

TITLE:	Professional Licensure Disclosure Policy
AUTHOR:	Chief Academic Officer
APPROVAL DATE:	February 7, 2025
EFFECTIVE DATE:	February 7, 2025
PURPOSE:	To establish a university policy concerning professional licensure disclosures for all inquiry, admitted, and enrolled students in university applicable educational programs.
SEE ALSO:	Student Location Policy
REVIEWER AND REVIEW DATE:	Chief Academic Officer and Academic Council Spring 2030 and every five years thereafter

OPERATING DETAILS:**1. Policy Statement and Principles:**

- a. In compliance with U.S. Department of Education federal regulations (34 CFR 668.43), Mississippi University for Women (the University) shall make public and readily available to *admitted and enrolled* students information regarding whether an “Applicable Educational Program” will fulfill educational requirements for a specific professional licensure or certification required for employment in an occupation. The general disclosure will be available on a webpage dedicated to professional licensure disclosures. In cases where the Applicable Educational Program does not meet licensure requirements in a particular state, individual disclosures will be made to students based on the student’s location.
- b. Admitted students in an Applicable Educational Program that does not meet licensure requirements in their state location will be required to submit an attestation form in order to enroll in the program.
- c. Federal regulations require the University to determine the location of students who are enrolled in an Applicable Educational Program. The purpose of this regulation is to ensure that students receive general and direct communication regarding educational requirements for licensure in the state in which they are currently located.

2. Policy Definitions:

- a. **Admitted Student:** a student who has submitted all required documents, has been evaluated, and has been deemed eligible for admissions by our

admissions requirements and policies. Student Information is transferred from Slate into the University's Student Information System (Banner).

- b. **Enrolled Student:** an enrolled student includes any person registered or eligible to register in the University academic course for the current or upcoming academic term.
- c. **State Location:** the U.S. State of the address provided by the *admitted* student and is listed in the University's Student Information System (Banner)
- d. **Applicable Educational Program:** an undergraduate or graduate educational degree program at the University designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation or is advertised as such.
- e. **Attestation:** required for any undergraduate or graduate applicant intending to enroll in an Applicable Educational Program at the University that does not meet educational requirements in the student state of location. The student must initiate and attest that they understand the Applicable Educational Program at the University does not meet licensure requirement for their state location and that they plan to pursue licensure in a state that the University's Applicable Educational Program does meet licensure requirements.

3. Policy Procedures

- a. **Admitted Students:** The University will email a *general disclosure* for each student based on the student's permanent address in Banner.

In compliance with federal regulations, the University will send an email disclosure in a timely manner to each *admitted student* eligible to the University Applicable Educational Program that does not meet licensure requirements for their state location prior to the *admitted student* making a financial commitment to the University. Prior to enrollment, a student may be required to provide an attestation form regarding understanding of the applicable educational requirements.

- b. **Enrolled Students:** The Applicable Educational Program will determine a state location for each Enrolled Student based on the Student's mailing address in Banner. Enrolled Students are responsible for updating their address information through the W-Connect portal access.

In compliance with federal regulations, the University will send an email disclosure in a timely manner to each *enrolled student* when any of the following occur:

- (i) The *enrolled student* who has declared an Applicable Educational Program changes their State Location as identified in Banner to state where the Applicable Educational Program does not meet licensure requirements,

or

(ii) The *enrolled student* changes their major to an Applicable Educational Program and their State Location as identified in Banner is a state in which the Applicable Educational Program does not meet licensure requirements,

or

(iii) The status of the Applicable Educational Program in which the student has declared changes such that it does not meet the educational requirements for licensure or certification for the profession in the student's state location. In this instance, disclosure will occur within 14 days of the University becoming aware of the change in the program status as required by the federal regulations.