



## **POLICY ON DETERMINING STUDENT LOCATION**

### **Purpose and Scope of Policy**

In accordance with US Department of Education regulations and the National Council for State Authorization Reciprocity Agreements (NC-SARA) guidelines, Mercer University is required to have a university-wide process for collecting and reporting student location data for the purpose of providing disclosures to students in programs that lead to professional licensure and for accurately reporting the location of distance learning students and those engaged in experiential learning outside of Georgia.

This policy applies to programs that lead to professional licensure, programs that include experiential learning placements, and students enrolled in online programs or taking exclusively online courses.

### **Definitions**

- A. Online Program: A program offered synchronously or asynchronously where the instructor and student are not present at the same location for any instruction.
- B. Experiential Learning Placement: An internship, externship, clinical rotation, or field based experience that confers credit and takes places off-campus.
- C. Licensure (or Certification): An official process administered by a state-level or territory-level authority that is required by law for an individual to practice a regulated profession in that state or territory.
- D. Program: An academic program at Mercer University that prepares a student to practice in a field that may require licensure or certification to practice in a particular state or US territory or a program that includes an experiential learning placement.
- E. Professional Licensure Disclosure: The disclosures by Mercer University to students and prospective students concerning whether a Licensure Program meets educational requirements for licensure or certification in the various states and US territories.
- F. Student Location: The state/territory in which a prospective or current student is physically located.

### **Policy on Determining Student Location**

Mercer University is required to determine the location of prospective and current students at different time points. Student location data must be reported to responsible parties to ensure

that the Professional Licensure Disclosure is appropriately distributed and that reporting to NC-SARA on distance learners and experiential learning placements is accurate.

**A. Prospective Students of Professional Licensure Programs**

The state or territory that a prospective student supplies on an application for admission is used to determine the applicant's location. Applicants for general admission to the University as undergraduates shall be included if they indicate an interest in Engineering or Education as a major, as shall undergraduate students who declare a major in Engineering or Education after matriculation.

**Responsible parties:** University and Program Admissions Offices

**B. Students Enrolled in a Program That Leads to Professional Licensure**

Student location data for enrolled students are gathered from records maintained by the Registrar. For students in online programs, the state or territory location recorded on the Student Master in Nexus is used. For all other professional licensure programs, Georgia is the student location while enrolled.

**Responsible parties:** Registrar, Program Directors/Coordinators

**C. Students with an Experiential Learning Placement**

Student location data for students enrolled in an experiential learning course outside the state of Georgia are gathered by the Experiential Learning Placement coordinator who verifies the placement. These data are supplied to the Office of Institutional Effectiveness every spring to fulfill reporting requirements of NC-SARA.

**Responsible Parties:** Experiential Learning Coordinators, the Office of Institutional Effectiveness

**D. Students Enrolled in Online Programs or Exclusively in Online Courses**

Student location data for enrolled students are gathered from records maintained by the Registrar. For students in online programs, the state or territory location recorded on the Student Master in Nexus is used.

**Responsible Parties:** Registrar, Office of Institutional Effectiveness

**E. Student Relocation**

Mercer will consider a student's location changed, if, during the time of enrollment in the relevant program, the student formally notifies the University of a change of address that involves a change of state or territory.

**Responsible Party:** Registrar