

SUNY Cobleskill Student Location Policy

PURPOSE

SUNY Cobleskill is committed to complying with federal and state rules and regulations regarding the operation of higher education institutions in every state in which it enrolls students in programs leading to certifications or professional licensure. This practice, known as State Authorization, relates to all out-of-state activities ranging from fully online programs to experiential learning activities in face-to-face courses. SUNY Cobleskill will review and complete authorizations for programs with out-of-state activities.

Below are the relevant regulations regarding Student Location. **State Authorization § 600.9(c)(2)(ii)** requires a policy on Student Location that must be provided to the Secretary of Education upon request.

Student locations will no longer correspond with the student's state of residence, but instead with the student's physical location. Institutions providing distance or correspondence education to students located outside of the state where the institution is physically located must meet the student's state's requirements for it to be legally offering distance or correspondence education in that state (State Authorization § 600.9(c)(1)(i)). Institutions must make determination of the state in which a student is located both at the time of the student's initial enrollment in an educational program and upon formal receipt of information from the student that their location has changed (State Authorization § 600.9(c)(2)(iii)).

For students currently enrolled, institutions would have **14 calendar** days to directly disclose that they had made a determination that a program did not meet state licensure or certification requirements for the state in which the student is located. For prospective students, the disclosure must be made prior to the student's enrollment in the program. The disclosures must be made directly to the student in writing, which may include through email or other electronic communication (§ 668.43(c)).

POLICY STATEMENT

Student location is determined at the time of initial enrollment at the College.

For purposes of this policy, the student location is the State where the enrolled student resides and is based on the physical location of the student.

For a prospective student, this is the State of the prospective student's residency at the time the student has applied for admission, intends to enroll, and is then entered into SUNY Cobleskill instance of the Slate Customer Management System.

For students with a permanent (mailing) address that does not include a U.S. State or territory (e.g., students living outside the United States), their location will be considered the State of New York.

Change of Address. The student location designation will remain in effect unless and until a student changes the U.S. State or territory listed in the student's permanent (mailing) address using a change of address form. Once a new U.S. State or territory is registered into the Student Information System, for any enrolled student, SUNY Cobleskill will consider that date of submission as the effective date of a student's revised location for the purposes of this policy.

All other college policies that determine New York State residency for the purpose of tuition assessment will not be superseded by this policy.

DEFINITIONS

- **Student Location:** For purposes of this policy, the student location is the State where the enrolled student resides (physical location) when they are officially enrolled in classes at SUNY Cobleskill during their first semester.
- **Initial Enrollment:** Time of initial enrollment is the first day of class of the student's initial semester. If a student is enrolled in one (1) or more online courses during their first semester at SUNY Cobleskill, the student is designated as an Online Student for reporting purposes. If a student changes academic programs (major), time of initial enrollment is the first day of class of the student's new academic program.
- If a student does not provide a physical location, and is enrolled in at least one on-campus course, the student's physical location is determined to be New York State.
- If a student does not provide a physical location, and is not enrolled in at least one on-campus course, the student's physical location is determined to be the state provided in the student's permanent address.
- **Licensure Program:** Program in a professional licensure field as outlined by NYSED.
- **Academic Program:** Any area of study that leads to a degree/major, certificate, minor, or named option.

REQUIREMENTS

Students may not be enrolled in any courses or program while in a location that is not authorized. Moreover, students may not be enrolled in and/or complete a licensure program while in a location where the licensure program does not meet educational licensure requirements. The only exception to this requirement is if a student submits an attestation stating they are aware the program does not meet the requirements but wishes to continue the program. The exception refers to the licensure program requirement only.

PROCEDURES

To comply with Institutional Information § 668.43(c), Licensure Requirement Direct Disclosures, the Admissions Office is the first point of verification and contact with prospective students applying to programs leading to certification or professional licensure. If a prospective student is located outside of New York State, they will receive an indirect notice asking them to review the state authorization public disclosures webpage, which includes locations where the program is approved and meets educational licensure

requirements. They will also be advised to contact SUNY Cobleskill if they wish to complete their program while located in an unauthorized location to complete an attestation form. The student may not continue in the program unless they submit an attestation that they understand the program does not meet educational licensure requirements in their location. Students failing to complete the attestation form will be dismissed from the program.

The applicable programs have been identified by the Academic Affairs Division and copies of the disclosures are available on the [SUNY Cobleskill Professional Licensure page](#).

The Dean's Office will send a direct disclosure email notification regarding the professional license disclosure to any student in one of the applicable programs upon acceptance (indirect disclosure– Admissions Office) and registration (Dean's Office – direct disclosure).

The Dean's Office will send a Direct Disclosure email notification regarding the Professional Licensure Disclosures to any student who changes their permanent (mailing) address to an out-of-state address or to students that have a permanent (mailing) address out-of-state and change their program of study to one of the applicable programs. The disclosures are sent within **14 calendar days** of the change being made. Students in these situations are flagged by the Registrar's office after a change of address is submitted.

APPLICATION

Prior to census day, the College Registrar and Dean's Office will review locations of all students and will contact students to have them complete the attestation form, if that have not yet done so. Students will have 14 days to complete the forms and the Dean's office will request drops from the departments for students in licensure programs or any other students in non-approved locations, if they do not submit the attestation form.

This policy shall be subject to annual review each February to ensure its accuracy and relevance.

RELEVANT FEDERAL STATUTES

34 CFR 668.14(b)(32)(ii)

32) In each State in which: the institution is located; students enrolled by the institution in distance education or correspondence courses are located, as determined at the time of initial enrollment in accordance with 34 CFR 600.9(c)(2); or for the purposes of paragraphs (b)(32)(i) and (ii) of this section, each student who enrolls in a program on or after July 1, 2024, and attests that they intend to seek employment, the institution must determine that each program eligible for title IV, HEA program funds...

(ii) Satisfies the applicable educational requirements for professional licensure or certification requirements in the State so that a student who enrolls in the program, and seeks employment in that State after completing the program, qualifies to take any licensure or certification exam that is needed for the student to practice or find employment in an occupation that the program prepares students to enter

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