



## **XAVIER UNIVERSITY**

### **Student Location Policy**

**Effective:** June 1, 2024

**Last Updated:** n/a

**Last Review:**

**Responsible University Office:** Office of the Provost

**Responsible Executive:** Provost and Chief Academic Officer

**Scope:** All students, as well as staff and faculty who teach and administer Xavier University academic programs.

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#### **A. REASON FOR POLICY**

Xavier University must be able to determine student location for purposes of complying with Federal Regulations requirements related to professional licensure disclosures and distance education authorization. This policy defines student location and outlines the procedures students are required to follow to regularly verify their location and to report changes in their location. This policy applies to undergraduate and graduate students across all modalities of instruction.

U.S. Department of Education regulations require universities to have a student location policy that is consistently applied to all students and can be provided in writing, upon request, to the U.S. Secretary of Education, including the basis for determination. Determination of location must be made at the time of the student's initial enrollment in an educational program and when the institution receives notification from the student that the student's location has changed to another state.

#### **B. POLICY**

For students enrolled solely in on-ground courses, their location is considered the State of Ohio, where Xavier University is located.

For students who are simultaneously enrolled in online and on-ground courses (which require their presence on campus or at Xavier facilities), their location is considered the State of Ohio, where Xavier University is located.

For students enrolled solely in online courses in a given term, their location is the state or territory where the student is located while receiving instruction. This location should be recorded in the University's Student Information System (SIS) as the student's Local Address.

For prospective students considering enrolling in an on-ground program or program with both on-ground and online courses, student location will be considered Ohio, where Xavier University is located.

For prospective students considering enrolling in a fully online program or as a fully online student, student location will be considered the Local Address.

This policy does not pertain to learning placements (such as internships, student teaching, clinical placements, or field experiences) or to study abroad experiences. Student location during these experiences is considered the State of Ohio, for students in on-ground programs, or the Local Address, for students in fully online programs.

## **C. DEFINITIONS**

**Campus** includes Xavier's main location and other supporting facilities in Ohio.

**Home Address** is defined as a student's permanent residence.

**Initial Enrollment** is defined as the first term a student is enrolled in a program.

**Licensure** is defined as a state-issued credential required to work in a profession.

**Local Address**, for purposes of this policy, is defined as where a student is physically located while engaged in their online academic instruction.

**Online Courses** are defined as either asynchronous or synchronous courses that do not require students' presence on Campus or at Xavier facilities.

## **D. PROCEDURES**

Xavier University will determine a student's location (state) throughout their academic career, including:

1. Upon the student's initial enrollment in an educational program;
2. Upon written notification from a student as to a change in their location, including an update to Local or Home addresses; and
3. Regularly, through an automated address verification process prior to the start of the Fall term.

Students are required to notify the university of a change in location. Upon relocation or change of address, students must update their student record in the SIS with the new location information within 10 business days.

Students enrolled in online programs must be made aware at the start of their program that: continued enrollment may be subject to where they are physically located while taking course(s); they are required to notify Xavier University of any changes to their Local or Home Address; and if they relocate to a state in which Xavier is not authorized or otherwise exempt, their enrollment and/or licensure eligibility may be negatively affected.

#### **E. EXHIBITS**

N/A

#### **F. HISTORY**

Include information about previous policy versions or whether this policy replaces an existing policy.

This is a new policy.

#### **G. REVIEW SCHEDULE**

Review 6/2027.

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**Other applicable policies and/or resources:**