

The University of Scranton
Student Location Policy and Procedures for the Purposes of Professional Licensure Disclosures
In accordance with 34 CFR 668.43

A. Policy Statement

This policy and procedures are in accordance with [34 CFR 668.43](#) which outlines institutional responsibilities for (1) determination of student location and (2) the use of location information in the distribution of direct disclosures related to professional licensure and certification disclosures.

This policy describes the processes used by The University of Scranton to define, gather, and update the official location of prospective and enrolled students for a program leading to professional licensure or certification, as defined below. Prospective Student location is determined by the information provided by the prospective student at the time of inquiry, or application, and by the Enrolled Student at the time of enrollment into the academic program leading to professional licensure or certification. Student location is updated following direct notification by the student to the Office of the Registrar and Academic Services of a change of location.

This policy applies to all professional licensure or certification programs regardless of modality of program delivery (e.g., online, or on campus). For the purposes of this policy, student location may be different from that used by the University for federal and other reporting, such as IPEDS or the State Authorization Reciprocity Agreement (NC-SARA)¹.

B. Determination of Location

- a. Location, Prospective Students: the address provided by the student on inquiry and/or application forms.
- b. Location, Enrolled Students: the current permanent home mailing address. Within the Banner student information system, this is designated as: Mailing Address (MA).
- c. Change of Location, Enrolled Students: It is the student's responsibility to inform the University of any change to their permanent home mailing address during enrollment. To effect a change of address, an Address Correction Form must be formally submitted via the process established by the Office of the Registrar and Academic Services.
- d. Monthly reports documenting formal changes of student address will be submitted to office of the Dean of the program's home college for the purpose of identifying and transmitting any direct disclosures necessary under [34 CFR 668.43](#).

C. Definitions:

¹ For IPEDS reporting, location is defined as the student's permanent address. For distance education, per SARA, this is the state, territory, or district where the student is located while receiving the instruction.

- a. Professional Licensure and Certification Programs: an educational program that is (1) designed to meet the educational requirements (a.) for a specific professional license or certification, and (b.) is required for employment in an occupation or (2) is marketed or advertised as meeting the educational requirements for licensure or certification.
- b. Enrolled Student: an individual who has completed the registration requirements (except for the payment of tuition and fees) at the institution that he or she is attending.
- c. Prospective Student: an individual who has contacted an eligible institution requesting information concerning admission to that institution.
- d. Prior to Enrollment: before the student enters into an enrollment agreement, or in the event that an institution does not provide an enrollment agreement, before the student makes a financial commitment² to the institution.
- e. State: any of the fifty U.S. States, the District of Columbia, and other U.S. territories including the Commonwealth of Puerto Rico (PR), or the U.S. Virgin Islands (VI).
- f. Location: the known place of the student's presence based upon information provided by the student at the time of inquiry, application, or current enrollment. For the purposes of this regulation, the University defines location as:
 - i. **Location, Prospective Students:** the address provided by the student upon the time of inquiry and/or application.
 - ii. **Location, Enrolled Students:** the permanent home/ mailing address provided by the student at the time of their enrollment, or as updated by the student via official University change of address procedures.

D. Related Policies, Procedures, and Resources:

- a. [34 CFR 668.43](#). Amendment published November 1, 2019, in 84 FR 58932.

E. Date of Implementation: This policy and procedures are effective as of July 1, 2020.

F. Review Cycle: The policy and procedures contained herein will be reviewed annually.

² This commitment may be in the form of submission of enrollment deposit or other tuition payment.