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**Policy Name:** Student Location Policy

**Policy Number:** None

**Functional Area(s) Responsible:** Academic & Student Affairs

**Owner(s) of Policy:** Student Records

**Most Recent BOT Approval Date:** May 6, 2026

**Most Recent Review Date:** Spring 2026 (new policy)

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

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### **Policy Statement:**

Finger Lakes Community College (FLCC) is committed to complying with federal and state rules and regulations regarding the operation of higher education institutions in every state in which it enrolls students. This policy establishes procedures for determining student location in accordance with state authorization requirements (34 CFR § 600.9(c)), professional licensure disclosure requirements (34 CFR § 668.43(a)(5)(v) and 668.43(c)), and National Council for State Authorization Reciprocity Agreements (NC-SARA) standards.

Student location is determined at the time of initial enrollment and is based on the student's physical location. For prospective students, this is the address provided at the time of application. For current students, this is the address noted as 'Residence' in the College's student information system. Students with addresses outside the United States will be considered to be located in New York State.

The student location designation will remain in effect unless and until a student updates their address through the College's official change of address process. Prospective students update their location by completing an 'Address Change Form'. Current students update their location in the College's student information system when this information changes or as soon as reasonably practicable. Once a new state is registered, the date of submission becomes the effective date of the revised location.

Students who change their location to a state outside New York while enrolled in a professional licensure program will receive notification within 14 calendar days indicating that FLCC does not guarantee the program will meet their state's licensure requirements.

When student location data is needed for reporting to SUNY, New York State, or the U.S. Department of Education, FLCC will follow the applicable reporting entity's rules.

This policy does not supersede other college policies that determine New York State residency for tuition purposes.

### **Reason(s) for Policy:**

This policy ensures FLCC:

- Complies with federal state authorization requirements (34 CFR § 600.9(c) and 34 CFR § 668.14(b)(32)) for institutions offering distance education to students located outside New York State
- Complies with federal professional licensure disclosure requirements (34 CFR § 668.43(a)(5)(v) and 668.43(c)) for programs leading to professional licensure or certification

- Maintains eligibility for Title IV federal financial aid programs
- Meets NC-SARA membership requirements
- Maintains clear procedures for determining and updating student location data

**Applicability of Policy:**

This policy applies to all prospective and current students enrolled at Finger Lakes Community College, with particular emphasis on students:

- Enrolled in distance education or online courses while located outside New York State
- Enrolled in programs leading to professional licensure or certification
- Who change their physical location during enrollment

**Definitions:**

**Student Location:** The State where the student physically resides at the time of initial enrollment, based on the address provided to the College. This is distinct from "state of residence" for tuition purposes.

**Initial Enrollment:** The first day of class of the student's first semester at FLCC. For students changing to a licensure program, initial enrollment is the first day of class in the new program.

**Licensure Program:** An academic program in a professional licensure field as identified by the New York State Education Department (NYSED).

**Related Documents:**

None

**Procedures:**

A. Professional Licensure Disclosures

The Student Records Office sends direct written disclosure to students in licensure programs within 14 calendar days of initial enrollment, or program change to a licensure program.

B. Attestation Requirement

Students in licensure programs must submit an attestation form (available from Student Records) before enrollment or within 14 days of address change. Students who do not submit the required attestation will be administratively withdrawn from the licensure program.

C. Compliance Monitoring

Prior to census day each semester, the Registrar's Office reviews student locations in licensure programs to verify disclosures have been sent and required attestations are on file.

**Forms/Online Processes:**

- Change of Address Form
- SIS Online Address Change Process
- Professional Licensure Attestation Form
- Professional Licensure Disclosure Webpage

**Appendix:**

None