

<b>SAMFORD UNIVERSITY</b>		
<b>EFFECTIVE: 7/1/2024 REVISED:</b>	<b>POLICY NUMBER</b>	<b>Page 1 of 2</b>

**APPLICABLE TO:** All Units

**ADMINISTRATIVE RESPONSIBILITY:** Provost and Vice President for Academic Affairs

**TITLE:** Professional Licensure Disclosure Policy-Student Location Policy

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## **I. Policy Statement**

In compliance with U.S. Department of Education federal regulations (34 CFR 668.43), Samford University (the university) shall make public and readily available to prospective, admitted, and enrolled students information regarding whether an “applicable educational program” will fulfill educational requirements for a specific professional licensure or certification required for employment in an occupation. In cases where the applicable educational program does not meet licensure requirements in a particular state, individual disclosures will be made to students based on the student’s location. Admitted students accepted to a Samford University applicable educational program that does not meet licensure requirements, but chooses to remain enrolled, will be required to submit an attestation form.

Federal regulations require the university to determine the location of students who are enrolled in an applicable educational program. The purpose of this regulation is to ensure that students receive general and direct communication about whether the applicable educational program does not meet the educational requirements for licensure in the state in which they are currently located.

## **II. Definitions**

**Prospective Student:** a person who has applied to a Samford University applicable educational program, intends to enroll, and is then entered into the student record system, but who has not yet made a financial commitment to Samford University.

**Admitted Student:** a person who has been accepted to a Samford University applicable educational program, and is eligible to make a financial commitment to Samford University. Depending on the program and student level, this financial commitment is signified by registering for classes or paying a non-refundable enrollment deposit.

**Enrolled Student:** includes any person registered or eligible to register in a Samford University academic course for the current or upcoming academic term.

**State Location:** the U.S. State of the permanent address provided by the prospective, admitted, or enrolled student and as listed in Samford’s Student Information System (Banner).

**Applicable Educational Program:** an undergraduate or graduate educational degree program at Samford University designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation or is advertised as such.

**Attestation:** required for any undergraduate or graduate student enrolling in an applicable educational

program at Samford University that does not meet educational requirements for a specific professional licensure or certification that is required for employment in an occupation. The student must attest that the applicable educational program at Samford University does not meet licensure requirements for their state location and that they plan to pursue licensure in a state that Samford University's applicable educational program does meet licensure requirements.

### **III. Policy Procedures**

#### **A. Prospective Students**

The University will determine a state location for each prospective student based on the permanent mailing address or home address provided to the university by the student at the time of initial enrollment. Prospective students with an application address outside of the United States will not have a state location. Any prospective student who will be attending a licensure program face-to-face, on campus, will be considered to be located on campus unless the student will be enrolled in one or more online courses during the first term.

In compliance with federal regulations, the university will send an email disclosure within 14 days to each prospective student applying to a Samford University applicable educational program prior to the prospective student making a financial commitment to the University.

#### **B. Admitted Students**

The University will determine a state location for each admitted student based on the permanent mailing address or home address provided to the university by the student. Admitted students with an application address outside of the United States will be considered residents of Alabama.

In compliance with federal regulations, the University will send an email disclosure and require attestation in a timely manner (prior to any financial commitment to the university) to each admitted student accepted to a Samford University applicable educational program that does not meet licensure requirements, but chooses to remain enrolled.

#### **C. Enrolled Students**

The University assign a state location for each enrolled student based on the student's permanent mailing address in Banner. Enrolled Students are responsible for updating their address information through the Samford Portal.

In compliance with federal regulations, the university will send an email disclosure in a timely manner to each enrolled student if the status of the applicable educational program in which the student has declared changes such that it does not meet the educational requirements for licensure or certification for that profession in the student's state location. In this instance, disclosure will occur within 14 days of the university becoming aware of the change in the program status as required by the federal regulations.