MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	03-0021				
Name of Policy:	Student Location Policy				
Date of Last Revision:	Sept 2024	Initial Date of Approval:	Sept 2024	Initial Effective Date:	July 1, 2024
Policy Owner	Academic Affairs (Ad-hoc Title IV Compliance Committee)				
Policy/Chapter Sections					
Date of Next Review:	Sept 2025				

1.0 PURPOSE

The purpose of the policy is to comply with new federal professional licensure and certification requirements issued by the U.S. Department of Education. The requirements impact institutional certification to participate in Federal Student Aid programs under Title IV of the Higher Education Act. Failure to follow the new regulations may result in loss of Title IV funding for programs that lead to licensure or certification, restrictions or penalties related to Title IV, as well as the potential for consumer fraud and/or misrepresentation claims.

2.0 SCOPE

This University Policy impacts admissions, academic, legal, financial aid, and registrar functions. It relates to academic programs designed to lead to professional licensure or certification and became effective July 1, 2024. Specifically, the Student Location Policy establishes how a student's location is established <u>at the time of initial enrollment</u> AND <u>at the time of enrollment into a professional licensure program</u>.

3.0 POLICY

Student location is determined at Missouri Southern **via** the student application process, during which each student provides a permanent and a mailing address. Missouri Southern considers the mailing address to be the applicant's location. Address updates are managed through student-initiated actions via LioNet, online form, and personally in the Office of the Registrar. Students are responsible for ensuring the currency of their permanent address.

4.0 HISTORY

Drafted – August 2024

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS

[Determination of Student Location Flowchart](#)
Student Attestation Procedure (in progress)