

# Bemidji State University Policies

<b>Policy Name:</b> Determination of Student Location and Professional Licensure Disclosure	<b>Effective Date:</b> 5/1/2021
<b>Policy Owner:</b> Associate Vice President of Academic Affairs	Last Review: 3/1/2021
	Next Review: 9/1/2024

## Policy Statement

This policy establishes the required University actions to comply with U.S. Code of Federal Regulations, specifically 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c) that require disclosure by institutions regarding educational requirements for programs leading to professional licensure or certification regardless of modality.

## Scope and Purpose of Policy

Federal regulations require that for all academic programs, universities must determine the location of the student enrolled in the program and the subsequent requirement to notify students if professional licensure requirements in the states where they reside are being met by the curriculum of the program.

The purpose of this policy is to outline the actions of stakeholders to comply with these Department of Education regulations, which include making an official determination regarding the state in which a student is located at the time of the student's admission, where appropriate, issuing state-specific disclosures about educational preparation for certification/licensure in the state where the student is located.

## Definitions

**Student Location:** a student's location shall be defined as the place in which the student is currently living or physically located (e.g. local or permanent address) at the time of enrollment in a program, not the student's state of residency.

**Prospective Student:** Students who have applied for admission to a Bemidji State University educational program but have not yet enrolled.

**Current Student:** Students who are currently enrolled in a Bemidji State University educational program.

**Professional Licensure Program:** Academic programs designed for or marketed as fulfilling the purpose of preparing graduates to meet the educational requirements for initial professional licensure or certification requirements of a state board. Identified professional licensure programs currently available at BSU include:

- Accounting
- Addictions certification
- Professional Education licensure programs, including Elementary, Secondary, Special and Technical Education programs
- Exercise Science (emphasis in Fitness Leadership, Promotion, Medical Fitness)
- Nursing
- Criminal Justice
- Social Work

**Formal receipt of information regarding change of location:** Students are encouraged to use self-service within the university's student information system (eServices) to formally update their address at any time.

## **Procedures**

### Determination of Student Location

For individual professional licensure disclosures, the location for students admitted as on campus students is determined to be within Minnesota, because of required on campus course attendance.

For students admitted as online or off campus students, the "permanent address" field within ISRS shall be used to determine the student's location.

All students are able to and encouraged to update their address information in eServices. It is the student's responsibility to inform the university if their location has changed during their enrollment.

The University will query all off campus and online student records weekly to determine if any students in professional licensure programs have changed the state of their location.

### Direct Disclosures to Prospective and Current Students

Individual disclosures will be in writing (email or letter) and will be provided to current and prospective students residing in another state, in the following circumstances:

1. the program does not meet the educational requirements for initial licensure or certification in the state that the student is located; or
2. the institution has not determined whether the program meets the educational requirements for initial licensure in the state that the student is located; or
3. for current students, if the program is determined to no longer meet the educational requirements of the professional licensure program or if the student moves to another state. In this case, the student is to be notified within 14 days of the institution discovering the program no longer meets the licensure requirements.

The Communications Module in ISRS, administered by the Office of Admissions, the Center for Extended Learning and the Office of Graduate Studies will be used to provide individual disclosures in the case of circumstance 1 and 2. The Records Office will provide individual disclosures in the case of circumstance 3.

#### General Disclosures to Prospective and Current Students

If a student is planning to apply for licensure in a state other than Minnesota after completion of their program, the student should refer to the general professional licensure disclosure information on the website or contact the other state's appropriate licensing board to determine whether the BSU program meets licensure requirements in that state.

In addition, a general disclosure statement (see below) related to programs that lead to professional licensure will be posted on respective program webpages.

*If you plan to apply for licensure in a state other than Minnesota after completion of this program, you should refer to the Professional Licensure Disclosure website and contact the other state's appropriate licensing board to determine whether the BSU program meets licensure requirements in that state. It is the student's responsibility to update their address within eServices to provide notification of a change of state.*

#### **Supporting References**

<https://www.bemidjistate.edu/academics/licensure-disclosures/>