

Determining Online Student Location Policy

Policy Number: TBD

Owner Department: Brian McCarthy, Registrar

Approved Date/Effective Date: 10/28/2020

I. POLICY STATEMENT/PURPOSE

The College will maintain a record of online students' location by state, to be updated each quarter, in accordance with State Authorization Requirements (SARA).

II. POLICY STATUS

New

III. HISTORY/BACKGROUND (non-mandatory)

SARA requires that the College maintain a record of the location (state) from which online students are taking courses.

IV. DEFINITION(S)

Online Student – Defined as students receiving instruction offered by any means where the student and faculty member are in separate physical locations. This includes, but is not limited to, online interactive video and correspondence courses or programs.

V. SCOPE/KEY STAKEHOLDERS

Registrar's Office, Academics Department

VI. POLICY ITEMS

Quarterly Location Verification

- A. Each term the Registrar's Office will request Online Students to verify and/or update the location in which they will be taking courses in the current term.
- B. The location will be tracked in a specific address row, separate from the Online Student's permanent or mailing address

VII. RESPONSIBILITY FOR IMPLEMENTATION

Registrar's Office with assistance from IT.

VIII. RELATED POLICIES (non-mandatory)

None

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IX. RELATED DOCUMENTS (non-mandatory)

None.

X. NEXT REVIEW DATE

XI. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council, SGA, Faculty Senate, Staff Senate	10/28/2020	
2			

XII. POLICY AUTHOR/CONTACT

Registrar's Office