

Palo Alto University

Psychology | Counseling

Policy on Determination of Student Location

Federal requirements (34 CFR § 600.9(c)) direct universities to establish a policy for determining in which states students are *located* for the purpose of issuing state-specific disclosures (34 CFR § 668.43). State location must be determined at the time of student's initial enrollment in a degree program and whenever the student notifies the university that their location has changed. This policy describes the process and procedures for making determinations of location at Palo Alto University (PAU).

Determination at Initial Enrollment

Entering students provide primary residence addresses during the application and admissions process. Addresses of applicants to PAU undergraduate degree programs are recorded in the Liaison EMP contact management system. Addresses of applicants to PAU graduate programs are recorded in PSYCAS, the APA centralized national application service.

Initial *state location determination* depends upon the modality of the program to which the student is admitted:

- All PAU in-person residential undergraduate and graduate degree programs are delivered in California; thus, the initial state location of all students entering in-person residential programs is California.
- Similarly, students entering hybrid programs, which employ a blend of in-person residential and online modes of delivery, are assigned California initial state locations.
- For students entering fully online undergraduate or graduate degree programs, the initial location is the state listed in the primary residence address recorded in Liaison EMP or PSYCAS.

Determination When Notified of Location Change

Enrolled students can change their address at any time using MyPAU, the web-based Palo Alto University Portal system. Electronic notifications of student address changes are automatically sent to the Registrar and the Vice President for Institutional Effectiveness. If an online student changes to an out-of-state address, the VP for Institutional Effectiveness (or delegate) changes the location determination to the new state recorded in the Portal system. Graduate students participating in required internships out-of-state, however, retain California location determinations.