Policy

This procedure outlines required actions of stakeholders across the university to comply with the new federal requirements outlined in 34 CFR § 668.43 as detailed in UW System Administrative Policy 121 (SYS 121) by July 1, 2020. The 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 Office of the Provost and the academic programs leading to professional licensure will be involved in managing the ongoing process as necessary.

Procedure

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.”

Time of initial enrollment into a program: The time at which the student is admitted into a program that leads to licensure or certificate. This may differ from the time at which a student is admitted to the university, declares a major, or is admitted to a particular program. The timing and conditions related to enrollment within a program vary by department.

Prospective student: Refers to a student who has made contact with a program representative to learn about program requirements.

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 administrative procedure.

Identified professional licensure programs currently available at UW-River Falls include the Communication Sciences and Disorders Program (Master’s), Counseling and School Psychology programs, the Social Work Program, and the teacher education programs.

Formal receipt of information regarding change of location: Students are prompted to update their address information upon registration each term. Students may use self-service within the university’s student information system (eESIS) to formally update their address at any time. Programs have elected to provide individual disclosures to all students, regardless of student location to ensure all students receive the disclosure, regardless of state the state in which they are located. This will be facilitated by the College of Education and Professional Studies Dean’s Office.

DETERMINATION OF STUDENT LOCATION:
For individual professional licensure disclosures, student location for brick-and-mortar students is
determined by the “local address” field within the university’s Student Information System (eSIS);
however, if this field in not populated, the “home address” field shall be used to determine the
student’s location. For distance education students enrolled through collaborative degree programs, the
“mailing address” field within eSIS shall be used to determine the student’s location. If no mailing
address is provided, the “home address” field shall be used to determine the student’s location. All
students are prompted to update their address information in eSIS each term.

GENERAL DISCLOSURES TO PROSPECTIVE AND CURRENT STUDENTS:

Disclosures related to programs that lead to professional licensure are located on UWRF's Online
Education page. It is recommended that webpages and marketing materials for programs that lead to
professional licensure include a link to this webpage.

INDIVIDUAL DISCLOSURES TO PROSPECTIVE AND CURRENT STUDENTS:

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:

- the program does not meet the educational requirements for initial licensure or certification; or
- the institution has not determined whether the program meets the educational requirements
  for initial licensure in the state that the student is located; or
- 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).

Based on input from the departments and programs required to provide individual disclosures, it is
agreed that the department chairs and program directors, or their designees, shall provide individual
disclosures to all students, regardless of location, upon initial enrollment into the program and in the
circumstance outlined herein. Individual disclosure language should align with the general disclosure
language. Individual disclosures must be provided to students at or prior to registration for the term in
which the student initially enrolls into the program.

Authority

The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process.
The Vice Chancellor for Business and Finance is responsible for the substance of, and compliance with all
administrative policies. The Policy Owner (Responsible Office) is responsible for the administration and
maintenance of this policy. Request an exception to this policy by writing to administrative-
policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided
under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.
**University Responsibilities**

The Provost’s Office is responsible for overseeing the implementation of this policy. Units that share this responsibility include Admissions, for initial identification of new students; deans; department chairs and program directors; and Academic Affairs, for providing reminders to students to update their local addresses within eSIS.

**Background**

UW-River Falls is a participant in the State Authority Reciprocity Agreement, which requires that institutions comply with reporting requirements related to licensure programs.

**Related Documents**

SYS 121. [https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/professional-licensure-programs-determining-student-location/](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/professional-licensure-programs-determining-student-location/)

**Contact**

Please direct questions about this policy to administrative-policy@uwrf.edu.