

Minnesota State University, Mankato University Policy	
<b>Policy Name:</b> Professional Licensure Disclosure	<b>Effective Date of Last Review:</b>
<b>Custodian of Policy:</b> Provost and Senior Vice President for Academic Affairs	<b>Date of Last Review:</b> June 2024
<b>Date of Adoption:</b> July 1, 2024	<b>Date of Next Review:</b> September 2030

**POLICY**

In accordance with 34 CFR 668.43(c)(3)(ii), Minnesota State University, Mankato limits enrollment in academic programs that lead to professional licensure based on location as defined in this policy. This policy does not supersede any other university and system policies that determine residency for the purpose of tuition assessment.

Students with an initial enrollment date after July 1, 2024, in a program that leads to licensure:

- Must be located in a state or territory for which the Minnesota State Mankato program meets requirements for licensure in that state or territory OR must submit a letter of attestation stating intention to seek licensure in a state for which the Minnesota State Mankato program meets requirements.
- May not enroll in online courses in their first semester of attendance if they are located in Minnesota and enrolled in an on-campus program.
- May complete a program if they were in a “meets requirements” location at the time of initial enrollment but subsequently report a change to a location that does not “meet requirements” for licensure.

Undergraduate or graduate students who were enrolled in professional licensure programs prior to July 1, 2024, may complete their degrees, regardless of location.

Minnesota State Mankato will, upon request, provide the U.S. Secretary of Education with written documentation of its determination of a student's location, including the basis for such determination.

**University Disclosures**

The university will use the student location to disclose state-specific professional licensure information to undergraduate or graduate students in writing via official university email:

1. At the time of the student's initial enrollment in an educational program, and
2. Within 14 days of formal notification by the student of a change in the student's location.

### **Alternative Pathways for Students in Locations without Licensure Compliance**

For undergraduate students whose location is a U.S. state or territory from which the Minnesota State Mankato program does not meet licensure requirements or does not file a letter of attestation, the university reserves the right to change the student's major program to Open Studies and require the student to meet with an academic advisor to select an alternate program of study ("major").

For graduate students whose location is a U.S. state or territory from which the Minnesota State Mankato program does not meet licensure requirements or does not file a letter of attestation, the university reserves the right to deny admission to the program regardless of other qualifications.

### **Determination of Licensure Compliance**

The Office of the Provost will work with all professional licensure programs to ensure regular review and updating of the inventory of states for which each program meets or does not meet licensure requirements.

### **Definitions**

**Professional licensure program.** A professional licensure program is a graduate or undergraduate credential program intended to (or advertised to) satisfy educational prerequisites for a State-issued professional license, certification, or other credential offered by a third party that is required for employment in an occupation.

**Prospective student location.** For the purpose of this policy, a prospective student's location is the location provided to the university by the student during the application process and stored in the student's record as their permanent address. This definition applies to all students.

**Enrolled student location.** For the purpose of this policy, the student location for enrolled students is a physical address documented in the student's record where a student currently or will live and/or frequently stay during the time they are actively enrolled in the university. For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will

be considered to be in a “meets requirements” location. This definition applies to all students.

**Change of location.** Student location designations will remain in effect unless and until a student officially submits a change of address to the Office of Registration and Academic Records. Once a student notifies the university of an address change, the date of data entry will be used as the effective date of a student’s revised location for the purposes of this policy. If a student does not notify the university of a change of address and their permanent address has been end dated in the student record system because mail was returned as undeliverable, their location will be considered the state of Minnesota.

**Initial enrollment.** A student’s initial enrollment is defined as the point at which students have been admitted to a program or major but have not yet registered for courses in that program or major. For programs that do not have a program-specific admissions process, the initial enrollment is considered the point of initial major declaration at the institution.

**Letter of Attestation.** A written statement in which a student attests or confirms that after graduation they plan to seek licensure and employment in a specific state or territory for which the MNSU program meets licensure requirements.