

# Marywood University

## Policies and Procedures

### Student Location Policy

#### Policy Statement:

This policy and accompanying procedures are in accordance with 34 CFR 600.9 (a)(2)(c)(i-iii) State authorization <sup>1</sup>, which outlines institutional responsibilities for determination of student location, and 34 CFR 668.43 ( c) (3) (ii) (A-C) Institutional information <sup>2</sup>, which outlines the use of location information.

This policy describes the processes Marywood University uses to define, gather, and update the official location of prospective and enrolled students who are either interested in or enrolled in an academic program that leads to professional licensure or certification, as defined below.

#### Procedures:

Prospective student location is determined by an attestation 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 verified by the student each time a student registers for a semester in the student portal. Students may complete a change of address form located on the [registrar's forms page](#) and submit it to the Office of the Registrar.

When a student changes location from one state to a state other than Pennsylvania an email is generated and delivered to the student with a notification regarding professional licensure. (See APPENDIX I for the draft email.)

Additionally, every two weeks Academic Affairs causes a change of address report to be generated and distributes this report to the academic deans who share it with department chairs. Should the report provide information that a student has changed location and is in a program that leads to licensure, the chair will notify the student's advisor.

The student's advisor must inform the student in writing <sup>3</sup> that the program in which the student is currently enrolled meets or does not meet the requirements of the student's new location and direct them to the [licensure resource page](#) on the Marywood University website.

The advisor's direct disclosure email needs to be specific to the program. Chairs shall include the appropriate academic dean and the Office of Planning and Institutional Effectiveness in the direct disclosure email sent to the student.

This policy applies to all professional licensure or certification programs regardless of modality of program delivery (e.g., online, or on campus). For 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). For IPEDS reporting, location is defined as the student's permanent address. For a distance education student, SARA defines student location as the state, territory, or district where the student is located when receiving instruction.

### **Definitions:**

- 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.) required for employment in an occupation or (2) 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 payment of tuition and fees, at Marywood University.
- c. Prospective Student: an individual who has contacted or made an inquiry to Marywood University requesting information concerning admission to the university.
- d. Prior to Enrollment: the period before the student enters into an enrollment agreement, or in the event that Marywood University does not provide an enrollment agreement, before the student makes a financial commitment to Marywood University.
- e. State: any one of the fifty United States, the District of Columbia, and other U.S. territories including the Commonwealth of Puerto Rico (PR), and the U.S. Virgin Islands (VI).
- f. Distance Education Student<sup>4</sup> Distance Education Student is a student who receives instruction when the instructor is physically located at an address that differs from the physical location of the student at the time of instruction.
- g. Location: the known place of the student's physical location based upon information provided by the student at the time of contact or inquiry, application, or current enrollment. For the purposes of this policy, the University defines location as:
  - i. Location, Prospective Students: the address provided by the student upon the time of contact or 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 through the University's official change of address procedures.

### **Footnotes:**

<sup>1</sup>Federal Regulation States: The institution must, upon request, provide the Secretary with written documentation of its determination of a student's location, including the basis for such determination.

<sup>2</sup> Federal Regulation States: An institution must make a determination regarding the State in which a student is located at the time of the student's initial enrollment in an educational program and, if applicable, upon formal receipt of information from the student, in accordance with the institution's procedures, that the student's location has changed to another State.

<sup>3</sup> A draft email template may be used but the direct disclosure needs to be specific to the program. Chairs shall copy the dean and the Office of Planning and Institutional Effectiveness when sending a direct disclosure email.

<sup>4</sup> Distance Education Student definition is adapted from PA Code 22 Pa. § 741a

<sup>5</sup> A draft email template may be used but the direct disclosure needs to be specific to the program. Chairs shall copy the dean and the Office of Planning and Institutional Effectiveness when sending a direct disclosure email.

#### **APPENDIX I**

Dear Marywood University Student,

You are receiving this email because you submitted a change of address to the Marywood University portal.

Are you pursuing a degree that requires licensure or certification? Marywood University's curriculum meets the academic requirements to practice in the state of Pennsylvania.

If you are located in another state or plan to practice in another state, you must review the curriculum in that state. Marywood provides links to state licensure boards by program [here](#).

If you have any questions about your program, please contact your Department Chair or Advisor.

Office of Planning and Institutional Effectiveness

#### **Related University Policies**

#### **Related University Standing Committee**

#### **Policy History**

12-8-2023 – Sister Mary Persico, IHM, President of the University approved the establishment of the policy upon recommended by the Policy Committee of the University.

#### **Mary Theresa Gardier Paterson**

#### **Polices and Procedures**