

Policy Title	Original Adoption Date	Policy Number
Student Location for Distance Education Purposes	9/30/2024	SS-862
Responsible College Division/Department	Responsible College Manager Title	
Student Success	Vice President of Student Success	
Policy Statement		
Lakeshore College will determine the location of a student as follows:		
<ul style="list-style-type: none">• Individuals residing within a U.S. State and/or Territory will have their location determined at the time of submitting an admission application by using the U.S. State or Territory entered in the student information system (SIS). The State or Territory on record and listed as “Home” in the SIS (student information system) at the time of submitting an admission application will be used to determine licensure and certification disclosure requirements.• Individuals residing outside of a U.S. State and/or Territory will have their location determined at the time of submitting an admission application by the international address field entered in the SIS (student information system) if no domestic address is on file. Licensure and certification disclosure requirements do not apply to individuals located outside of U.S. States and Territories.		
In addition, Lakeshore College defines the point of “initial enrollment” as the date of acceptance into a program.		
Student location designations will remain in effect unless and until a student officially notifies the College that their location has changed by updating their address in the SIS (student information system). Students may update their address at anytime while they are enrolled.		
Note: Student location is different from residency. Residency information provided to Lakeshore College is used to determine admission priority and tuition/fees. Residency is determined according to Wisconsin administrative code.		
Reason for Policy		
In accordance with United States Department of Education (DOE) federal regulations, institutions must determine student location by state for distance education purposes for the purposes of required professional licensure and certification disclosures and reporting.		
Historical Data, Cross References and Legal Review		
34 CFR § 668.14 and 34 CFR § 668.43 TCS10 Residency Policy		
Reviewed/Revised: 12/24		
Legal Counsel Review and Approval:		
Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
Definitions		
Home Address: The physical address where applicant is currently/presently residing or will be residing during the registered learning timeframe, i.e. dorm, campus, military base/location; PO Box would also be included in this address type.		