

## Policy on the Determination of Student Location and Professional Licensure Disclosure

### Purpose:

In accordance with federal regulation, 34 CFR Sec. 668.43, institutions are required to determine the states in which a student and prospective student is located for the purpose of disclosing state-specific professional licensure information to students based on the state in which a student is located. This policy is necessary to comply with the new regulatory disclosure requirements as of July 1, 2024, by amending the definition of "location" to clarify that students enrolled in an on-campus program shall be considered to be located in the State of Wisconsin for disclosure purposes.

These federal regulations require that for all academic programs, universities must determine the location of the student at the time of initial enrollment in the program and the subsequent requirement to notify students if professional licensure requirements in the state in which they are located are met by the curriculum of the program. The office of Institutional, Research, Assessment, and Planning along with the academic programs leading to professional licensure will be involved in managing the ongoing process as necessary.

### Definitions:

- **Student location:** Per UW System Administrative Policy #100-09 which updates UW System Policy 121, at the time of initial enrollment in a professional or occupational licensure or certification program, a student's location shall be defined as the following:
  - A student who enrolls in a program that holds instruction primarily at a physical location on the UW-La Crosse campus (on-campus instruction) shall be considered located in the state of Wisconsin. This determination is based on the student being located (in part or exclusively) in Wisconsin while receiving instruction and enrolling in a program designed, primarily, to lead to licensure in the state of Wisconsin.
  - A student enrolling in a program that offers instruction in a hybrid learning format will be considered located in Wisconsin.
  - A student enrolling exclusively in distance education will be considered located at their current address listed on their official application and/or acceptance into the program.
- **Time of initial enrollment:** Unless otherwise defined by federal law, and for purposes of this policy, a university may consider the time of initial enrollment as a student's official enrollment in a professional or occupational licensure or certification program and/or the receipt of the student's financial commitment to the first class, semester or term required for completion of a licensure program.
- **Prospective undergraduate student:** Refers to a student who has been admitted to UWL.

- **Prospective graduate student:** Refers to a student who has made contact with the University expressing interest in a program (first record of student made in CRM).
- **Programs leading to required initial professional licensure or certification:** Academic programs designed for or marketed as fulfilling the purpose of preparing graduates to meet the educational requirements for initial professional licensure or certification requirements of a state board. Optional certifications administered through the private sector fall outside the scope of this policy. Identified professional licensure programs currently available at UW-La Crosse at the undergraduate level include Clinical Laboratory Science, Nuclear Medicine Technology, Radiation Therapy, Teacher Education, and Therapeutic Recreation. Identified professional licensure programs currently available at UW-La Crosse at the graduate level include Athletic Training, Biology: Nurse Anesthesia Concentration, Microbiology: Clinical Microbiology Emphasis, Occupational Therapy, Physical Therapy, Physician Assistant Studies, Professional Studies in Education, School Psychology, and Recreational Therapy.
- **Formal receipt of information regarding change of location:** Students are prompted to update their address information each term. Students may use self-service within the university's student information system (WINGS) to formally update their home address at any time.

### **General Disclosures:**

A general disclosure (see below) related to programs that lead to professional licensure will be posted on respective program webpages.

*If you plan to apply for licensure in a state other than Wisconsin after completion of this program, you should refer to the Professional Licensure Disclosure website and contact the other state's appropriate licensing board to determine whether the UWL program meets licensure requirements in that state.*

### **Individual Disclosures:**

Individual disclosures must be in writing (email, letter, or printed on program documents) and be provided to current and prospective students in the following circumstances:

1. the program does not meet the educational requirements for initial licensure or certification; or
2. for current students, if the program is determined to no longer meet the educational requirements of the professional licensure program (student to be notified within 14 days of the institution discovering the program no longer meets the licensure requirements).

The customer relationship management (CRM) software, administered by Admissions, will be used to provide individual disclosures in the case of circumstance 1. Institutional Research, Assessment, and Planning, in coordination with the program, will provide individual disclosures in the case of circumstance 2.



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Following the start of each term (Fall and Spring), Institutional Research, Assessment, and Planning will identify current students who have submitted a *change of location* or *change of major* and provide written disclosure if the program does not meet the educational requirements for initial licensure/certification in the state which the student is located in, or if the program has not made a determination regarding whether the program meets the educational requirements for initial licensure/certification.

**Oversight and Updates:**

Institutional Research, Assessment, and Planning is responsible for ongoing oversight and updates to program disclosures in consultation with program directors.

**Related Policies:**

- [\*SYS 121, Professional Licensure Programs: Determining Student Location.\*](#)
- [Interim UW System Administrative Policy 100-09: “Professional Licensure Programs: Determining Student Location” Policy Amendments](#)

Published: July 1, 2024

Location: Financial Aid Resources & Consumer Information page <https://www.uwlax.edu/finaid/resources/>