



## **Out of State Student Requirements and Procedures**

- **Requirements for Out of State Students**

- **Federal regulations require:**

“If an institution is offering postsecondary education through distance education or correspondence education to students in a state in which it is not physically located, or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirement for it to be legally offering postsecondary distance or correspondence education in that state.”

34 C.F.R. § 600.9(c).3

- **ACCJC requires<sup>1</sup>:**

- Evidence that the institution has State Authority
    - Evidence that the institution has given the required information on state authority and contact information for filing complaints to students as appropriate.
      - Federal deadline for implementation of this regulation has been extended to July 1, 2014.

- **Reports are run by Admissions and the Distance Education Office** for students taking DE courses that are not residents of California and not currently residing in CA. Distance Education runs daily reports from registration through census for the various course sessions. (8-week, 4-week, etc.)

- **Policy on Out of State DE Students**

- If an out of state DE student resides in a state requiring state authorization with a required fee payment, the Distance Education Office will notify the student and provide information on state authority and contact information for complaint filing, and drop the student from the course.
  - Online faculty are notified at the start of each semester that they must notify the Distance Education Office regarding any known out of state students (for report verification purposes) and that a known out-of-state student should not be reinstated without notifying Admissions or the Distance Education Office first.
  - A webpage with information regarding the regulation and complaint resolution by state is available on the Distance Education website.
  - A statement regarding Out of State regulations is stated at the beginning of the Santa Ana College application.

- **Correspondence with Out of State students and State Contacts will be kept by the Distance Education Office.**

<sup>1</sup> ACCJC requirements from May 9, 2012 ACCJC Webinar