects a variety of compliance areas such as State Authorization, Professional Licensure, experiential Learning Placements, and other general consumer protection requirements. Eastern Kentucky University (EKU) must determine the location of each student at the time of Enrollment or upon Formal Notification that the Student's Location has changed for purposes of disclosing state-specific professional licensure information.

Entities Affected

- Enrolled and Prospective Students
- Information Technology
- Office of the Registrar
- Office of Admissions
- Office of Financial Aid
- EKU Online
- Colleges and Departments (Academic Affairs)
- Office of Institutional Effectiveness & Research
- Office of Advising and Career Services
- EKU Libraries

Procedures

I. **General**

- a. The USDE requires that institutions seeking to offer educational programs via Distance Education to students outside the state in which the institution is located be authorized by those states through a state-specific process or be authorized via participation in a State Authorization reciprocity agreement.
- b. To meet these requirements, the University must determine the state in which a student is located upon Enrollment or upon Formal Notification that the student's location has changed, and maintain documentation of said determination. This location will then be used for the purpose of disclosing state-specific Professional Licensure information.

II. **Prospective Students**

- a. Enrollment: The EKU Application for Undergraduate Admission and the Application for Graduate Admission collect a Prospective Student's Location or permanent address.
- b. Regardless of a student's permanent address, students with a legal residence outside of Kentucky who are admitted as residential (on-campus) students, or who apply to a program that is not offered via Distance Education, are assigned a Student Location of Kentucky for purposes of federal and state requirements, unless a Formal Notification of Student Location change is received by EKU.

III. **Currently Enrolled Students**

- a. Students who accept admission, enroll in the University, and are considered "active" will maintain their initial Student Location determination from Enrollment unless or until:
 - i. They provide Formal Notification of a Change in Student Location through myEKU; or
 - ii. They attempt a "Change of Major" into a program that has been determined to lead to Professional Licensure; or
 - iii. They seek to enroll in a Learning Placement outside of Kentucky.
- b. Students must consult with their advisor prior to filing a Formal Notification of Change in Student Location.
- c. Students with a current address outside of Kentucky who change their major into a program that is not offered via Distance Education are assigned Kentucky as their Student Location, unless a Formal Notification of Change in Student Location is received by EKU.

IV. **Learning Placements**

- a. Students who seek Enrollment in a Learning Placement must utilize the formal process provided by the relevant area or program (Handshake, clinical placement contract process, etc.).
- b. Students must include a physical location when enrolling in Learning Placements, which will become their Student Location for the placement.
- c. Placement requests for a physical location in the U.S. states or territories where ECU is not authorized are prohibited.
- d. Those responsible for approving student Learning Placements should consult the ECU State Authorization & Professional Licensure webpage to verify the student's ability to complete a Learning Placement in that location, as placements may be restricted for all programs in certain locations.
- e. Additional restrictions may apply to programs that lead to Professional Licensure. However, ECU will work with students to provide them with geographically accessible clinical or externship opportunities related to and required for completion of their credential or Professional Licensure Program within 45 days of completing other required coursework.
- f. Military and international students may be subject to additional considerations, restrictions, or procedures specific to their status. These students should consult with their advisor to ensure any additional requirements are met prior to placement.

Definitions

- **Currently Enrolled Students:** Undergraduate or graduate students who have been admitted and are pursuing a degree program at ECU.
- **Distance Education:** Courses in which students are separated, during the majority or entirety of the course, by time and/or space from the instructor and/or the campus from which the course originates.
- **Enrollment:** Enrollment occurs at the time of application for undergraduate and graduate programs leading to Professional Licensure, or when an undergraduate requests to change their major into a Professional Licensure program.
- **Formal Notification of Change of Student Location:** Submission of a change of location by the student through myECU, and applications for Learning Placements such as Handshake, Banner, and ECU Housing.
- **Learning Placements:** Learning experiences that include, but are not limited to, student teaching, clinical placements, co-operative education, field experiences, supervised field placements, internships, study abroad, and externships.
- **Professional Licensure:** A state or other governmental entity has established standards of practice and gives legal permission to practice that profession to individuals who meet those standards via licensure or certifications.

- **Professional Licensure Programs:** ECU academic programs which have been identified as leading to Professional Licensure in one or more U.S. states or territories. Professional Licensure Programs offered via Distance Education to students outside of Kentucky must meet educational requirements of the state or territory in which a student is located or formally attest that they intend to seek employment.
- **Prospective Student:** An individual who has contacted the University requesting information concerning admission.
- **State Authorization:** Formal permission to offer programs via Distance Education to students located outside of the state or territory in which an institution is located.
- **Student Location:** The place in which a student is currently living at the time of Enrollment before making a financial commitment to the University and while enrolled in a Professional or Occupational Licensure or certification program, not necessarily the student's state of residency.

Responsibilities

- Students
 - Maintain and update accurate permanent and mailing addresses in their myECU portal.
 - Before enrolling in or changing location while enrolled in a Professional Licensure Program, check the State Authorization website and consult their advisor to verify that the program meets educational requirements in their location.
- Office of the Registrar
 - Review and adhere to policies and procedures related to Student Location, State Authorization, and Professional Licensure Programs.
 - Maintain procedures to verify student eligibility to enroll in a program via Enrollment or change of major.
- Clinical or Placement Coordinators
 - Verify using the State Authorization & Professional Licensure website that there are no known restrictions on Learning Placements prior to approving placements of any kind.
 - Document the physical location of the Learning Placement for every student using relevant processes for that program (Handshake, clinical placement contract process, etc.).
- Office of Institutional Effectiveness & Research
 - Provide timely and accurate reporting of out-of-state learning placements for NC-SARA compliance reporting.

Interpreting Authority

34 CFR 600.2
34 CFR 600.9
34 CFR 668.14
34 CFR 668.16
34 CFR 668.43
Title IV, Higher Education Act

Violations

Failure to comply with the requirements of this Regulation may result in penalties levied against the University by the USDE, loss of ability to participate in Federal Financial Aid programs, or the revocation of the University's membership in NC-SARA. Non-compliance with this Regulation will be addressed on a case-by-case basis and may result in disciplinary action consistent with University Policy.

Policy Adoption Review and Approval

Policy Issued

| <u>Date</u> | <u>Entity</u> | <u>Action</u> |
|---------------|--------------------|---------------|
| June 25, 2024 | University Counsel | Approved |