


## BOARD ACTION

<b>Policy:</b>	3358-5-09	
<b>Title:</b>	Approval of Student Location Determination Policy 3358-5-09	
<p><b>PURPOSE</b> The purpose of this policy is to define clear and consistent practices for establishing the location of students.</p> <p><b>POLICY STATEMENT</b> 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.</p> <p><b><u>Establishing Student Location</u></b> Edison State Community College recognizes the student address on file in the student information system as the physical “student location.” Student location is recorded in the student information system at the time of enrollment. “Time of Enrollment” is defined as the point at which students have been admitted to a program or major but have not yet registered for courses in that program or major.</p> <p><b><u>Change in Student Location</u></b> The student location established at the time of enrollment will remain effective unless and until the student provides notification to the College. Official address change notification is defined as completing the address change form or update within the student information system. Once the student notifies the College, the date of entry will be used as the effective date of a student’s revised location for the purposes of this policy. If a student does not notify the College of a change of address and their permanent address has been end-dated in the student record system because mail was returned as undeliverable, their location will be considered the state of Ohio.</p> <p><b>PERSONS AFFECTED</b> The policy applies to all students taking credit-bearing courses at Edison State Community College.</p>		
<b>Impact on Student Success:</b>	The policy applies to all students taking credit bearing courses at Edison State Community College including on campus and online students	
<b>Impact on Budget:</b>	There is no impact.	
<b>Recommendation:</b> Approve the Student Location Policy		
<b>Does this replace an existing policy?</b> NA		
<b>Approved:</b> YES/NO <input checked="" type="radio"/> YES <input type="radio"/> NO	<b>Signature:</b>  Chair	<b>Date:</b> 06.26.24