

## Missouri Western State University

<b>Policy Name:</b> Student Location Policy	<b>Date Effective:</b> July 1, 2024
<b>Policy Category:</b> Academics and Faculty Affairs	<b>Date Last Revised:</b>
<b>Approving Authority:</b> Provost's Office	<b>Date Last Reviewed:</b>
<b>Responsible Office:</b> Registrar's Office	<b>Recommended Review Cycle:</b> Annual

### I. Purpose

The purpose of this policy is to determine the State in which a student is located as required by various federal regulations.

### II. Applicability

This policy applies to current students and prospective students.

### III. Definitions

**Current Students.** Students who are currently enrolled in a Missouri Western State University educational program.

**Local Address.** A physical address where a student currently or will live and/or frequently stay during the time they will be taking classes for the upcoming term.

**Permanent Address.** The address of the Current or Prospective Student's permanent principal home as provided to the University on the application for admission or otherwise indicated in the University's system of record; it is the address where the Student currently lives and intends to stay or if the Student is temporarily living at another address, it is the address to which the Current Student returns or intends to return.

**Prospective Students.** Students who have applied for admission to a Missouri Western State University educational program but who have not yet enrolled.

**Students.** Students include current students and prospective students.

### IV. Policy

Missouri Western State University seeks to determine the location of its students for a variety of reasons including, but not necessarily limited to, compliance with various federal regulations and supplying relevant consumer protection information to prospective and admitted students.

This policy establishes the procedures used to determine the location of a student for purposes of compliance with state authorization (NC-SARA) requirements, tracking of out-of-state learning

placements (such as internships, clinical experiences, and practica), and professional licensure disclosures.

Pursuant to this policy, the University will consider the most current permanent address provided by the student as the State in which the student is located at the time of enrollment. For purposes of this policy, Students who do not provide a permanent address at the time of admission will be considered located in the State of Missouri, unless the Student updates this information with the office of the Registrar. For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location shall be considered the State of Missouri. Any direct disclosures related to educational programs and professional licensure/certification education requirements will be based on the student's location as set forth herein.

Nothing in this policy is intended to affect the University's assessment of residency for purposes of the University's determination of residency for tuition and fee purposes, or out-of-state tuition waivers.

## **V. Procedures/Policy Details**

### **A. Determining Location for Campus-Based Programs**

Students enrolled in programs delivered on campus (i.e. "face-to-face" or "on-ground") are located in Missouri by default. For purposes of professional licensure disclosures, a prospective student making an inquiry about a program delivered on campus, or a student enrolling for the first time in a program based on campus who has not yet physically relocated to Missouri, is still treated as though they are located in Missouri by virtue of their program choice.

Students normally enrolled in programs delivered on campus who elect to pursue a credit-bearing internship or clinical experience outside of Missouri are expected to disclose the state in which the experience is taking place to facilitate university disclosures to the National Council for State Authorization Reciprocity Agreements (NC-SARA). Enrollment in these experiences does not alter the determination of location for the purposes of professional licensure disclosures.

### **B. Determining Location for Online Programs**

Prospective students who make inquiries or apply to distance education (e.g.: online) programs are located in the state provided as their permanent address at the time of the inquiry or application.

The student's location may change if the student's address changes during the recruitment and enrollment process or subsequent to their initial matriculation at the university.

### **C. Establishing and Updating Student Location Information**

The following interactions with students trigger identification of a student's location or a change of location in Missouri Western's systems.

### 1. Prospect Identification

A prospective student indicates their location by providing a permanent address when submitting an inquiry about a program or participating in a visit or tour of the University. The permanent address of a prospective student can also be obtained by other prospective search methods. This information is recorded in the University's admission system and imported into the Student Information System.

### 2. Application for Admission

A student seeking to enter Missouri Western provides their permanent address in an application, which is recorded in the University's admissions (Customer Relationship Management, CRM) system.

### 3. Notification of Change

Students notify the University through the student portal (Goldlink) or through the Registrar's Office when they change their permanent address. A change made to the permanent address does not automatically adjust a student's residency status for tuition and fee-paying purposes.