

Determination of Student Location

Determining student location is important to ensure compliance with federal and state regulations. Out-of-state educational activities are subject to the regulations of states and U. S. territories within which they occur. Professional licensure requirements also vary by location and disclosures to students are required when a program does not meet the requirements within the student's location.

At Texas Wesleyan University (TXWES), ensuring accurate student location information is essential for maintaining compliance and facilitating effective academic engagement. This policy outlines the manner in which TXWES determines the location of a student enrolled in its academic programs, as well as the process of updating student locations to uphold regulatory standards and support student success.

Definitions

- **Student Location** - Physical location of the student while enrolled and taking courses at the university. It is the student's responsibility to provide TXWES with a current physical address. "Current address" is defined as the physical address where a student lives or will live while taking classes.
- **State Authorization** - The authorization of an institution in the states and U. S. territories where it provides educational activities. May apply but is not limited to higher education, general purpose, and professional licensure regulations.
- **Initial Enrollment** - The first registration for courses at the time courses are added to the student record in Colleague. Initial enrollment occurs prior to a student's execution of any enrollment agreement or financial commitment.

Procedures for Student Location Determination

Submission of Admissions Application:

During application review, a student's location is determined based on the information provided in the completed student application for admission. If the applicant is applying to a face to face program, the applicant's location is Texas. If the applicant seeks to enroll in an online professional licensure or certification program, the applicant's location is reflected by the applicant's current address on file with TXWES in the admissions application. This determination is documented within the TXWES system of record, ensuring transparency and accountability. A student's location information is confirmed at the time of Initial Enrollment.

If an applicant seeks to enroll in an academic licensure program that does not meet the educational requirements of the state or U.S. territory of the student's location, the student may not enroll in the program and will receive written notification from the Office of Admission. Applicants located in a state or US territory where the program does not meet educational requirements may enroll upon admission if they attest to seeking employment in a state/territory that is designated as a state/territory meeting the relevant educational program

requirements. Applicants interested in submitting an attestation should contact the Office of Admission.

Address Change Notification:

TXWES relies on information provided by applicants and students to determine their location. Students are required to promptly notify the university of any changes in their location, at which time the student's location will be updated in the student information system. If the student is enrolled in an academic program that does not meet the educational requirements of the state or U.S. territory indicated on the change of address, the student will receive written notification from the Office of Student Records within 14 days.

Students may change their current address information by completing the [Student Address and Name Change Form](#) and submitting it to the Office of Student Records (Registrar) in one of the following ways:

- In person: Oneal-Sells Administration Building 3rd Floor
- Fax: 817-531-4464
- Email: registrar@txwes.edu
- By mail: Office of Student Records, 1201 Wesleyan St., Fort Worth, TX 76105

For more information on student record information, please visit the [Office of the Registrar's website](#).

Change of Program:

Undergraduate students may file for a change of program through the Office of Student Records. Graduate students may only change programs through application and admission. If a student opts into or is admitted to an academic licensure program that does not meet the educational requirements of the state or U.S. territory of the student's location, the student may not enroll in the program and will receive written notification from the Office of Student Records within 14 days. Students located in a state or US territory where the program does not meet educational requirements may enroll if they attest to seeking employment in a "meets" state/territory.