



## Overview

In accordance with the U.S. Department of Education regulations, institutions must determine student location, by state, for distance education purposes in educational programs leading to state licensure or certification. Under these regulations, a state is defined as: A State of the Union, American Samoa, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau. The latter three are also known as the Freely Associated States.

For the purposes of required professional licensure and certification disclosures and reporting under 34 CFR § 668.14 and 34 § CFR 668.43, University of Western States determines the location of a student as follows:

- For students enrolled solely in an on-ground program or course, their location is considered the State of Oregon, where UWS is located.
- For students who are enrolled in an on-ground program (which requires their presence on campus or at UWS facilities) and simultaneously taking online courses, their location is considered the state of Oregon, where UWS is located.
- For students enrolled solely in online or hybrid programs with the majority of course work online in a given term, their location is the state or territory where the student is located while receiving instruction. This location is recorded in the university's student information system (SIS) as the student's Local Address.
- For prospective students considering enrolling in an on-ground program or program with both on-ground and online courses, student location is considered Oregon, where UWS is located.
- For prospective students considering enrolling in a fully online program or as a fully online student, student location is considered the Local Address.

This policy does not pertain to learning placements (such as internships, clinical placements, or field experiences) or to study abroad experiences. Student location during these experiences is considered the state of Oregon, for students in on-ground programs, or the Local Address, for students in fully online programs.

## Definitions

- **Campus** includes University of Western States main location and other supporting facilities in Oregon.
- **Home Address** is defined as a student's permanent residence. Residency may be used to determine student access to different tuition/fee schedule or scholarship.
- **Initial Enrollment** is defined as the first term a student is enrolled in a program.



- **Licensure** is defined as a state-issued credential required to work in a profession.
- **Local Address**, for purposes of this policy, is defined as where a student is physically located while engaged in their online academic instruction. Local Address is different from residency.
- **Online Courses** are defined as either asynchronous or synchronous courses that do not require students' presence on campus or at UWS Oregon facilities.

### **Determination of a Student's Location**

UWS determines a student's location (state) throughout their academic career, including:

1. Upon the student's initial enrollment in an educational program;
2. Upon written notification from a student as to a change in their location, including an update to Local or Home addresses; and
3. Regularly, through an address verification process at the start of the Fall term.

Students are required to notify the university of a change in location. Upon relocation or change of address, students must update their personal information in the [Student Gateway](#) with the new location information within 10 business days.

Students enrolled in online programs must be made aware at the start of their program that:

- their ability to seek professional licensure may be subject to where they are physically located while taking course(s); and
- they are required to notify UWS of any changes to their Local or Home Address.

**Related Policies:**     [Policy 1231 Student Record Retention and Disposal](#)  
                                 [Policy 1224 National Board and Licensing Examinations](#)

**Keywords:**     (alphabetical list of words someone is likely to search to find this policy)  
                         E.g., grades, payment, transfer credit, etc.