



**Policy Title: Student Location and State Licensure Requirements**

**Policy Number: BUAA 207**

**Date Issued: June 30, 2020**

**Responsible Executive: Provost**

**Date Last Revised: July 23, 2024**

**Responsible Office: Professional Education**

## **Student Location and State Licensure Requirements Policy**

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### **Policy Statement**

Student location can impact enrollment eligibility for educational programs, depending on state licensure requirements by the agencies with jurisdiction. Academic programs leading to professions with state licensure or certification requirements will disclose to applicants and students the program's determination whether it meets the licensure or certification requirements of the states in which the applicant or student is located and/or intends to practice the profession. Students must formally communicate their location by the time of initial enrollment and whenever they have a change of their location.

In addition to student disclosures, academic programs leading to state licensure or certification must report information to the federal government on student location and program licensure exam pass rates.

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### **Reason for the Policy**

The U.S. Department of Education (USDE) and the National Council for State Authorization Reciprocity Agreements (NC-SARA) have established regulations, policies, and guidelines for institutions offering educational programs, including online programs and programs that lead to professions with state licensure or certification requirements. These requirements include disclosures to students regarding licensure eligibility by state based upon the location of the student. There are also federal reporting requirements to determine licensure pass rates for academic programs.

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### **Individuals/Entities Affected by this Policy**

Academic Affairs Division, Faculty, Student Advisors, Undergraduate and Graduate Program Directors, Information Technology Services, and Students

1. Student Location and State Licensure Requirements

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## Exclusions

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NONE

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## Related Documents and Forms

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### University Policies and Documents

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[BU-PP 029 Handling of Confidential Information](#)

[FERPA Policy](#)

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### Other Documents

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[34 CFR 99 Family Educational Rights and Privacy \(FERPA\)](#)

[34 CFR §600.2 Definitions \(state authorization reciprocity agreement\)](#)

[34 CFR §600.9\(c\)\(1\)\(i\) and \(ii\) State authorization \(distance education and SARA\)](#)

[34 CFR §600.9\(c\)\(2\)\(i\) to \(iii\) State authorization \(student location determination\)](#)

[34 CFR §668.43\(a\)\(5\)\(v\) Institutional information \(public disclosures of licensure requirements by state\)](#)

[34 CFR §668.43\(c\) Institutional information \(individualized disclosures to students about professional licensure determinations by location\)](#)

[34 CFR §668.72\(c\)\(2\) Nature of Educational Program \(misrepresentation regarding eligibility for licensure\)](#)

88 FR 70004 Financial Value Transparency and Gainful Employment Rule

[C-RAC Guidelines](#)

[NC-SARA Manual \(Section 5.2\)](#)

Title IV HEA Consumer Protection Provisions

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### Forms and Tools

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The following forms and tools are available:

- Student Relocation form
  - [State Authorization](#)
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## Definitions

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These definitions apply to terms as they are used in this policy.

<b>Location</b>	The state in which a student is physically located and residing while applying for or participating in a program that leads to professional licensure.
<b>State Licensure Agency Approval of Academic Programs</b>	The approval granted to the institution by a particular US state licensing agency to provide education making a student eligible for licensure.
<b>State of future employment/professional practice</b>	The state in which a student intends to reside upon completion of the degree.

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## Contacts

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Subject	Contact	Telephone	Office email/web site
<b>Professional Licensure &amp; Other Policy Questions</b>	<b>Office of Professional Education</b>	254-710-8367	<a href="https://professionaleducation.web.baylor.edu">https://professionaleducation.web.baylor.edu</a>

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## 2. Student Location and State Licensure Requirements

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## Principles

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1. Baylor will offer programs only to students who are located, during the period of instruction, in states in which Baylor is legally authorized to offer education programs. Students entering a program requiring full-time attendance on a Baylor campus will be considered to be “located” on that campus. For students applying to programs not requiring full-time attendance on campus, the address on their application will be used to determine their state of location to verify eligibility for a program. A student who intends to change location before beginning the period of instruction must notify the program. A student who changes location after admission to a program may not be eligible to continue in the program.
2. Some academic programs that lead to professional licensure or certification may not meet the requirements for licensure or certification in all states. Academic programs may from time to time determine whether the program meets the requirements for licensure or certification in a particular state. The programs will require applicants to identify the state where they intend to practice the profession. The programs will notify applicants and students of any determinations made regarding their location and state where they intend to practice. If the program has made no determination with respect to a particular state, the program will so advise applicants and students.
3. Students enrolled in programs not requiring full-time attendance on campus are required to advise Baylor of a change in state of location. When a student advises Baylor of a change in location, Baylor will within 14 days advise the student whether the student is still eligible to continue in the program and, when applicable, notify the student of its determinations regarding professional licensure or certification in that state.

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## Procedures

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1. When students are admitted to a program requiring full-time attendance on a Baylor campus, they will be considered to be located on that campus for these purposes.
2. When students are admitted to a program not requiring full-time attendance on a Baylor campus, the address on their application and their intended state of future employment/professional practice after graduation will be used to verify eligibility into a program.
3. Applicants who intend to change location prior to beginning instruction should notify the program so that program eligibility in that location can be verified.
4. Students changing their location will be required to complete a Relocation Form.
5. A Relocation Form may be obtained from their Academic Advisor for undergraduate degree programs or their Program Director for graduate degree programs.

### 3. Student Location and State Licensure Requirements

6. Once the form is submitted, the Academic Advisor/Program Director will verify eligibility and notify the student of approval or non-approval to operate in the state to which they are relocating within 14 calendar days.
7. In programs leading to professional licensure or certification, the program will also notify the student whether the program meets the licensure or certification requirements of the state to which they are relocating.
8. After submitting the Student Location Change Form, students are required to update their Student Home address in BearWeb and notify their Academic Advisor for undergraduate degree programs or their Program Director for graduate degree programs in writing of their address change.
9. Annually program directors will complete a form that includes state licensure eligibility for each state, and summarizes the number of students taking and passing the Texas state licensure exam related to their program.