Information

Determination of Student Location and Professional Licensure Notification Processes for Students

Effective

July 1, 2024

Applicability

This procedure applies to the University of Louisville, its academic units and programs, and its employees, students, and others acting on behalf of the University.

Administrative Authority

Executive Vice President and University Provost

Responsible Unit

Registrar's Office
University of Louisville
Phone: 502.852.6522
Email: regoff@louisville.edu

History

Revision Date(s): May 22, 2026 (minor revision)
Reviewed Date(s): May 19, 2026

Categories

Reason for Procedure:

The University of Louisville (University) is committed to complying with the Department of Education's requirements for title IV of the Higher Education Act of 1965, as amended. The purpose of the procedure is to document the University's processes for determining student location at the time of initial enrollment in accordance with 34 CFR 600.9(c)(2) and 668.14(b)(32)(ii) and for providing written,

electronic notifications to prospective students, as well as students currently enrolled, as required by the Code of Federal Regulations (668.43(a)(5)(v), 668.43(c), and 600.9(c)(2)).

Statement:

The University of Louisville has established procedures to determine and document student location at the time of initial enrollment in accordance with 34 CFR 600.9(c)(2) and during the pre-registration process each fall and spring academic term for currently enrolled students. These procedures for student location determinations and professional licensure notifications are outlined in the Procedures section of this document.

Failure to Comply with this Procedure

Failure to comply with this procedure could result in potential violations of federal or state laws and/or regulations and subject the University to potential sanctions. An employee's failure to comply with this procedure may result in disciplinary action in accordance with University policies.

If the Secretary of the Department of Education determines that the University has violated federal or State authorization or professional licensure requirements, the Secretary may deny Program Participation Agreements (PPA) made on behalf of the institution or initiate a proceeding against the institution that could limit or suspend the University's participation in title IV federal financial aid programs.

Related Information:

U.S. Department Regulatory Citation: 34 CFR § 600.9(c)(2), § 668.43 (a)(5)(v) and (c), and § 668.14(b)(32)(ii)

Definitions:

The following definitions apply to this procedure:

Local address is defined as the location of study, which refers to where the student is physically located while receiving the education during the academic term.

Professional licensure program is defined as an educational program that is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation or is advertised as meeting such requirements.

A **state** is defined as a State of the Union, American Samoa, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated

States of Micronesia, and the Republic of Palau. The latter three are also known as the Freely Associated States.

PROCEDURES

Determination of Student Location

The University of Louisville will determine a student's location:

1. Upon completion of the prospective student's initial application to a program:

a. For students enrolling in programs that require at least one face-to-face, on-campus course during the initial term of enrollment in the program, the University determines that students are located in the State of Kentucky for purposes of federal and State requirements.

b. For students enrolling in programs that do **not** require at least one face-to-face, on-campus course during the initial term of enrollment in the program, the University determines the State included on the prospective student's initial application to be the student's location for purposes of federal and State requirements.

2. During the pre-registration process each fall and spring academic term for currently enrolled students:

a. For currently enrolled students in at least one face-to-face, on-campus course during the respective academic term, the University determines that students are located in the State of Kentucky for purposes of federal and State requirements.

b. For currently enrolled students in distance education courses only during the respective academic term, the University considers the State that the student provides during pre-registration for their local address to be the student's location throughout the term for purposes of federal and State requirements.

Notification to Students Enrolled in Professional Licensure Programs

For Prospective Students

The University will provide a written, electronic notification to prospective students during the application process if the following applies:

- The program the student has applied to does not meet the educational requirements for licensure or certification for the State the student is located in as determined by the procedures herein.
- No determination has been made whether the program meets the educational requirements for licensure or certification for the State the student is located in as determined by the procedures herein.

For Currently Enrolled Students

The University will provide written, electronic notification within fourteen (14) calendar days of making a determination if the program in which the student is enrolled does not meet the educational requirements for licensure or certification for the State the student is located in as determined by the procedures herein.

Responsibilities:

The **Registrar's Office** is responsible for oversight, interpretation, and implementation of this procedure and for producing enrolled student reports when required by these procedures.

Students are responsible for providing the University with accurate local address information each academic term when answering the pre-registration questions. Before relocating outside the state of Kentucky, students should review the state authorization information on the University of Louisville's Accreditation and Authorization page. It is important for students to understand that some state agencies may restrict out-of-state learning placements and/or online programs. For any program that leads to licensure or certification, a student should consult with their advisor and/or the program administrator prior to any relocation to determine whether the program meets educational requirements for professional licensure or certification in that State.

The **Office of Admissions** is responsible for providing written, electronic notification to prospective students at the time of application to an educational program in accordance with the "Notification to Students enrolled in Professional Licensure Programs" section of these procedures.

The **Distance Education Compliance Manager** will provide written, electronic notification to currently enrolled students within fourteen (14) calendar days in accordance with the "Notification to Students enrolled in Professional Licensure Programs" section of these procedures.