

# Student Location Policy

Adopted July 1, 2024

## Purpose

To ensure Martin Luther College is in compliance with the federal regulations related to **Title IV eligible programs** that lead to a professional license for employment. This regulation requires institutions to determine the state in which a student is located for the purpose of disclosing, when applicable, program curriculum that meets state-specific requirements.

## Definitions

- **Current students**  
Students who are currently enrolled, made a financial commitment, and/or actively taking classes in a Martin Luther College educational program.
- **Professional licensure program**  
An academic program designed for or marketed as fulfilling the purpose of preparing graduates to meet the educational requirements for an initial professional license.
- **Prospective students**  
Students who have inquired about the educational program, have not yet applied, or made a financial commitment to the college.
- **Students**  
Students include current students and prospective students.
- **Student location**  
Federal regulations require that student location be determined in order to disclose state-specific professional licensure information at these times:
  1. At the time of initial enrollment in an educational program, and
  2. Upon formal notification by the student of a change in the student's location.

## Federal Licensure Disclosure Requirements

### General Public Requirements

Federal regulation requires an institution to make readily available to prospective and enrolled students information about whether programs leading to a professional license meet educational requirements in their home state. Martin Luther College's public professional licensure disclosures can be found on website at <https://mlc-wels.edu/teaching-licenses/>

If an educational program offered by the college is designed to meet educational requirements for a professional license required for employment, or is advertised as meeting that requirement, information regarding whether completing that program would be sufficient to meet the licensure requirements in a state is required, including:

1. A list of all states for which the institution has determined that its curriculum *meets* the state educational requirements for licensure; and
2. A list of all states for which the institution has determined that its curriculum *does not meet* the state educational requirements for licensure. All states where a determination has not been made are assumed to *not meet* the state education requirements.

### Direct Professional Licensure Requirements

Federal regulation requires a direct disclosure by the institution to the student in writing (email or letter) if the program leading to professional licensure does not meet the requirements for the state in which a student is located.

- *Prospective students* – A direct disclosure will be sent to prospective students before a financial obligation is made if a student is located in a state where the program does not meet the state’s professional licensure requirements for employment.
- *Enrolled students* – If a student is enrolled in a program and the institution makes a later determination that the program does not meet the educational requirements for licensure in the state where the student is located, the institution will provide a direct disclosure to the student within 14 calendar days of making that determination.

### **Martin Luther College’s Student Location and Disclosure Policies**

Martin Luther College’s mission is “to train men and women to meet the public ministry needs of the Wisconsin Evangelical Lutheran Synod.” Specifically, education students are trained to serve the synod’s early childhood, elementary, and secondary schools. Graduates who complete all graduation and Minnesota licensure requirements may be eligible for assignment into the teaching ministry. In keeping with the college’s mission, Martin Luther College defines student location below.

#### Prospective student location

A prospective student’s location will be considered the state of Minnesota at the time the student has applied for admission, intends to enroll and move to the area, entered into the student record system, and has made a financial commitment. For students whose home location is not in a U.S. state or territory, their location will be considered the state of Minnesota.

#### Enrolled student location

A student who attends most or all coursework in-person will be defined as located in Minnesota. The student’s home location will be considered their secondary location. For students whose home location is not in a U.S. state or territory, their home location will be considered the state of Minnesota.

Students required to complete field experiences outside of Minnesota will remain classified as Minnesota residents for the duration of the experience.

Students that must step away for military obligations return to Minnesota resident status upon completion of service.