

Institutional Policy on Determining Student Location

1. Purpose

In compliance with applicable United States Department of Education regulations, including 34 CFR § 668.43, and the State Authorization Reciprocity Agreement (NC-SARA) framework, LaGuardia Community College must determine the state or territory in which a prospective or currently enrolled student is located for purposes of required disclosures related to programs that lead to professional licensure or certification.

This policy establishes how LaGuardia Community College determines, records, and updates student location for disclosure and compliance purposes.

2. Scope

This policy applies to prospective and current students who apply to or are enrolled in credit-bearing programs at LaGuardia Community College, with particular attention to programs that are designed, advertised, or understood to lead to professional licensure or certification.

For purposes of this policy, student location is used only for federal and state authorization disclosure requirements and is distinct from residency classification for tuition purposes.

3. Definition of Student Location

For purposes of professional licensure and certification disclosures, student location means the United States state or territory associated with the student's permanent address as maintained in the College's official student information system.

4. Determination of Student Location at Initial Enrollment

For prospective students, LaGuardia Community College will determine student location at the time of application for admission using the permanent address supplied by the student on the official CUNY admission application.

Once recorded in CUNYfirst, that address will serve as the official student location for required pre-enrollment disclosures related to professional licensure or certification programs.

5. Determination of Student Location for Current Students

For currently enrolled students, student location will be based on the active permanent address on file in CUNYfirst.

Students are responsible for maintaining an accurate and current permanent address with the College. A change in student location will be recognized on the date the updated permanent address is officially processed and reflected in CUNYfirst.

6. Student Responsibilities

- Provide a complete and accurate permanent address at the time of application and enrollment.
- Promptly update their permanent address if they move or relocate to another state or territory.
- Review professional licensure disclosures carefully before enrolling in or continuing in a program that may lead to licensure or certification.
- Consult with the academic department if they plan to relocate while enrolled in a licensure-track program.

7. Institutional Responsibilities

- LaGuardia Community College, through the Office of the Registrar and the applicable academic departments, will use the permanent address in CUNYfirst as the official basis for determining student location.
- The College will maintain procedures for recording and updating student location and will coordinate with academic departments offering programs leading to professional licensure or certification.
- The College will provide required pre-enrollment and post-enrollment disclosures based on the student's recorded location and the institution's current licensure determinations for that state or territory.

8. Professional Licensure and Certification Disclosures

If a student applies to, is admitted to, or is enrolled in a program leading to professional licensure or certification, the College will provide disclosures as required by applicable law and regulation based on the student's official location.

If a currently enrolled student in a licensure-track program updates their permanent address to a state or territory in which the program does not meet, or has not been determined to meet, educational requirements for licensure or certification, LaGuardia Community College will provide direct written notice to the student within 30 calendar days after the address change is recorded in CUNYfirst.

9. Administrative Oversight

The Office of the Registrar will serve as the official office of record for student location.

Academic departments offering programs that may lead to licensure or certification are responsible for maintaining current determinations about whether their programs meet educational requirements in states or territories where students may be located, in coordination with Academic Affairs and any designated institutional compliance offices.

10. Records and Retention

Student location data maintained in CUNYfirst, together with any required disclosure records issued under this policy, will be retained in accordance with applicable CUNY and College records retention requirements.

11. Policy Review

This policy will be reviewed periodically by the Office of the Registrar, Academic Affairs, and other appropriate institutional offices to ensure continued compliance with federal regulations, NC-SARA requirements, and CUNY policy.

12. Implementation Notes

- Before final adoption, the College should identify which academic programs are considered licensure or certification pathways and assign the responsible departmental contact for each program.
- The College should also confirm the office or workflow responsible for issuing 30-day written disclosures and align this policy with the current CUNYfirst address-change process and any related Registrar procedures.