



ADMINISTRATIVE POLICY

Student Location and Licensure Notification Policy (AE 24)

POLICY STATEMENT

In compliance with Federal Regulation 34 CFR 600.9 - State Authorization, Nevada State University will “make a determination, in accordance with the institution’s policies or procedures, regarding the state in which a student is located, which must be applied consistently to all students.” To ensure that students are informed about licensure requirements in the Student’s Location, Nevada State University will notify students who intend to enroll in programs leading to licensure if their program does not meet the licensure requirements in the Student’s Location or if it has not been determined if their program meets licensure requirements in the state of the Student’s Location, as per Federal Regulations 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c).

DEFINITIONS

Student’s Location: The address where a student physically resides when applying to and while engaged in their academic program, as provided on the admissions application to Nevada State and which may be updated from time to time in PeopleSoft. This field is labeled “Home Address” in PeopleSoft.

PROCEDURES

I. Determining and Changing a Student’s Home Address

All prospective students must submit the Student’s Location as part of their application to Nevada State University. The Student’s Location is recorded in Nevada State University’s student information system (PeopleSoft). Students must notify Nevada State University if they change their Student Location by logging into PeopleSoft and updating their record.

II. Records

For each academic program that leads to licensure, Nevada State University maintains an updated record of state licensing boards, their contact information, and one of the three determinations below for each state:

- A. **Meets.** Nevada State University has reviewed the educational licensing requirements for the state and has confirmed that Nevada State University’s program requirements satisfy the minimum requirements for licensure. This licensure may be temporary, and students may need to complete additional tasks to achieve full licensure.
- B. **Does not meet.** Nevada State University has reviewed the educational licensing requirements for the state and has confirmed that Nevada State University’s program requirements do not satisfy the minimum requirements for licensure.

- C. **Has not been determined.** Nevada State University has not yet reviewed the educational licensing requirements for the state or cannot determine if Nevada State University's program requirements satisfy the minimum requirements for licensure.

III. Notifications

Nevada State University will provide notifications for programs leading to professional license or certification as required by 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c), regardless of the modality of the program.

- A. **Prospective students:** If Nevada State University determines that it does not meet state educational requirements for licensure or if the status has not been determined for the state listed as the prospective Student's Location, Nevada State University will inform the student via email before their enrollment in the program.
- B. **Enrolled students:** If Nevada State University determines it does not meet the state educational requirements for licensure in the state of the enrolled Student's Location or if the status has not been determined for the state listed as the Student's Location, a notice to that effect will be provided to the enrolled student within fourteen (14) calendar days of Nevada State University making that determination.

The Office of Institutional Effectiveness is responsible for regularly furnishing reports on updates to Students' Locations to flag changes in state and to ensure students have not relocated to states where Nevada State University does not meet requirements or has not been determined to meet requirements, or is otherwise exempt. Department program administrators appointed by the appropriate dean are responsible for sending the notification to students.

FORMS/INSTRUCTIONS

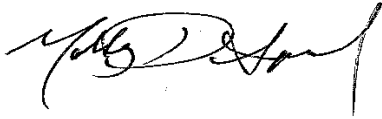
CONTACTS

UNIT	CONTACT	PHONE	EMAIL
Office of the Registrar	Adelfa Sullivan	X2110	registrar@nevadastate.edu
Office of the Provost		X2600	provost@nevadastate.edu

RELATED INFORMATION

- [Federal Regulation 34 CFR § 600.9 - State Authorization](#)
 - [Federal Regulation 34 CFR 668.43 – Institutional Information](#)
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APPROVAL SIGNATURES



Faculty Senate (Chair's Signature)

4/4/2024
Date

Recommendation (check one):

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i>		X	



Academic Affairs (Provost's Signature)

4/4/2024
Date

Recommendation (check one):

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i>		X	



5.29.2024

Office of the President (President's Signature) Date

Final decision (check one):

	Denial*	Approval
<i>Recommendation</i>		X

*Attach rationale for denial or conditional approval