

<b>TITLE:</b>	Student Location Policy
<b>AUTHOR:</b>	Chief Academic Officer
<b>APPROVAL DATE:</b>	February 7, 2025
<b>EFFECTIVE DATE:</b>	February 7, 2025
<b>PURPOSE:</b>	To establish a university policy for collecting and reporting student location data for the purpose of providing disclosures to students in programs that lead to professional licensure and for accurately reporting the location of online learning students and those engaged in experiential learning outside of Mississippi.
<b>SEE ALSO:</b>	Professional Licensure Policy
<b>REVIEWER AND REVIEW DATE:</b>	Chief Academic Officer and Academic Council Spring 2030 and every five years thereafter

**OPERATING DETAILS:**

1. **Policy Statement and Scope:** In accordance with the U.S. Department of Education, the State Authorization Reciprocity Agreement (MS-SARA), and the National Council for State Authorization Reciprocity Agreements (NC-SARA) guidelines, Mississippi University for Women (MUW) is required to have a university-wide process for collecting and reporting student location data. This policy applies to each student enrolled in a program that leads to professional licensure, a program that includes experiential learning placements, an online program, or exclusively online courses.
2. **Definitions:** As used in this policy, the following terms have the meaning specified below:
  - a. **State Location:** The U.S. State of the address provided by the *admitted* student and is listed in the University's Student Information System (Banner).
  - b. **Face-to-Face Courses:** Courses offered on the university campus or site where the instructor and student are present at the same location for more than fifty percent of instruction.
  - c. **Hybrid Courses** – Courses offered on the university campus or site where students and the instructor are present at the same location for less than fifty percent of instructional time.
  - d. **Experiential Learning Placement:** An internship, externship, clinical rotation, field-based experience, or other similar experience that confers credit and takes place off-campus
  - e. **Licensure (or Certification):** An official process administered by a state- or territory-level authority and required by law for an individual to practice a regulated profession in that state or territory.

- f. **Online Program:** A program offered synchronously or asynchronously where the instructor and student are not present at the same location for any instruction. Enrollments in these programs are reported to NC-SARA every year.
  - g. **Professional Licensure Disclosure:** A disclosure by MUW to admitted and enrolled students concerning whether a licensure program meets educational requirements or certification in the various states and US territories.
  - h. **Applicable Educational Program:** An undergraduate or graduate educational degree program at MUW designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation or is advertised as such.
3. **NC-SARA (State Authorization Reciprocity Agreement):** State Authorization is an official determination by a state that an institution may conduct *regulated activities* in that state. California is the only non-member of SARA. The purpose is for consumer protection.
- a. **Students with an Experiential Learning Placement:**  
The state locations of students enrolled in an experiential learning course are gathered by each college or school's Office of Field Experience or Experiential Learning Placement Coordinator who verifies the placement. MUW participates in MS-SARA and reports annually to NC-SARA the number of students engaged in certain experiential learning placements (rotations, internships, student teaching, etc.,) disaggregated by state and CIP codes as assigned by the US Department of Education. This data is collected by Academic Affairs along with Institutional Research for reporting purposes to NC-SARA.
  - b. **Students Enrolled in Distance Education Programs or Exclusively in Online Courses:**  
The state location of students enrolled in distance education programs or exclusively in online courses are collected and stored in the University's Student Information System (Banner). MUW participates in MS-SARA and reports annually to NC-SARA the number of exclusively distance education student enrolled in the institution engaged in distance education, disaggregated by state, territory, or district in which the students are located, including the home state. This includes degree and non-degree for-credit courses. This data is also collected by Academic Affairs along with Institutional Research for reporting purposes to NC-SARA.
  - c. **Student Relocation:**  
MUW considers a student's location formally changed, if, during the time of enrollment in a program, the student notifies the Registrar's Office of a change in location that involves a change of state location or territory. A change in a mailing or billing address may not correspond to a change of the student's location. A

change to the student's permanent address must be confirmed by a Change of Address form.

- 4. U.S. Department of Education Professional Licensure Requirement:** The state provided by the student at the time of admission is defined by MUW as "State Location" unless changed in the University's Student Information system (Banner) by the student once admitted.

In compliance with federal regulations, the University will send a general disclosure email in a timely manner to each *admitted student* who had declared a major to an MUW Applicable Educational Program will fulfill educational requirements for their state location prior to the admitted student making a financial commitment to the University.