

Category: Student Services

Policy Title: Student Location

Policy Number:

*Policy Statement:*

GCCC collects and reports student address information to meet federal regulations, analyze patterns in student data for retention and enrollment purposes, and support safety and emergency notification processes.

Federal regulation (34 CFR § 668.43) requires that the College determine the location of students enrolled in a program that leads to licensure. The College defines student location as the student's legal, permanent address ("current home/permanent address" in Colleague).

The College embeds processes to confirm student location at application and throughout their attendance. Students are responsible for completing the Change of Address form available from the Registrar's Office if their location changes.

Student location information is shared in annual reports to the National Council for State Authorization Reciprocity Agreements (NC-SARA) to maintain GCCC's active participation in the State Authorization Reciprocity Agreement.

*Procedures:*

GCCC will determine a student's address:

1. At the time of the student's initial application to the College.
2. At the time a student changes their program or initially enrolls in a program cohort course that has been determined to lead to professional licensure.
3. When an official and completed information change form is submitted to the registration office which shows a change in the student's address.
4. Prior to enrolling for the first time each semester, the College will require students to accept a location agreement within the student enrollment platform. Students are then prompted to complete a change of address form if their information is incorrect.

Reviewed:

Reviewed:

Revised: 7.10.2024

5. If the student does not provide an address and is enrolled in at least one on-campus course, the student's location is determined to be Kansas.
6. If a student does not provide an address and is not enrolled in at least one on-campus course, the student's physical location is determined to be the state provided in the initial application process.

When students provide address change information to the Registrar's office, the changes are recorded in the official student record. Student location reporting is pulled from the most recent data available in the student information system.

*Notes:*

Related to the Distance Education Disclosure Policy

Reviewed:

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Revised: 7.10.2024