



CHANGE OF LOCATION POLICY

Policy Started: March 13, 2026
Last Updated: March 31, 2026
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Policy Purpose

The purpose of this policy is to establish institutional procedures for determining the location of students enrolled at St. Francis College (the “College” or “SFC”) to ensure compliance with federal regulations and interstate authorization requirements. Specifically, this policy aligns with federal code amendment [34 CFR--PART §600.9\(c\)\(2\)\(ii\)](#) effective as of July 1, 2020 and the National Council for State Authorization Reciprocity Agreement (NC-SARA) rules listed in the [NC-SARA Manual 21.1](#).

Student Responsibility

The location of each student is determined by the information provided at the time of enrollment into the academic program. It is the student’s responsibility to inform the College if their location has changed during their enrollment. Students inform the College via Self-Service and/or in person by filling out a form in the Registrar’s office.

Scope of This Policy (To Whom and to What Change of Location does this Policy Apply)

All students participating in activities outside of New York must notify the College of their change of location. Students must inform the College if they move or are physically located in a different state, even if the change in location is not related to academic activities.

For example, a student must notify the College if they:

- Move to another state for a job, family reasons, or personal relocation
- Go to another state to live with family temporarily
- Spend a semester living somewhere else while still taking classes online

This policy applies to St. Francis College students in all modalities including, but not limited to, students who are enrolled in the following:

- Online programs;
- Online courses including online summer school;
- Hybrid courses;
- Face-to-face courses;
- Out-of-state learning placements including but not limited to clinical rotations, internships, community services, fellowships, undergraduate research, or student teaching;

- Study-abroad programs; and
- Enrollment in SFC online courses while out of the state of New York.

Definitions

- **National Council for State Authorization Reciprocity Agreement (“NC-SARA”):** NC-SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offer of postsecondary distance education. When states join NC-SARA, they agree to follow uniform processes for approving their eligible institutions' participation. They also agree to deal with other states' NC-SARA institutions in a common way when those institutions carry out activities in NC-SARA states other than their own.

NC-SARA's policies help protect students and provide benefits to both states and institutions carrying out distance education in multiple states. As of July 2019, 49 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands are members of SARA. About 1,993 colleges and universities are SARA members.

- **Residence:** The state in which the student has legal residence.
- **Location:** The state in which the student is located while engaged in St. Francis College educational activities. Please review our Student Location policy here: <https://www.sfc.edu/why-sfc/office-of-institutional-effectiveness-accreditation/consumer-information>
- **Time of Enrollment:** The student's initial enrollment into any St. Francis College program and not the time of the student's initial application to the institution.

If you have questions about this policy, please contact Jennifer B. Graham, Assistant Dean, Institutional Effectiveness and Accreditation, Office of Academic Affairs at 718-489-5479 or jgraham@sfc.edu.