



Responsible Executive(s): VP for Strategic Enrollment Management

Responsible Office(s): Admissions and Office of the Registrar

Effective date: January 7th, 2026

Next review date: January, 2027

Student Location Determination Policy

Purpose

This policy establishes the process by which Rosalind Franklin University of Medicine and Science (RFU) complies with federal regulations that require institutions to determine student location by state for residency and distance education purposes (Title IV, 34 CFR § 600.9, 34 CFR § 668.43; State Authorization Reciprocity Agreements (SARA)).

Policy Statement

Licensing and authorization requirements can vary by state; therefore, the location of prospective and current students may impact their ability to matriculate, meet the eligibility requirements of that state, and/or receive federal financial aid. RFU will determine the location of a student for reporting and compliance purposes, including providing accurate professional licensure disclosures, state authorization determinations, and SARA reporting requirements in the following way. All programs that lead to licensure or certification, regardless of modality (in-person, distance education), must determine the location for a student and provide the student with the related professional licensure disclosures. The university should follow the procedure outlined below to determine student location. RFU will use the student location determination to identify which prospective and current students need to receive direct professional licensure disclosures.

Scope & Applicability

This policy applies to all prospective and current students, and all staff and faculty.

Definition

Student Location means:

1. The physical street address where a matriculated student is physically living and/or frequently staying while enrolled in courses, programs, field experiences, or other educational activities.
 - a. Any student who will be attending a licensure program face-to-face, on-campus will be considered to be located on-campus by RFU.
2. The physical address for a site where a prospective or applicant student, including digital leads, is physically living and/or frequently staying at the time the prospective student applied for admission to RFU.

Procedure

The following interactions with students trigger identification of a student's location or a change of location in RFU's systems.

1. Prospect Identification – a prospective student indicates their location by providing a mailing address when submitting a request for information about a program offered by the RFU. This information is recorded in RFU's Slate admissions database and imported into SIS.
2. Application for Admission – a student who is applying for admission provides their home address in an application, which is recorded in RFU's Customer Relationship Management system, Technolutions Slate.
3. Enrollment – by registration and for each subsequent quarter, students are prompted to confirm and/or update their local address.
4. Notification of Change – enrolled students are asked to notify RFU via Self-Service when they change their local address – even when it occurs between registration times. (Prospective students and applicants are exempt from this self-reporting change requirement.) Students can contact the Office of the Registrar to change their permanent address.

When becoming aware that a student in a program that leads to professional licensure submits or is changing their location to a new state or territory, the Office of Admissions and Enrollment (prospective students or applicants) or the Registrar (enrolled students) will make a written disclosure within 72 hours if the program does not meet the educational requirements for initial licensure/certification in the

state of student's location. This action will be taken once the student has formally notified RFU.

If a student enrolled in a program that leads to professional licensure should move to a state where the program does not meet the education requirements, they may be permitted to maintain their enrollment; however, the student must consult with their college/program before moving. The Registrar will notify them of the impact on their ability to continue enrollment and/or obtain licensure in this state so they can consider such information.

Contacts

The following office can address questions regarding this Policy:

Office of the Registrar: (847) 578-3228, email: registrar@rosalindfranklin.edu