

Policy for Determining Student Location

Purpose: Truman 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, supplying relevant consumer protection information to prospective and admitted students, and setting tuition. The following policy pertains to procedures used to determine the location of a student for purposes of compliance with state authorization requirements, tracking of out-of-state learning placements (such as internships, clinical experiences, and practica), and professional licensure disclosures.

Procedure for Determining Location

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

- (1) **Prospect Identification** – a prospective student indicates their state or territory of residence by providing the information when submitting an inquiry about a program to the University. This information is recorded in the University's customer relationship management (CRM) system.
- (2) **Application for Admission** – a student seeking to enter an academic program provides his or her state or territory of residence in an application, which is recorded in the University's CRM system.
- (3) **Enrollment** – in completing their Registration agreement and registering for each subsequent semester, students are prompted to update their state or territory of residence and indicate, if applicable, their temporary address (such as when studying in an additional location as part of an internship).
- (4) **Notification of Change** – students are asked to notify the University via an online form when they change their permanent or temporary address – even when it occurs between registration times.

Instances of Verbal Notification

If a student indicates that they have changed their state of residence, advisors are asked to direct students to the appropriate location on the University website to update their address information. They are to remind the student that it is their responsibility to do this.

Academic advisors, when becoming aware that a student in a program that leads to professional licensure is (a) changing their state of permanent residence, (b) pursuing a portion of their study in another state or territory (such as in an internship), or (c) intends to reside in a different state upon graduation, should notify the Graduate Office/Graduate Admissions or the State Authorization Coordinator within 72 hours of learning of the student's intentions so that those offices may perform the appropriate follow-up.