



Policy Title Student Location Policy for Professional Licensure or Certification Programs

Policy Number	3005
Category	Academic
Applicability	College-wide
Responsible Office	Office of Academic Affairs and College Registrar's Office
Effective Date	July 30, 2026

I. Policy Statement

Suffolk County Community College (College or SUNY Suffolk) is committed to complying with applicable federal and state rules and regulations regarding the operation of institutions of higher education in every state in which it enrolls students in programs leading to certifications or professional licensure. This practice, known as state authorization, relates to all out-of-state activities ranging from fully online programs to experiential learning activities in face-to-face courses. The College will review and complete authorizations for programs with out-of-state activities.

Student location is determined at the time of a student's initial enrollment in a program leading to professional licensure and when a student notifies the College that their location has changed.

II. Rationale

This policy describes how SUNY Suffolk will determine and maintain the primary physical location of students in compliance with state authorization requirements (34 CFR § 600.9(c)), and professional licensure disclosure requirements 34 CFR § 668.43(a)(5)(v), (c).

III. Scope and Applicability

This policy applies to all current and prospective students enrolled at SUNY Suffolk across all instructional modalities solely for purposes of compliance with state authorization and professional licensure disclosure regulations.

This policy does not supersede or replace other College or SUNY policies used for determining residency for tuition, financial aid, or other administrative purposes.

IV. Responsible Office/Executive

The Office of Academic Affairs and the College Registrar's Office are jointly responsible for the administration, implementation, and periodic review of this policy.

- The Registrar's Office serves as the custodian of student address information in the College's student information system.

- Academic Affairs oversees compliance related to state authorization and professional licensure disclosure requirements.

V. Definitions

Student Location: The state or U.S. territory where the enrolled student resides (physical location), as reflected by the permanent home address maintained in the College's official student information system.

Initial Enrollment: Defined by the U.S. Department of Education as the first term a student is enrolled in the academic program that leads to professional licensure. The College further defines initial enrollment as the first day of class of the student's first term.

Permanent Address: The physical address provided by the student during the admissions and enrollment process and maintained in the College's student information system. The permanent address serves as the College's official determination of the student's physical location for state authorization and licensure disclosure purposes.

Professional Licensure or Certification Program: An academic program designed to meet educational requirements for licensure or certification required by a state, U.S. territory, or professional licensing board.

Students: Includes both prospective and currently enrolled students.

VI. Policy Elaboration (Procedural Components included)

Students are responsible for maintaining accurate and correct address information, and the College may rely on the address on file when making student location determinations under this policy.

Determination of Student Location:

- For prospective students, location is determined based on the permanent address provided at the time of application for admission.
- For enrolled students, the student's location is determined by the address recorded in the student information system at the time of initial enrollment. This is the official system of record used to determine and document student location.
- For students entering a professional licensure program after initial matriculation, student location is confirmed at the time of enrollment in the licensure-track program.
- For a student with a permanent address other than a U.S. state or territory (e.g., students living outside the United States), their location for purposes of this policy will be considered the State of New York.
- If a student does not provide a physical location as a permanent address and is enrolled in at least one on-campus course, their location for purposes of this policy will be considered the State of New York.

- If a student does not provide a physical location as a permanent address and is not enrolled in at least one on-campus course, the student's physical location is determined to be the state provided in the student's permanent address.
- A student's location remains in effect until a change is officially submitted and recorded by the College.

Student Notification of Location Changes:

- Students are responsible for formally notifying the College of any change to their physical location by updating their permanent address in the student information system.
- The College does not independently monitor or verify a student's physical presence beyond the information provided by the student.
- The effective date of revised student location is the date the change is officially submitted and recorded by the College.

VII. Related Administrative Procedures

Administrative procedures that support this policy, including instructions for updating student address information and processes for professional licensure disclosures, are maintained by the Office of Academic Affairs and the College Registrar's Office.

VIII. Cross-References

- N/A

IX. References

- Middle States Commission on Higher Education (MSCHE) Standards for Accreditation and Requirements of Affiliation, 14th ed., Standard II
- 34 CFR §§ 600.9(c), 668.43(a)(5)(v), (c)
- [SUNY Memorandum dated May 13, 2024, Professional Licensure Disclosures: Federal Regulation Amendment Effective July 1, 2024](#)

X. History / Revision Dates

Adoption Date: July 30, 2026