



ETHICS AND RECORDS POLICY

NUMBER/TITLE: 605/Student Location Policy

Covered Individuals: All Students

Covered Locations: All Locations

Effective Date: 7-27-2022

Strategic Plan:

HLC:

Consultations: University Registrar

POLICY STATEMENT

To define the student's location to ensure compliance with each state's authorization requirements, including but not limited to professional licensure disclosures.

PURPOSE

Upper Iowa University (University or UIU) will determine the location of a student for purposes of providing accurate state authorization requirements. For example, professional licensure disclosures to the student in licensure related programs such as Master of Science in Counseling, Accounting, Teacher Education, etc.

DEFINITION

Legal Home Permanent *LHP – Code in our Student Information System to add permanent address to a student's record.

POLICY IMPLEMENTATION

UIU will determine the location of a student for purposes of providing accurate professional licensure disclosures in the following way. For prospective students the state provided on their inquiry/application will be used for the disclosure with the exception that if they selected the Fayette Residential Campus, those selecting Fayette will be provided with the information for the State of Iowa. Current students who are updating their Legal Home Permanent (*LHP) state will have their updates reviewed to provide the correct disclosure. Current students registered for a Fayette Residential Campus course will be provided with the Iowa disclosure.

Procedures

The University will send this disclosure at the time of application to the program, as well as review the updated addresses each session. UIU will also review if we are still meeting the state requirements each year and will update our website as needed.

CONTACTS

Responsible Administrator – University Registrar

Policy Contact – University Registrar

RELATED DOCUMENTS, FORMS, AND POLICIES

N/A

HISTORY

New/Revision No.	Date Approved	Revision Change
NEW	7-27-2022	