**Policy Information**

**Policy Owner:** Provost

**Presented to:** University of Illinois Chancellor’s Cabinet

**Date Presented and Reviewed:** 7/14/2020

**Effective Date:** 7/1/2020

**Date Amended (most recent):** N/A

**Targeted Review Date:** 7/1/2023

**Contact:** InstEffect@uis.edu*,*

**Purpose**

The purpose of this policy is to determine the State in which a student is located as required by 34 CFR § 668.43(c)(3).

**Scope**

This policy applies to current students and prospective students.

**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, which can be found in the Federal Register at 34 CFR § 668.43(c)(3), take effect on July 1, 2020.

**Statement of Policy**

For the purpose of this policy, a student’s location is the U.S. state or territory listed in the permanent address included in their University of Illinois admissions application or educational program equivalent.

For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location shall be considered the State of Illinois.

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. Once a student enters a new U.S. state or territory, the university will consider the new U.S. state or territory as the student’s location for the purposes of this policy.

**Procedures**

The Office of the 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 Provost will make the determination regarding a student’s location, together with any supporting documentation, available to the Secretary of Education.

**Definitions**

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

Permanent address: Permanent address includes permanent home address.

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

Students: Students include current students and prospective students.

**Forms, Tools and Additional Resources**

[Student Self-Service](https://apps.uillinois.edu/selfservice/)

**Website Address for this Policy**

<https://www.uis.edu/about/student-consumer-information/>