

FSU Policy 3-17

Title of Policy:	Policy Governing Disclosure of Programs Designed to Lead to Professional Licensure or Certification
Responsible Executive:	Provost and Executive Vice President for Academic Affairs
Approving Official:	Provost and Executive Vice President for Academic Affairs
Effective Date:	On Final Approval
Revision History:	New No revisions at this time

I. INTRODUCTION

Florida State University is committed to ensuring that current and prospective students have access to accurate information about its academic programs, especially those that are designed to lead to professional licensure or certification. To that end, the University enacted this policy to ensure uniformity of dissemination of information, proper required notification to students, and compliance with federal standards.

II. SCOPE

This policy applies to any academic program designed to lead to professional licensure or certification, whether in the State of Florida or in any other state. An academic program is “designed to lead to professional licensure or certification” if it meets the following criteria:

- A. Successful completion of the academic program culminates in the award of a degree (i.e., not a certificate program or non-degree course of study), AND either:
- B. The department or college responsible for the program, in fact, planned the academic program to fulfill the education requirements of a particular profession or trade; OR
- C. The department or college responsible for the program advertises the academic program as meeting such requirements.

III. POLICY

A. Reporting

Each department, or College where there is no department, with an academic program that meets the criteria above is responsible for compiling data showing:

1. All states for which the curriculum meets state educational requirements for licensure or certification;

2. All states for which the curriculum does not meet the state educational requirements; and
3. All states for which it has not been determined whether the curriculum meets state educational requirements.

B. Compilation and Updating of Data

The Office of Distance Learning or other office designated by the Provost shall be responsible for the following tasks:

1. Compilation and maintenance of data reported by individual departments
2. Maintenance of a central database and website to hold and make public the data

Departments, or Colleges where there is no department, shall be responsible for the following tasks:

1. Maintenance of a link to the central database or website to ensure current and prospective students have access to accurate information
2. Submission of any updates to the central office at the start of each semester (fall, spring, summer)

C. Determination of Student Location

For purposes associated with this policy, a current student's location shall be determined as follows:

1. The first method of identification shall involve comparing a student's state of residence with student's mailing address (as declared by the student in the student registration system at the time of initial enrollment). When state of residence matches mailing address, that state is the student's location. When the state of residence does not match the mailing address, student residency status will be examined to determine if a student has been reclassified as a Florida resident for tuition purposes. In those cases, student location will be Florida.
2. If location cannot be confirmed in the steps described above, the Office of Distance Learning will contact the offering college or department to confirm the student's location, based on information maintained by the college or department. Student location data is examined three times a year (fall spring, and summer) to ensure the database generating licensure notifications is current.

D. Notifications

If it is determined that:

1. A prospective student who has indicated they intend to enroll in an academic program subject to this policy is located in a state in which the department has determined the academic program does not meet the licensure or certification requirements; or
2. A currently enrolled student is located in a state in which the department has determined:

- a. its academic program does not meet the licensure or certification requirements; or
 - b. the academic program met the licensure or certification requirements at the time of the student's initial enrollment but no longer does; or
3. The currently enrolled student completes an address change pursuant to University procedures to a state in which the department has determined its academic program does not meet the licensure or certification requirements, then

The Office of Distance Learning will send written notification to the student that the program in which the student is enrolled or, in the case of a prospective student, that the prospective student has indicated an intent to enroll, does not meet said requirements in their state, utilizing the most current location information for the student. For enrolled students, e-mail notification at the student's University-assigned e-mail address shall be used for transmission of the notification. For prospective students, the e-mail address provided by the prospective student in their application for admission to the University shall be used for transmission of the notification. Such notification shall be made within fourteen (14) days of FSU's awareness of the change in the state requirements or the student's location.

IV. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

34 C.F.R. §§600.9, 668.41, 668.43, 668.50

Article IX, section 7, Florida Constitution

Section 1001.706, Florida Statutes

BOG Regulation 1.001(4)

The Florida State University Board of Trustees has delegated authority to the University President who has delegated to the Provost the authority to make academic policy.