

LEHMAN COLLEGE (CUNY) Institutional Policy on Determining Student Location

1. Purpose In compliance with the United States Department of Education (USDOE) regulations (34 CFR § 668.43) and the State Authorization Reciprocity Agreements (NC-SARA) Manual, Lehman College must determine the state in which a prospective or currently enrolled student is located for the purpose of issuing required professional licensure and certification disclosures. This policy outlines the procedures by which Lehman College establishes and tracks a student's location.

2. Scope This policy applies to all prospective and current students applying to or enrolled in credit-bearing programs at Lehman College, particularly those programs designed to lead to professional licensure or certification. Please note that "student location" for the purposes of these disclosures is distinct from a student's legal residency classification for in-state tuition purposes.

3. Determination of Location at the Time of Initial Enrollment For prospective students, location is determined at the time of initial application. Lehman College uses the permanent address provided by the student on their official application for admission to the City University of New York (CUNY). This address is entered into the CUNYfirst Student Information System and serves as the official student location for the issuance of required pre-enrollment professional licensure disclosures.

4. Determination of a Change in Student Location For currently enrolled students, location is determined by the active permanent or mailing address on file in the CUNYfirst system.

- **Student Responsibility:** It is the official responsibility of the student to maintain an accurate and up-to-date address on record with the College.
- **Updating Location:** Students must report a change of address or relocation to a different state by formally updating their profile in the CUNYfirst Student Center or by submitting an official change of address form to the Office of the Registrar.
- **Date of Determination:** A change of location is recognized by the College on the date the address update is officially processed and recorded in the CUNYfirst system.

5. Application to Professional Licensure Disclosures If a student enrolled in a program leading to professional licensure officially changes their location in CUNYfirst to a state where the program does not meet the educational requirements for licensure, Lehman College will issue a direct, written disclosure to the student regarding this status within 14 days of the location change being recorded.