

Policy on the Determination of Student Location and Professional Licensure Disclosure

Purpose:

This procedure outlines required actions of stakeholders across the university to comply by July 1, 2020, with the new federal requirements outlined in [34 CFR § 668.43](#) as outlined in [UW System Administrative Policy 121](#) (SYS 121).

These 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 state in which they are located are met by the curriculum of the program. The office of Institutional, Research, Assessment, and Planning along with the academic programs leading to professional licensure will be involved in managing the ongoing process as necessary.

Definitions:

- **Student location:** Per SYS 121, “a student’s location shall be defined as the place in which the student is currently living or physically located (e.g. current address) at the time of enrollment in a program, not on the student’s state of residency.”
- **Prospective undergraduate student:** Refers to a student who has been admitted to UWL.
- **Prospective graduate student:** Refers to a student who has made contact with the University expressing interest in a program (first record of student made in CRM).
- **Programs leading to required initial professional licensure or certification:** 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. Optional certifications administered through the private sector fall outside the scope of this policy. Identified professional licensure programs currently available at UW-La Crosse at the undergraduate level include Clinical Laboratory Science, Nuclear Medicine Technology, Radiation Therapy, Teacher Education, and Therapeutic Recreation. Identified professional licensure programs currently available at UW-La Crosse at the graduate level include Athletic Training, Biology: Nurse Anesthesia Concentration, Biology: Clinical Microbiology Emphasis, Occupational Therapy, Physical Therapy, Physician Assistant Studies, Professional Studies in Education, School Psychology, and Therapeutic Recreation.
- **Formal receipt of information regarding change of location:** Students are prompted to update their address information each term. Students may use self-service within the university’s student information system (WINGS) to formally update their address at any time.

Determination of Student Location:

Student location will be determined by the active *local address* in the student information system (WINGS). All students are prompted to update their local address in the student information system (WINGS) each term.

General Disclosures:

A general disclosure (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 Wisconsin 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 UWL program meets licensure requirements in that state.

Individual Disclosures:

Individual disclosures must be in writing (email, letter, or printed on program documents) and be provided to current and prospective students in the following circumstances:

1. the program does not meet the educational requirements for initial licensure or certification; 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 (student to be notified within 14 days of the institution discovering the program no longer meets the licensure requirements).

The customer relationship management (CRM) software, administered by Admissions, will be used to provide individual disclosures in the case of circumstance 1 and 2. Institutional Research, Assessment, and Planning in coordination with the program will provide individual disclosures in the case of circumstance 3.

Following the start of each term (Fall and Spring), Institutional Research, Assessment, and Planning will identify current students who have submitted a *change of location* or *change of major* and provide written disclosure if the program does not meet the educational requirements for initial licensure/certification in the state which the student is located in, or if the program has not made a determination regarding whether the program meets the educational requirements for initial licensure/certification.

Oversight and Updates:

Institutional Research, Assessment, and Planning is responsible for ongoing oversight and updates to program disclosures in consultation with program directors.

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