

## **I. Policy Information**

**Policy Title:** Student Location Determinations

**Policy Owner:** Enrollment and Retention Management

**Responsible Official:** Vice Chancellor for Enrollment and Retention Management

**Approved by:** Chancellor on recommendation of the Chancellor's Cabinet

**Date Approved:** 07/02/2024

**Date Amended:**

**Effective Date of Amendment:**

**Targeted Review Date:** 07/01/2025

**Contact:** Vice Chancellor for Enrollment and Retention Management

### **I. Purpose**

The purpose of this policy is to determine the state in which a student is located as required by 34 CFR § 668.43.

### **II. Scope**

This policy applies to current students and prospective students.

### **III. Background**

In November 2019, the Department of Education promulgated regulations requiring that institutions of higher education make a determination regarding the state in which a student is located for the purpose of making certain disclosures. The disclosures pertain to educational programs 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 meeting such requirements. The location determination must be made at the time of the student's initial enrollment in the educational program, and again upon formal receipt of information from the student that their location has changed. These regulations can be found at 34 CFR § 668.43(c) as amended on October 31, 2023.<sup>1</sup>

### **IV. Statement of Policy**

For the purposes of this policy, a student's location (not residency) will be determined at the time of initial enrollment (registration) in any undergraduate or graduate program. Students located outside of Illinois will receive and be required to sign a digital attestation form.

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<sup>1</sup> The amendments to this regulation can be found in *Institutional and Programmatic Information*, 88 Federal Register 74700 (2023), (to be codified at 34 CFR § 668.43). The amendments take effect on July 1, 2024.

A student signing a written attestation that they intend to seek employment in a State will be considered located in that State effective upon the date the signed attestation is delivered to the UIS Registrar. The written attestation must be in the form prescribed by UIS.

Location designations shall remain in effect unless and until a student changes the U.S. state or territory listed in their permanent address using the online Student Self-Service tool and completed the location change form OR without a permanent address change notifies the Registrar that they intend to change their location for the purposes of this policy. Once a student has notified the Registrar's office per stated policy on the Registrar's webpage regarding address changes, the university will consider the new U.S. state or territory as the student's location for the purposes of this policy.

This policy only determines location (not residency) for purposes of professional licensure as governed by 34 CFR § 668.43 and is not a factor in determining residency for tuition purposes. All other university policies that determine Illinois residency for the purpose of tuition assessment will not be superseded by this policy.

## **V. Procedures**

The Office of the Vice Chancellor for Academic Affairs and Provost will use a student's location as determined by this policy to make any general educational program disclosures required by 34 CFR § 668.43(a)(5)(v) and any individual educational program disclosures required by 34 CFR § 668.43(c)(1) and (2).

When requested, and subject to applicable privacy laws, the Office of the Vice Chancellor for Academic Affairs and Provost or designee will make the determination regarding a student's location, together with any supporting documentation, available to the Secretary of Education.

## **VI. Definitions**

Current students: Students who are currently enrolled in a University of Illinois Springfield educational program.

Permanent address: Permanent address includes permanent home address.

Prospective students: Students who have applied for admission to the University of Illinois Springfield educational program but who have not yet enrolled.

Students: Students include current students and prospective students.

## **VII. Forms, Tools and Additional Resources**

Student Self-Service (<https://apps.uillinois.edu/selfservice/>)

**VIII. Website Address for this Policy**

<https://www.uis.edu/policies>

Date approval recommended by Chancellors Cabinet: 07/02/2024

Date approved by Chancellor: 07/02/2024

Chancellor Signature: 