

## 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 and supplying relevant consumer protection information to prospective and admitted students. 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. This policy is not intended to apply to determinations of eligibility for in-state residency for tuition purposes.

### Types of Location Identification or Notification

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 location by providing a home address when submitting an inquiry about a program to the University. This information is recorded in the University's customer relationship management (CRM) system and imported into the Student Information System.
- (2) **Application for Admission** – a student seeking to enter Truman provides his or her home address in an application, which is recorded in the University's CRM system.
- (3) **Enrollment** – by registration and for each subsequent semester, students are prompted to update both their permanent and local address.
- (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. A temporary address is an address that might be used when studying abroad or while completing an internship or clinical experience.
- (5) **Informal Notification** – a student in an online program, in a discipline designed to prepare a student for professional licensure, indicates that they intend to seek licensure in a state other than that identified in their permanent or temporary address.

### 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.

### 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 home 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.

If a student indicates that they have changed their state of location in communications with their advisors, advisors are asked to direct the student 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 so. Assessment of location is based on completion of the appropriate online form.

Academic advisors, when becoming aware that a student in a program that leads to professional licensure is changing their location to a new state or territory, should notify the State and Federal Compliance Coordinator and the Graduate Office within 72 hours of learning of the student's intentions so that those offices may follow-up with the student and make the appropriate disclosures.

Students are prompted to update their addresses every semester. Students are reminded to do so if their address changes during the summer session.

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