



## **State Authorization and Student Location Policy**

To ensure compliance with regulatory requirements until such a time as Hope College of Arts and Sciences (HCAS) is eligible for membership in NC-SARA, HCAS requires all students to provide evidence of the state in which they are located at the time of application and at the beginning of each semester. In addition, students are responsible to notify Hope College of Arts and Sciences if their location changes.

## **Purpose of State Authorization and Student Location Policy**

The College is committed to complying with requirements for state authorization to offer distance education. Since the institution only accepts students from Florida, Tennessee, New Jersey, Louisiana, or a state which does not require additional authorization to offer distance education without a physical presence, each student is required to submit documentation that they are in an approved state.

## **Procedures for State Authorization and Student Location**

To maintain accurate records of state authorization and student location and meet all federal, state, and accreditation regulations, HCAS takes the following steps:

1. Annually or as needed, Hope College of Arts and Sciences prepares and publishes on the website and in applicable institutional publications a distance education disclosure statement which informs students and the public of the states from which students can be accepted. This disclosure statement is based on research into individual state regulations concerning authorization of out of state distance education programs without a physical presence.
2. As part of the admission process, students are required to present proof of the state in which they are located by presenting a state driver's license, appropriate state ID, or documentation deemed equivalent by the HCAS Compliance Officer.
3. At the beginning of each semester, continuing students are required to confirm the state in which they are located and provide applicable new documentation in Verity when a change has been made.
4. Documentation provided will be reviewed and approved by the appropriate supervisor or advisor and will be audited regularly by the compliance officer.



5. Before classes begin each semester, the Registrar will generate a composite report documenting each student's affirmed or updated information.
6. In those cases where a current student has moved to a state that is outside of the College's approved list, the student will be notified in writing that he/she must come to campus for classes or withdraw from the program.
7. Students who do not meet the State Authorization and Student Location Policy requirements will not be granted Moodle access.
8. The College will work with students on an individual basis to facilitate their enrollment in on-campus classes/modules or their withdrawal from classes and/or transfer to another institution if appropriate location cannot be verified. The actions will take place within 14 days of the date on which the student notifies the institution of a change of location.
9. If no response is received to the institutional request to update personal information each semester, the student in question will be administratively withdrawn from the program.

If you have any questions, please do not hesitate to contact the Compliance Officer at [compliance@dp.hcas.edu](mailto:compliance@dp.hcas.edu).

Mrs. Deborah Paul, MPA  
HCAS Chief Compliance Officer