



Ohio Administrative Code Rule 3358:5-7-14 Student location policy.

Effective: May 7, 2025

(A) Clark state college is committed to providing each student with the maximum opportunity to develop and learn. As such, the student location policy follows 34 CFR 668.4(c)(3)(ii) and requires institutions to have a written policy and documented process for establishing the location of prospective students and students that must be applied consistently. Both policy and process should have regular, frequent review and updates as needed.

(B) Clark state is a member of the national council for state authorization reciprocity agreement (NC-SARA) which allows the college to provide distance learning programs (both online and in the form of supervised field experiences) and coursework to residents of states other than Ohio. NC-SARA membership, however, does not grant reciprocity or exempt us from state professional licensing requirements. As a result, licensing requirements in Ohio may not be recognized as sufficient to obtain a license in any other state.

(C) This policy applies to all staff and faculty with oversight in academic departments that offer educational programs leading to professional licensure or faculty or staff who advertise programs as meeting specific professional licensure or certification requirements and all students.

(D) Definitions:

(1) Student location: a student's location shall be defined as the place in which the student is currently living or physically located (e.g. current address) at the time of enrollment in a program. Student location will be determined by the active local address in the student information system. Students may update their address in self-service.

(a) IPEDS - Location for those students enrolled exclusively in distance education should be their physical location or current address, as of the institution's fall reporting date. If this is not available, the address on file for the student will be used.



(b) For students listed in the military or active duty, the college will use the permanent address instead of the student's physical location.

(c) NC-SARA location is the state, territory or district where the student is located while receiving instruction and does not refer to the student's official state of residence.

(2) Professional licensure: Programs leading to required initial professional licensure or certification: academic programs designed for or marketed as fulfilling the purpose of preparing graduates to meet the educational requirements for initial professional licensure or certification requirements of a state board. Identified professional licensure programs currently available at Clark state include early childhood education, medical assisting, medical laboratory technology, paramedic, physical therapist assistant, practical nursing, realtime/judicial reporting and broadcast caption/CART, registered nursing.

(E) Student responsibility

(1) Student: It is recommended that a prospective or current student who intends to complete a licensure program to check with the licensing board(s) in their state of residence or in the state in which they intend to obtain a license for the most recent information and requirements. The student's physical location at the time of registration will remain in effect unless and until the student provides official notification of location status to the college.

(2) It is the responsibility of the student to report their address or to make an address change in the student information system. If a student relocates during the course of a program to another state, it may impact whether the student can remain in the program, meet the state licensure requirements, and/or continue to receive financial aid funding.

(3) It is the responsibility of the student to review the consumer-information email delivered at the beginning of the term; this pertains to either the student location or major change.

(F) College responsibility

(1) Clark state college collects location information from a student as part of the registration process.



Each semester, location information is collected and reviewed for active students.

(2) Clark state will make a good-faith effort to determine whether or not a program meets licensing requirements in the student's location. This determination will be posted on the college website and students will be informed whether or not their program meets licensing requirements in their state.

(3) Depending on a student's location or change of status, Clark state college may or may not be able to allow the student to continue taking online courses or approve clinical or internship placement. Clark state college shall not be held liable if the student is unable to qualify for licensure or certification in a specific jurisdiction, or cannot obtain a practicum/internship location.

(4) It is the responsibility of Clark state college to regularly review this rule and to document consistently-applied processes for the purpose of establishing the location of prospective and current students.

(5) The college must communicate this rule and process to students each term, in the consumer-information email.

(6) Each academic program leading to professional licensure will annually update their program page to include as it pertains to the 34 CFR 668.4(c)(3)(ii).