

Student Location Policy

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SECTION I. PURPOSE

This policy establishes the requirement, timing and process for the University of St. Thomas to collect the location of its currently enrolled and prospective students.

This policy is intended to comply with the requirements set forth by the United States Department of Education in the Code of Federal Regulations, including but not limited to 34 CFR § 600.9(c)(2) (regarding the determination of the State in which a currently enrolled student is located, as required for the State authorization of educational institutions qualified in whole or in part as an eligible institution of higher education under the Higher Education Act of 1965, as amended) and 34 CFR § 668.43(c) (regarding the determination of the State in which a currently enrolled or prospective student is located, as required for educational institutions that participate in any student financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended).

SECTION II. SCOPE AND APPLICABILITY

This policy applies to employees assigned to the Innovation and Technology Services division (including, but not limited to, the Enterprise Data and Registrar units), the Office of Admissions, the Office of Academic Affairs, and to employees assigned to St. Thomas schools and colleges that offer graduate programs. This policy governs the recording and maintenance of location data for all currently enrolled and prospective students in any school or college at St. Thomas.

SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- a. ***Credit-bearing course*** means a course that (i) is offered by St. Thomas for academic credit, (ii) is required as an accompaniment to a course offered by St. Thomas for academic credit (e.g., a laboratory section), or (iii) bears no academic credit but is required or counted by St. Thomas as part of a credit-bearing program, in each case regardless of the mode of course delivery.
- b. ***Currently enrolled student*** means an individual who has been admitted by St. Thomas to enroll in credit-bearing courses with the intention of obtaining a degree or certificate.
- c. ***ITS*** means St. Thomas's Innovation and Technology Services division, or a successor division, that is responsible for developing initiatives and providing services that enhance faculty and student success, improve campus services and processes, increase communication and awareness and create and reflect best information technology practices in higher education.
- d. ***Location*** means the State or non-U.S. country in which a currently enrolled student is physically located when taking one or more courses at St. Thomas (recorded as "Local Address" in the SIS), or the State or non-U.S. country in which a prospective student is physically located when submitting an application for admission to any degree- or certificate-granting program (recorded as "Home Primary Address" in the SIS).

- e. **Prospective student** means an individual who submits an application for admission to any St. Thomas degree- or certificate-granting program.
- f. **State** means a State, territory or freely associated state of the United States, including (without limitation) the District of Columbia, American Samoa, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau. The latter three are also known as the Freely Associated States.
- g. **Student Information System (SIS)** means the various information management systems that St. Thomas uses to record, maintain, and manage student data, including, but not limited to, data on admission and retention, advising, housing, registration, and student financial accounts.

SECTION IV. REQUIREMENTS AND PROCESS FOR CURRENTLY ENROLLED STUDENTS

Designated St. Thomas employees will be responsible for implementing a process to require all currently enrolled students to timely verify their location at the beginning of the fall and spring academic terms, in accordance with instructions provided by St. Thomas. To facilitate the collection of information on the location of currently enrolled students, the supervisors of the following units will be responsible for directing appropriate employees within their respective units to timely undertake the following actions:

1. ITS has responsibility to create and maintain the appropriate “Local Address” field(s) in the SIS for the recording of each student’s location.
2. The Office of Student Data and Registrar has responsibility for ensuring that students are given an appropriate prompt in the SIS to the following effect: “Below is the Local Address information we currently have on file for you. This should be the address where you will live during the coming semester.” St. Thomas will require students to confirm or correct the information before they can continue in the SIS. The Office of Student Data and Registrar will ensure that the location submitted by the student is recorded in the appropriate field(s) in the SIS.

SECTION V. REQUIREMENTS AND PROCESS FOR PROSPECTIVE STUDENTS

To facilitate the collection of information on the location of prospective students, supervisors of the following units will be responsible for designating appropriate employees within their unit to timely undertake the following actions:

1. ITS has responsibility to create and maintain the appropriate “Home Primary Address” field(s) in the SIS for the recording of each prospective student’s location when submitting an application for admission to any degree- or certificate-granting program.
2. The undergraduate Office of Admissions and Aid and all graduate schools and colleges will require prospective students who complete an application for admission to enter their “Home Primary Address” as part of the application. The applicable unit exercising this responsibility will ensure that the location submitted by the prospective student is recorded in the appropriate field(s) in the SIS.