



ACADEMIC AFFAIRS GUIDELINES

Section 10:	Miscellaneous	
Title:	Student Location Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised
10.8	N/A	02/2021
Reference:	AAC February 2021	
Related Form(s):		

1. Determining Student Location

- 1.1. In order to meet federal regulations, institutions are required to have a process for determining the location of their students.
- 1.2. Prior to course registration, the universities shall require students to state where they will be physically located each semester to take courses or participate in supervised field experiences (internships, clinical placements, student teaching, or practicum). Students will have the opportunity to update their responses at any time, and may also update them during the attendance confirmation. Students are only required to respond at the time of course registration.
 - 1.2.1. For each semester in the registration period, students will select:
 - 1.2.1.1. A state or territory they will be located in
 - 1.2.1.2. That they will be located outside of the country.
 - 1.2.1.3. That they will not be attending or will have graduated prior to the start of term and will not be enrolled.

2. Student Location Reporting

- 2.1. A State Authorization Report will be available to the campuses, and will include information on students who have completed the state authorization questions during registration.
 - 2.1.1. Information in the report will include: identifying information, campus, active programs, semesters with active course registrations, active course information (including CRN, section number, delivery method, and instructional method), whether the student has applied for a degree, expected graduation date, student type, and the location responses for each semester with the date the response was given.
- 2.2. Campuses shall use the information provided in the State Authorization Report, along with information provided by departments/academic programs in order to meet reporting and disclosure requirements that are related to SARA or federal regulations.

SOURCE:

AAC February 2021.