Polytechnic University of Puerto Rico
Student Location Procedure and Policy

Introduction
The purpose of this policy is to establish the procedure for determining student location\(^1\), to assure the compliance with the U.S. Code of Federal Regulations, specifically 34 CFR 668.43 (a) (5) (v) and 34 CFR 668.43(c). The student location is essential to ensure compliance with federal and states regulations, regardless of the mode of delivery of the course/programs. Out-of-State educational activities are subject to the regulations of states and territories within which they occur. Professional licensure requirements also vary by location, and disclosures to students are mandatory when a program does not meet the requirements within the student’s location.

Scope
This policy applies to all Polytechnic University of Puerto Rico campuses.

Procedure
For the PUPR, student location is based on the mailing address submitted by the student at the time of initial enrollment in a program or when there is any change of location, as indicated by a formal receipt of information from the student.

Student location is used for State Authorization purposes and may differ from the student’s residence. Students must comply with the following procedures to maintain institutional records up-to-date:

- **At the Initial Enrollment**
  - **Provide Location Address to the Admissions Office** – The student needs to provide a location address in the Admission Application.
  - **Acceptance of Disclosure in the Admission Application** – The student certifies that the information provided to the Admissions Office is correct through the acceptance of disclosure in the Admission Application.
  - **Change of Student Location and Student’s Responsibility** – Any student considering relocation, once admitted or enrolled, must submit a Change of Address form through the student information system. The student is the only one who can update the student location.

Validity
This policy shall enter into force in September 2020.

Approval
Miguel A. Riestra, PhD
Vice President for Academic Affairs

\(^1\) Student location is the state where the student is physically located.