

## Student Location Policy

Policy Category:	Admission Policies
Responsible Office:	Office of Admissions and Office of Academic Affairs
Related Policy:	Code of Federal Regulation - §34 CFR 600.9(c)(2)(iii) State Authorization Code of Federal Regulation - §34 CFR 668.14(b)(32)(i)(ii) Program participation agreement

### I: Scope

This policy applies across all UAA colleges and campuses and responds to the federal regulation requiring institutions to determine the geographic locations of their current and potential students in order to provide specific information on state-specific requirements to students in programs that lead to professional licensure.

### II: Policy Overview

UAA offers programs that lead to licensure or certification in the State of Alaska. Federal Regulation, 34 CFR 600.9(c)(2)(iii) 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.

Federal Regulation, 34 CFR 668.14(b)(32) In each State in which: the institution is located; students enrolled by the institution in distance education or correspondence courses are located, as determined at the time of initial enrollment in accordance with 34 CFR 600.9(c)(2); or for the purposes of paragraphs (b)(32)(i) and (ii) of this section, each student who enrolls in a program on or after July 1, 2024, and attests that they intend to seek employment, the institution must determine that each program eligible for title IV, HEA program funds—

- (i) Is programmatically accredited if the State or a Federal agency requires such accreditation, including as a condition for employment in the occupation for which the program prepares the student, or is programmatically pre-accredited when programmatic pre-accreditation is sufficient according to the State or Federal agency;
- (ii) Satisfies the applicable educational requirements for professional licensure or certification requirements in the State so that a student who enrolls in the program and seeks employment in that State after completing the program, qualifies to take any licensure or certification exam that is needed for the student to practice or find employment in an occupation that the program prepares students to enter

### III: Policy Statement

- A. For enrolled students, location is the state where they reside and is based on the mailing address listed in UAOnline / Banner. It is the student's responsibility to update their information in UAOnline under Personal Information. Students can select Manage Your Email, Address, and Phone Information to check or update their information.
- B. For prospective students, location is the state of the mailing address provided by the student in the application when the student applied for admission.
- C. For students whose mailing address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Alaska.
- D. Student location designations will remain in effect unless and until a student officially changes their mailing address in UAOnline (Personal Information, Manage Your Email, Address and Phone Information). Once a student updates their mailing address, the date of entry will be used as the effective date of a student's revised location for the purposes of this policy. If a student does not notify UAA of a change of address and their mailing address has been end-dated in the student record system because mail was returned as undeliverable, their location will be considered the state of Alaska.

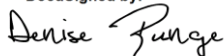
### IV. Procedure /Roles/Responsibilities

- A. Office of Academic Affairs maintains the list of programs/state combinations where UAA meets or does not meet the requirements for licensure or certification.
- B. Office of Admissions sends out general disclosures to all applicants at the time of application submission. If the program leads to licensure/certification, a 2nd, specific disclosure is made. If the program does not meet requirements for the student's state of residence, a form is sent with their options: affidavit, change of application, or withdrawal of application.
- C.Registrar's office sends out a specific disclosure if a change of major is received for students to move into a program that can lead to licensure or certification. If a program does not meet the requirements for licensure or certification in the student's state of residence, a form is sent with their options and change of major is not processed unless/until student makes their selection.

### V. Reason for the Policy

Defines how location will be determined for students to align with federal requirements outlined in section II.

### VI. Approval

DocuSigned by:  


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Chancellor Approval

July 1, 2025

Date