



Jamestown Community College  
Policies and Procedures

<b>Policy Title</b>	<b>Student Location Policy</b>	<b>Policy Number</b>	
<b>Section</b>	<b>Academics</b>	<b>Approval Date</b>	
<b>Subsection</b>		<b>Effective Date</b>	
<b>Responsible Office</b>	<b>Academic Affairs</b>	<b>Review Date</b>	

### 1.0 Purpose

**1.1** The purpose of this policy is to maintain compliance with federal and state rules and regulations regarding the operation of higher education institutions in every state in which it enrolls students in programs leading to certifications or professional licensure. This practice, known as State Authorization, relates to all out-of-state activities ranging from fully online programs to experiential learning activities in face-to-face courses. This Policy establishes how Jamestown Community College will determine the primary physical location of prospective and current students in accordance with the state authorization requirements of 34 CFR § 600.9(c), the professional licensure disclosure requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c) and other applicable requirements necessary for the awarding of Title IV Financial Aid eligibility.

### 2.0 Policy

**2.1** This Policy applies to all prospective and current students. For the purpose of compliance with the professional licensure disclosure requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c), a Prospective Student's Location is derived from the address information provided by the prospective student on the completed College registration form or admissions application

### 3.0 Procedures

- 3.1** If a prospective student has submitted both a course registration form and an admissions application the prospective student location will be determined by the most recent submission.
- 3.2** Prospective students will update their location by contacting the Admissions Office directly and providing updated address information.
- 3.3** Current students will update their location in the College's student information system when this information changes or as soon as reasonably practicable, or when prompted by the College.
- 3.4** When student location data is needed for data reporting purposes, such as reports required by SUNY, New York State, or the U.S. Department of Education, Jamestown Community College will follow the applicable reporting entity's rules for determining a current or prospective student's location.

- 3.5 Exceptions to this Policy may be made on a case-by-case basis by the College Registrar in consultation with other appropriate college offices.
- 3.6 The Vice President for Academic Affairs is responsible for overseeing this policy.

#### 4.0 Definitions

- 4.1 **A Prospective Student** is an individual who has contacted Jamestown Community College regarding admission and does not meet the definition of a Current Student.
- 4.2 **A Current Student** is an individual who has completed the registration requirements (except for payment of tuition and fees).
- 4.3 **The term State** refers to 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)
- 4.4 **The Permanent/Current Address** is the address of the student's permanent principal home as provided to the College on the application for admission or otherwise indicated in the student information system; it is the address where the current 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.
- 4.5 **The Location** refers to the State or other locale in which the student is currently living (e.g. current permanent/home address or mailing address if no current permanent/home address exists) at the time of enrollment before making a financial commitment.

#### 5.0 References