



# Student Location Determination Policy

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**Policy Title:** Student Location Determination Policy

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**Policy Statement:** Federal and state regulations require institutions of higher education to make a determination regarding the State in which a student is located, which must be applied consistently to all students.

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**Purpose:** The purpose of this policy is to define how Franklin University determines student location.

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**Scope:** This policy applies to all students taking credit-bearing courses at Franklin University; including on-ground, online, and military students.

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**Definitions:** **Regulatory Language**  
**§600.9 State authorization.**

(c)(2)(i) For purposes of this section, an institution must make a determination, in accordance with the institution's policies or procedures, regarding the State in which a student is located, which must be applied consistently to all students.

(ii) 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.

(iii) 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.

## Location of a Student

*IPEDS* - Location for those students enrolled exclusively in distance education should be their physical location or current address, as of the institution's Fall reporting date. If this is not available, use the address on file for the student.

For students enlisted in the military on active duty, use the permanent address instead of the student's physical location.

*NC-SARA* - Location is the state, territory, or district where the student is located while receiving the instruction and does not refer to the student's official state of residence.



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Report military students as you would all students: according to their location while taking the particular course or courses during the time period covered

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**Policy Details:** Franklin University recognizes the student address on file in the student information system as the student's physical location.

Due to federal and individual state regulations, Franklin University is limited in providing online courses and programs to students in certain states and countries. Acceptance into an online program or enrollment in an online course is based on where the student is physically located while taking the course(s). Some additional activities, such as completing clinical and internship requirements in a location outside of Ohio, are also governed by these regulations.

A student's physical location is recorded in the University's student information system at the time of enrollment and will remain in effect unless and until the student provides official notification to the University. Official notification of change in location is defined as completion of the online address change request form within the student information system, completion of the address change request on the Franklin website, and/or notification to the student's academic advisor. Dependent on the new location, Franklin University may or may not be able to allow the student to continue taking online courses or approve clinical or internship placements.

Students will be notified of this policy annually.

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