

Texas Christian University Policy

Policy Title: **Disclosure Requirements for Academic Programs Leading to Professional Licensure**
Policy Subject: **Professional Programs Disclosure**
Division: **Academic Affairs**
Policy Number: **TBD**

I. Applicability.

This policy applies to academic programs leading to professional licensure and/or certification. This policy is written to comply with regulatory and accreditation requirements including the Higher Education Act and related regulations, Southern Association of College and Schools Commission on Colleges, and the State Authorization Reciprocity Agreement.

II. Policy Statement and Purpose.

This policy describes the process for TCU to discharge its obligations under federal law and regulations, accreditation requirements, and the State Authorization and Reciprocity Agreement:

- to make a good faith effort to determine if its Professional Programs meet the educational prerequisites for Licensure for each state and territory in the United States; and
- to disclose to students enrolled in its Professional Programs whether its Professional Programs meet educational prerequisites for Licensure in the state or territory where the student engages in educational activities.

III. Policy Definitions.

- A. Professional Program(s): An academic or degree program at TCU that prepares a student to practice in a field that may require Licensure to practice in a particular state or US territory.
- B. Licensure: An official process administered by a state-level or territory-level authority that is required by law for an individual to practice a regulated profession in that state or territory.
- C. Professional Licensure Disclosures: the disclosures by TCU to students and prospective students concerning whether a Professional Program meets educational prerequisites for Licensure or Certification of the various states and US territories. The timing and manner of the disclosures and the information included in the disclosures are described in this policy.

IV. Policy.

All Professional Programs, whether offered online or on-campus, must create and distribute disclosure statements regarding whether the program does or does not lead to Licensure in each state within the United State and U.S. Territories. The following sets forth the responsibilities of various TCU employees, the responsibilities of students enrolled in these programs, and the responsibility for oversight.

- A. **Policy Review.** On an annual basis, TCU will review and update this policy. This annual review will be initiated by the **Director of Institutional Effectiveness**.
- B. **Deans.** Deans of each school/college will maintain oversight of the Professional Programs within their school/college and will ensure that the disclosures required by this policy are completed consistent with this policy. To provide this oversight, Deans must:
 - 1. Communicate this policy and its expectations on a regular, at least annual, basis.
 - 2. Identify Professional Programs in the school/college that have disclosure obligations under this policy.
 - 3. Monitor the implementation of this policy within the school/college.
 - 4. Maintain records of communicating and monitoring the requirements of this policy, and provide these records on an annual basis to the Director of Institutional Effectiveness.
- C. **Registrar.** The Registrar shall obtain from each student upon registration for a course that is part of the curriculum particular to a Professional Program the physical location where the student will be engaged educational activity.
- D. **Professional Program Director.** The Program Director of each Professional Program will manage and communicate the disclosures required by this policy. Each Program Director shall:
 - 1. Each year make a good faith effort to determine if the program meets the educational prerequisites for professional licensure or certification for Texas as well as other states. State determinations will be prioritized based on the states in which students enrolled in the program are physically located.
 - 2. For any Professional Program that typically includes a significant distance learning component, comply with disclosure requirements, including disclosures to applicants, as required by the State Authorization and Reciprocity Agreements (Professional Program Directors may contact the Koehler Center for guidance).
 - 3. On the last day of pre-registration for each term, retrieve from the Registrar the physical location of each student enrolled in any Professional Program course.
 - 4. Archive the physical location of each student throughout enrollment in the Professional Program.

5. Provide each student upon enrolling for the first time in a Professional Program course the Professional Licensure and Certification Disclosures within five days of the final day of pre-registration for the term.
 6. If a student's physical location changes to a different state or US territory when enrolling in Professional Program course (including for internships or clinical experiences for academic credit), provide the student updated Professional Licensure and Certification Disclosures within five days of the final day of pre-registration for the term.
 7. If a student's physical location when enrolled in any Professional Program course (including for internships or clinical experiences bearing academic credit) is in a state or US territory for which TCU has not made a determination whether the Professional Program meets the educational requirements for Licensure, the Professional Program shall make all reasonable efforts to determine whether the Professional Program meets the educational requirements for Licensure in that state.
 - a. If the Professional Program is able to determine whether it meets the educational requirements for Licensure in that state or US territory, the Professional Program shall provide that information in writing to the student within fourteen days of the determination.
 - b. If the Professional Program is not able to determine whether it meets the educational requirements for Licensure in that state or US territory, the Professional Program shall notify the student within fourteen days in writing that the Professional Program cannot confirm whether the course or program meets educational requirements for Licensure in the state, provide the student with current contact information for any applicable licensing boards, and advise the student to determine whether the program meets requirements for Licensure in the state where the student is located.
 8. Provide and annually update public Professional Licensure and Certification Disclosures in written and digital formats when advertising Professional Programs. Locations of these disclosures may include the program website, program handbook, catalog, and other locations that are commonly accessed by students considering enrollment in the program.
- E. **Professional Licensure Disclosures.** The Professional Licensure Disclosures shall include:
1. A list of states and US territories for which TCU has determined that the Professional Program meets the educational requirements for Licensure and/or Certification.
 2. A list of states and US territories for which TCU has determined that the Professional Program DOES NOT meet the educational requirements for Licensure or Certification.
 3. A list of states and US territories for which TCU has not made a determination whether the Professional Program meets the educational requirements for Licensure and/or Certification. All 50 states, the District of Columbia, and US

territories should be accounted for in one of the three categories listed in Sections E.1, E.2., or E.3.

4. A statement tailored to each Professional Program strongly encouraging students who are considering enrolling in the Professional Program and who intend to pursue professional licensure in a specific state to contact the appropriate licensing agency to seek information and additional guidance before beginning a program. The statement should also communicate that students are expected to independently confirm the licensure or certification requirements of the state authorities where the student intends to practice, that licensure requirements are subject to change periodically from state to state, and that licensure requirements may include educational or degree requirements, professional examinations, background checks, character and fitness qualifications, work experience, fingerprinting, and other requirements.

V. Enforcement

The Dean of each school/college for each Professional Program will monitor and enforce compliance with this policy within their school/college.

VI. Administrative Responsibility.

The Office of Institutional Effectiveness will maintain a cycle of annual review of this policy and is responsible for administering and interpreting this policy. To administer this policy, the Director of Institutional Effectiveness will:

- Conduct an annual review of this policy to assess its relevance and alignment with current practice.
- Maintain a list of Professional Programs and publish this list on the TCU website.
- Request an annual review of this list by Deans and Program Directors.
- Update the list of Professional Programs on an annual basis.
- Ensure each school/college Dean has provided, on an annual basis, documentation of policy communication and monitoring.
- Archive the documentation of policy review, communication, and compliance.

VII. Policy History.

The Professional Licensure and Certification Policy is effective as of July 1, 2020.

VIII. Related Policies.

TCU policy on [Distance Learning and Web-Enhanced Courses](#).

IX. Appendices.

None.

Approved by and Approval Date.

Teresa Abi-Nader Dahlberg 05/04/2020

Provost and Vice Chancellor of Academic Affairs

Date of Policy Approval:

Date of Policy Annual Reviews: