

POLICY #6.4

SUBJECT: Student Location [TEMPORARY]

I. PURPOSE

The purpose of this Policy is to establish the definitions and procedures the University uses to determine the location of students for purposes of admission, distance education, financial aid disclosures, and eligibility to enroll in academic programs designed to prepare graduates for occupational licensure.

II. REFERENCES

- A. 34 CFR Part 600 §§ [600.2](#) and [600.9\(c\)\(2\)](#)
- B. 34 CFR Part 668 §§ [668.14\(b\)\(32\)](#), [668.43\(a\)\(5\)\(v\)](#), and [668.43\(c\)\(1\)](#) & [\(2\)](#)
- C. National Council for State Authorization Reciprocity Agreements (NC-SARA) [SARA Policy Manual 23.1](#)
- D. Utah Administrative Rule [R152-34a Utah Postsecondary School State Authorization Act Rule](#)
- E. Utah Code [§ 13-14 Utah Postsecondary School and State Authorization Act](#)
- F. Utah System of Higher Education Policy [R431 State Authorization Reciprocity Agreement](#)

III. DEFINITIONS

- A. Accelerated Program (AP) Campus: An internally designated, online campus that is associated with academic programs that are supported by a third-party, contracted online program management service.
- B. Distance Education: “Distance education (DE) is education that uses one or more types of technology to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.” (34 CFR § 600.2)
- C. Initial Enrollment in a Licensure Program: The first time an admitted, degree-seeking student is permitted by the Program/Department to register for courses that are not deemed to be preparatory or elective. Most often

registration for advanced course work is permitted only after being admitted to the licensure program. However, some licensure programs do permit students to register for courses at the time they are admitted to the University.

- D. Initial Enrollment in an Educational Program: At the time of application for admission to a degree program. This definition for determining initial enrollment is only applicable to this Policy and the purposes for which it was instituted.
- E. Local Address: A physical address where a student currently does or will reside and/or frequently stay during the time the student is taking classes for the upcoming term. It is the place of residence where someone would be most likely to find the student. The State declared in this physical address will guide University determinations about the student's physical location.
- F. Main Campus: The University's primary campus for providing face-to-face, in-person instruction.
- G. Permanent Address: A physical address where a student resides or is domiciled. A permanent address is one that the student considers to be stable and long-term most often because their parents or guardians reside in that physical location.
- H. Speedway Campus: An internally designated, online campus that is associated with the University's Bachelor of General Studies (BGS) degree.
- I. State(s): For the purpose of this Policy, the term State includes all states and U.S. Territories and Freely Associated States.
- J. Student's Location:
 - 1. Where the student is physically located at the time the student is in contact with the University. (SARA Policy Manual)
 - 2. "Location for those students enrolled exclusively in distance education should be their physical location or current Local Address, as of the Institution's Fall reporting date." (IPEDS 2023-24 Data Collection System FAQ)
- K. SUU Online Campus: An internally designated, online campus that is associated with academic programs that are supported by the University's Enrollment Management Division.

IV. POLICY

A. General Principles

- 1. The University is required to determine the physical location of a student while they are taking courses to comply with federal

regulations adopted pursuant to Title IV of the Higher Education Act of 1965.

2. Student Location determinations are necessary for the University to:
 - a. Confirm that the States where students may be located have authorized the University to provide Distance Education programs within their jurisdiction; and
 - b. Issue disclosures about whether University programs that lead to professional licensure meet the licensing requirements of other States where students may be located. If a student is located in a State other than Utah, by law the student should know whether the program they are enrolled in will allow them to obtain a license in the State where they are located. These disclosures are primarily for students in Distance Education programs that lead to professional or occupational license.
3. The University determines a Student's Location at the time of the student's Initial Enrollment in an Educational Program, and when a student declares a change in their location after initial enrollment.
4. Students are responsible for providing honest, accurate, and timely information about their Local Address so the University can determine a Student's Location.
5. If a Student does not update the Local Address to accurately reflect their location while taking classes in a particular term, the University will presume the student is located in Cedar City, Utah if they are taking at least one (1) course offered through the Main Campus. If they are taking courses solely through the Accelerated Program (AP) Campus, Speedway Campus, or SUU Online (SON) Campus and do not update their Local Address, the University will presume the student's Permanent Address is their location.
6. The determination of a Student's Location under this Policy is not related to the University's determinations regarding residency and whether a student is eligible for resident tuition. This Policy does not apply to the award of scholarships.
7. For students whose Permanent Address does not include a U.S. State (e.g., students living outside of the United States), their location will be considered Cedar City, Utah if the student is enrolled in a Main Campus program.

B. Procedures for Determining Student Location

1. New students (transfer and first-time, first-term students)
 - a. Students completing the admission application will be asked to identify the State where they anticipate being located while participating in classes during their first semester. This disclosure on the admission application will serve as the basis for making an initial determination of the Student's Location.
2. Current and continuing students
 - a. Students can confirm or change their Local Address and have those declarations or representations recorded in the University's student information system.
 - b. The University relies on the student's regular review and entry of a Local Address at least within the first week of each semester. Students will be prompted to confirm or change their Local Address within the student portal platform maintained by the University.
 - c. The University also presumes that students enrolled in a course that is delivered through its Main Campus will be physically present in Cedar City for the purpose of receiving instruction.
 - d. Students may change their Local Address at any time through the student portal platform.

C. Student Location and Licensure Programs

1. The University must determine the Student's Location at the time of Initial Enrollment in a Licensure Program. This determination may be different than the determination made at the time a student begins enrollment at the University.
2. If a Student's Location is determined to be in a State other than Utah, the University will notify the student if program requirements do not meet the licensing requirements of the State where the student is located.
3. Students located in States where the University programs do not meet the licensing requirements have a choice:
 - a. Complete an attestation document indicating the student will seek a license in a State where the University's program requirements meet State licensing requirements; or

- b. Decline admission into the program or disenroll because the program requirements do not meet State licensing requirements for the State where they are located; or
- c. Select a different program of study that does not lead to a license or is a licensure program that does meet the licensing requirements in the State where they are located.

V. RELEVANT FORMS/LINKS

- [State Authorization and Professional Licensure](#)

VI. QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this Policy is the [Provost/Vice President for Academic Affairs](#).

VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: July 1, 2024 (temporary authorization)

Amended: N/A