I. Purpose

Under 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c), institutions are required to make disclosures concerning educational requirements for programs leading to professional licensure or certification regardless of modality. Institutions must provide information relating to whether an academic program leading to professional licensure or certification will meet state educational requirements in the state in which a current or prospective student is located. Federal regulations also require institutions to have a policy that defines student location for the purpose of compliance with disclosure requirements.

II. Scope

The requirements of this policy apply to educational programs offered by Middle Tennessee State University (MTSU or University) designed and/or advertised to meet educational requirements for a professional license or certification required for employment in an occupation. This policy and its definitions do not supersede any other policy or definition regarding residency for the purposes of determining residency or tuition.

III. Definitions

A. Current Student. A student who is enrolled in an academic program at MTSU. For the purposes of this policy, dual enrollment and non-degree seeking students are not included in this definition.

B. Prospective Student. A student who has applied for admission to MTSU and specified an academic program but who has not yet enrolled.

C. Student Location. For the purposes of this policy, location is the state where a current or prospective student resides based on the permanent home address provided when the student applies for admission, intends to enroll, and is entered into the MTSU ERP.
A student who provides a permanent address that is not in a U.S. state or territory (e.g., students living outside the United States) will be considered to be located in the State of Tennessee.

D. General Disclosure. Disclosure statements provided in publicly-accessible University documents including, but not limited to, applications for admission, notices of acceptance of admission to the University or a University program, or University catalogs; on institutional consumer information webpages and academic program webpages; and in electronic Public Service Announcements of Higher Education Opportunity Act notifications.

E. Direct Disclosure. An individualized written statement sent by email or postal service to a prospective or current student that discloses the University’s determination concerning an academic program leading to professional licensure or certification in the state in which the student is located.

F. State. A State of the Union, American Samoa, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands.

IV. Process

A. If an educational program offered by MTSU is designed and/or advertised to meet educational requirements for a professional license or certification that is required for employment in an occupation, information regarding that program will be provided in a general disclosure indicating whether the program curriculum meets, does not meet, or has not been determined whether it meets the state education requirement for licensure or certification in the specified state.

B. A direct disclosure is required to be made to a prospective student if:

1. MTSU has determined that the program leading to professional licensure or certification does not meet educational requirements in the state in which that student is located; or,

2. MTSU has not made a determination that the program leading to professional licensure or certification meets or does not meet the educational requirements for licensure or certification in the state in which that student is located.

C. A direct disclosure is required to be made to a current student within fourteen (14) calendar days if:
1. MTSU has determined that the program does not meet state educational requirements for licensure or certification in the state in which the student is located; or,

2. MTSU later determines that the program does not meet the educational requirements for licensure or certification in the state in which the student is located.

D. A current student’s location designation will remain in effect until they change their permanent address in the Pipeline portal. The student must then notify the academic program’s coordinator of the location change. Within fourteen (14) days after the student notifies the coordinator of the location change, the student must receive a new direct disclosure if the program does not meet educational requirements in that state, or if a determination has not been made that the program does or does not meet educational requirements in that state.

E. The Office of the University Provost will coordinate the following activities with the Vice Provost for Academic Programs, Dean of the College of Graduate Studies, academic program coordinators and directors, the Associate Vice President for Enrollment Services, and the Director of Enrollment Technical Services:

1. Research on state educational requirements for professional licensure or certification;

2. Annual review of the University’s determination whether an academic program leading to professional licensure or certification meets state educational requirements;

3. Annual review of the content of and methods for communicating general disclosures;


Forms: None.

Revisions: None.

Last reviewed: __________ 2020.

References: 34 CFR 668.43(a)(5)(v); 34 CFR 668.43(c)