

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: New

No: 2-L-800-06

Last Reviewed Date: August 2025

Required Review Date: August 2029

Administrative Unit: Dean, Enrollment Management

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Determination of Student Location

PURPOSE: In compliance with Federal regulations, institutions of higher education must provide students who live in a state outside of the physical location of the college or university a disclosure relating to the educational requirements for programs leading to licensure.

**EFFECTIVE
FOR:** All students

POLICY: A student's location will be determined at the time of admission.

PROCEDURE:

1. When a student is admitted to Allen College, the state indicated as the student's state is recorded as their official location.
2. Upon admission, all students, regardless of their state of residence, will be directed to sign
3. All students, regardless of their state of residence, will be directed to the webpage including the weblink to the [professional licensure disclosure page](#) upon admission.
4. Upon graduation, regardless of their state of residence, students will be directed to the webpage including the weblink to the [professional licensure disclosure page](#).