Student Location and Disclosure Policy

Unit: Office of the Provost
Effective Date: 7/1/2020
Revision Date:

Contact: Ginger Bishop
Title: Assistant Provost, Director of Institutional Effectiveness

Purpose

The purpose of this policy is to institute a university-wide process for collecting and reporting student location data in accordance with federal, state, and National Council for State Authorization Reciprocity Agreements (“NC-SARA”) reporting requirements and for providing disclosures to students in educational programs leading to professional licensure regarding whether UA’s program meets licensure requirements in the state of the student’s location.

Policy

The University of Alabama (UA) is committed to fully complying with all requirements issued by federal regulations and states and U.S. territories and by NC-SARA regarding the offering of educational programs and activities to students located outside the State of Alabama. UA complies with:

- Federal state authorization regulations that require UA to develop a process for determining the location of its students’ educational activities, including determining the student’s state location upon initial enrollment in an educational program, and, if applicable, determining when UA formally receives information from the student that their state location has changed;
- NC-SARA requirements to report the number and location of UA students engaged in distance education and all UA students in out-of-state learning placements (clinical rotations, student teaching, internships, etc.);
- NC-SARA and federal regulations that require UA to make public disclosures for students enrolled in any educational program, no matter the method of delivery, designed to meet educational requirements for a specific professional license that is required for employment in an occupation, or is advertised as meeting such requirements advising whether their successful completion in that program will enable or qualify the student to take the exam and/or to practice in their chosen profession in the state where the student is located, and that require UA to make individual disclosures to current and prospective students that a program leading to professional licensure does not meet educational requirements in states where students are located or that no determination has been made; and
- Alabama Commission on Higher Education (ACHE) requirements to identify educational programs designed to lead to licensure or certification required for employment in an occupation, to report educational programs offered through distance delivery, and to collect related enrollment data.

Employees who fail to comply with this policy are subject to The University of Alabama’s progressive discipline policies.

Scope

Department chairs, faculty/staff approving off-campus learning placements, Admissions, Office of the University Registrar, faculty with oversight in academic departments that offer educational programs leading to professional licensure or faculty or staff who advertise programs as meeting specific professional licensure or certification requirements and all students.
References

- 34 CFR § 668.43(c)(1)
- 34 CFR § 668.43(c)(2)
- 34 CFR § 668.43(a)(5)(v)
- 34 CFR § 600.9(c)(2)
- NC-SARA Data Reporting Handbook
- NC-SARA Manual

Office of the Provost

Signed: ________________________________________ 7/2/2020
Joel Brouwer
Associate Provost