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| <b>SUBJECT:</b>          | Student Location and Disclosure   |
| <b>REVIEWED/REVISED:</b> | 7/2020; 5/2021  |
| <b>PURPOSE:</b>          | Provide guidance on determining a student's location and how students update their address. |
| <b>POLICY OWNER:</b>     | Vice President, Institutional Effectiveness   |

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**POLICY:**

In accordance with federal, state, and National Council for State Authorization Reciprocity Agreements ("NC-SARA") reporting requirements, NMC must have a college-wide process for collecting and reporting student location data for purposes of providing disclosures to students in educational programs leading to professional licensure regarding whether NMC's program meets licensure requirements in the state of the student's location.

**Determination of Student Location**

Student location is defined as the place in which the student is currently living or physically located (e.g. current address) at the time of enrollment in a program, not on the student's state of residency. Student location will be determined by the active local address in the student information system. Students are required to update their address upon any change in current address. Students can update their address at any time by filling out the Student Contact Information Change form on MyMethodist, and submitting to the Registrar via email at [nmc.registrar@methodistcollege.edu](mailto:nmc.registrar@methodistcollege.edu).