# DETERMINATION OF STUDENT LOCATION FOR PROFESSIONAL LICENSURE PROGRAMS

## Determination of Student Location for Professional Licensure Programs

### Purpose

This policy establishes how the College of Saint Benedict (CSB) and Saint John's University (SJU) determine the primary location of prospective and enrolled students in accordance with the state authorization requirements of 34 CFR § 600.9(c), the program participation agreement certification requirements of 34 CFR § 668.14(b), the professional licensure disclosure requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c), the National Council for State Authorization Reciprocity Agreement (NC-SARA) (Manual 21.1), and other applicable requirements.

Federal regulations require that for programs leading to licensure, the CSB and SJU must certify that the program meets educational requirements for licensure where the institution is located and where distance education students are located. Additionally, the CSB and SJU must notify students if academic programs meet or do not meet the U.S. State or territory requirements for professional licensure or certification in the State in which they are located.

### Scope

This policy applies to all CSB and SJU prospective and current students (US and International). This policy applies to students in all modalities including but not limited to students who are enrolled as full-time and part-time students.

### Definitions

*Student Type Definitions*

- **Admitted Student**: A student who receives a letter of admission to CSB and SJU. The student is not yet considered a current student.
- **Current Student**: An individual who has been admitted and who has paid the tuition deposit and has not graduated or been discontinued or otherwise dismissed from CSB and SJU. Current students have the ability to enroll.
- **Enrolled Student**: A student who is registered for coursework in the current semester.
- **Prospective Student**: An individual who has submitted a complete college admissions application including all required documents for admission decision review and does not meet the definition of an admitted or current student.

*Address Type Definitions*

- **Local**: The address at which an enrolled student has identified as "a physical address, not on the CSB or SJU campuses, where the student puts their head down at night." A local address cannot be the same address as the Permanent/Home address.
- **Mailing**: The address at which a student has identified as the address where they will receive USPS mail. If a student does not indicate a mailing address at the time of application, the mailing address will be assigned the same address as indicated in the Permanent/Home Address.
- **Permanent/Home Address**: The address of the student designating their permanent principal home as provided to CSB and SJU on the application for admission or otherwise indicated in the student information system of record; it is the address where the student considers their permanent address and intends to stay or return to if the student is temporarily living at another address.

### Determining Student Location

A student's location is determined in the following manner.

*Undergraduate students*

All students pursuing an undergraduate degree program are required to relocate to, or near , the CSB and SJU campuses to participate in face-to-face, non-distance education programs, so their location will be considered the state of Minnesota[BC5] [OT6] .

*Graduate students*

A prospective or admitted student's location is the state of the prospective student's residency at the time the student has applied for admission, intends to enroll and is then entered into the student information system. For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Minnesota.

A current or enrolled student's location is determined by the physical address where the student puts their head down at night. Priority of addresses from the student information system utilized in this determination are:

1. Residential, on-campus address
2. Local address
3. Permanent/Home address

For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Minnesota.

### Procedure for Updating Student Location

*Relocation during the course of a program*

Licensing and authorization requirements can vary by State therefore any relocation by prospective and current students can impact their ability to continue a course, meet the eligibility requirements of that State, and/or receive financial aid funding. Any student considering relocation should consult with their program's department chair to check for authorization and licensure eligibility requirements. It is the student's responsibility to seek guidance on this issue prior to relocation.

On at least an annual basis, the Colleges will send a notice to current students to review current address information in the student information system, and if address updates are required, students will be required to submit the student change of address form available on the Office of Student Records and Registration online forms page available in my.csbsju.edu.

### Reporting Student Location

When student location data is needed for data reporting purposes, such as reports required by the U.S. Department of Education or the National Council for State Authorization Reciprocity Agreements (NC-SARA), the

Colleges will follow the applicable reporting entity's rules for determining student location.