

Policy Title: Student Location, State Authorization, and Licensure Requirements

Policy Number:

Date Issued: June 30, 2020

Responsible Executive: Provost

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Responsible Office: Professional Education

Interim Student Location, State Authorization, and Licensure Requirements Policy

Policy Statement

Student location can impact enrollment eligibility for educational programs, depending on State authorization or other 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.

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.

Individuals/Entities Affected by this Policy

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

Exclusions

NONE

Related Documents and Forms

University Policies and Documents

BU-PP 029 Handling of Confidential Information

University Policy on Education Records Pursuant to the Family Educational Rights and Privacy Act

Other Documents

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)

Title IV HEA Consumer Protection Provisions

Accreditation Policies:

C-RAC Guideline

NC-SARA Section 5.2

Forms and Tools

The following forms and tools are available:

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

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

Location	The state in which a student is located while applying for or participating in a program that leads to professional licensure.
State of future employment/professional practice	The state in which a student intends to reside upon completion of the degree

Contacts

Subject	Contact	Telephone	Office email/web site
Questions	Graduate School	254-710-3588	https://www.baylor.edu/graduate/
	Office of Professional Education	254-710-8367	https://www.baylor.edu/gpe/
	University Advisement	254-710-7280	https://www.baylor.edu/university_advisement/

2. Student Location, State Authorization, and Licensure Requirements

Principles

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.

Procedures

- 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.
 - 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.
3. Student Location, State Authorization, and Licensure Requirements

- 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 Relocation 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.