



Student Location Policy

A. REASON FOR POLICY

Loyola University Chicago must be able to determine student location for purposes of complying with Federal Title IV Regulations ([34 CFR § 668.43](#)) related to professional licensure disclosures and distance education authorization. This policy defines student location and outlines the procedures students are required to follow to regularly verify their location and to report changes in their location.

This policy applies to undergraduate and graduate students across all modalities of instruction.

Loyola University Chicago has been approved by Illinois to participate in the National Council for State Authorization and Reciprocity Agreements (NC-SARA). As a participating institution, Loyola University Chicago may offer online programming to students in other SARA member states [without seeking authorization in that state](#). Institutions approved to participate in SARA that offer courses or programs designed to lead to professional licensure or certification or advertised as leading to licensure must satisfy all federal requirements for disclosures regarding such professional licensure programs.

U.S. Department of Education regulations require universities to have a student location policy that is consistently applied to all students and can be provided in writing, upon request, to the U.S. Secretary of Education, including the basis for determination. Determination of location must be made at the time of the student's initial enrollment in an educational program and when the institution receives notification from the student that the student's location has changed to another state or territory.

Loyola University Chicago lists the states where its programs satisfy educational requirements leading to professional licensure [here](#). Loyola University Chicago updates this website by July 1 annually.

B. POLICY

1. For students enrolled solely in in-person courses at the time of initial enrollment, their location is considered the State of Illinois, where Loyola University Chicago is located.
2. For students who are simultaneously enrolled in online and in-person courses at the time of initial enrollment (which require their presence on campus or at Loyola University Chicago facilities), their location is considered the State of Illinois, where Loyola University Chicago is located.
3. For prospective students considering enrolling in an in-person program or program with both in-person and online courses, student location will be considered Illinois, where Loyola University Chicago is located.

4. For students enrolled solely in online courses at the time of initial enrollment, their location is where the student lives while receiving instruction. This location should be recorded in the student information system as the student's Permanent Address.
5. For prospective students considering enrolling in a fully online program or as a fully online student, student location will be considered the Permanent Address.
6. If a prospective student's Permanent address is in a state where the program does not meet the educational requirements for licensure, the student is required to provide an attestation that they intend to seek employment in a state for which the program meets licensure requirements IN ORDER TO BE ADMITTED. By federal law, if the student does not provide such attestation, they cannot be admitted or enrolled.
7. Students are required to notify the university of a change in their Permanent address. Upon relocation or change of address, students must update their address(es) in LOCUS with the new location information.
8. When notified of a student's change in Permanent address to a state where the program does not meet the educational requirements for licensure, Loyola University Chicago will directly notify the student that the educational program does not meet licensure requirements in that state within 14 calendar days of receiving the information from the student.
9. This policy does not pertain to learning placements (such as internships, student teaching, clinical placements, or field experiences) or to study abroad experiences. Student location during these experiences is considered the State of Illinois, for students in in-person programs, or their Permanent Address, for students in fully online programs.

C. DEFINITIONS

Campus includes Loyola University Chicago (LUC)'s main locations and other supporting facilities.

Permanent Address is defined as a student's permanent residence.

Initial Enrollment is defined as the first term a student is enrolled in a program.

Licensure is defined as a state-issued credential that can be required for employment in an occupation.

In-person Programs are delivered through courses that take place on one or more of the LUC campuses; and may include internships or practicum experiences.

Online Programs are delivered through online courses and do not require students' presence on campus or at LUC facilities.

Hybrid Programs are delivered through a combination of online courses and/or in-person courses and/or experiences.

Attestation is initiated by the student stating their explicit intention to seek employment in a state where LUC's educational program meets the professional licensure requirements of that state.

D. PROCEDURES

LUC will determine a student's location (state or territory) throughout their academic career, including:

1. Upon the prospective student's initial application for admission in an educational program;
2. Upon enrollment in the educational program.
3. Upon notification from a student as to a change in their location, including an update to Permanent Address.

Students are required to notify the university of a change in location. Upon relocation or change of address, students must update their student record in LOCUS.

Policy approved: **10.31.2025**