



STUDENT LOCATION POLICY

Policy Started: March 13, 2026
Last Updated: August 10, 2026
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Policy Purpose

The purpose of this policy is to establish institutional procedures for determining and maintaining the location of students enrolled at St. Francis College (the “College” or “SFC”) in order to support compliance with applicable federal regulations, state authorization requirements, professional licensure disclosure requirements, and other institutional obligations associated with the delivery of educational activities across state lines.

Student Responsibility

A student's location may affect the College's ability to enroll or continue to enroll the student in certain distance education programs or activities based upon applicable state authorization requirements.

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

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

- **Residence:** The state in which the student has legal residence.
- **Location:** The state in which the student is physically located while engaged in St. Francis College educational activities.
- **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.