



Chapter 3: Educational Policies

Determination of Student Location and Residency

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| Authority: | HTC |
| Custodian of Policy: | Vice President of Academic Affairs |

POLICY STATEMENT

Determination of Student Location

Part 1. Purpose

This policy defines how the College determines a student's residence (i.e. location) in order to provide accurate professional licensure information as required by the United States Department of Education (USDE) and the National Council for State Authorization Reciprocity Agreements (NC-SARA).

Part 2. Definitions

Subpart A. Local Address

A physical address where a student currently or will live and/or frequently stay during the time they will be taking classes for the upcoming term. It is a place of residence where someone would be most likely to find the student; where the student puts their head down at night.

Part 3. Determination of Student Location

Hennepin Technical College will determine the location of a student for purposes of providing accurate professional licensure disclosures in the following way by using the "Local Address" field within the Student Information System (SIS).

All degree-seeking students provide and review their Local Address as part of the enrollment process. Continuing and returning students can update their Local Address at any time via the Student Information Change form. A student-initiated update via the form is effective-dated with the date of the change.

Part 4. Data, Reporting, and Disclosure re. Professional Licensure

Data on student location for students enrolled in a program that leads to professional licensure will be provided by Institutional Effectiveness to Enrollment Management on a weekly basis. Per these federal regulations, Enrollment Management is required to make individual written disclosures to prospective and current students if the program does not meet the educational requirements for initial licensure/certification in the student's state of location, or if the program has not made a determination regarding whether the program meets the educational requirements for initial licensure/certification.