



<b>Effective:</b>	July 1, 2020 (original)
<b>Responsible Executive:</b>	Director, Academic Insight
<b>Applicability:</b>	Applies to all admitted and enrolled students in any Auburn University Applicable Educational Program
<b>Review By:</b>	July 2024

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### I. POLICY STATEMENT & PRINCIPLES

In compliance with U.S. Department of Education federal regulations (34 CFR 668.43), Auburn University (the University) shall make public and readily available to 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 or is undetermined to meet licensure requirements in a particular state, individual disclosures will be made to students based on the student’s location. The University will document the procedures used to periodically determine the location of all Admitted and Enrolled Students.

Effective July 1, 2020, 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 or is undetermined if the educational requirements for licensure in the state in which they are currently located.

### II. DEFINITIONS

**Admitted Student:** a person who has been accepted to an Auburn University Applicable Educational Program, but who has not yet made a financial commitment to Auburn University (not including an application fee, if applicable). Depending on the program and student level, this financial commitment is signified by:

- Paying a non-refundable enrollment deposit (e.g., new undergraduate students, new PharmD students), or
- Registering for classes in the Doctor of Veterinary Medicine program, or
- Registering for classes in a graduate program (e.g., new graduate students).

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

**State Location:** the U.S. State of the address provided by the Admitted or Enrolled student and as listed in Auburn’s Student Information System (Banner). For Admitted Students, this is derived from the address provided on the individual’s program application which becomes the student’s initial “Permanent Address” in Banner. For Enrolled Students, this is derived from the individual’s “Local Address” in Banner.

**Applicable Educational Program:** an undergraduate or graduate educational degree program at Auburn 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.

### III. POLICY PROCEDURES

#### A. Admitted Students

The University will determine a State Location for each Admitted Student based on the address provided on the program application. Admitted Students with an application address outside of the United States will not have a State Location.

In compliance with federal regulations, the University will make a written disclosure (via email, other electronic communication, or postal mail) to each Admitted Student accepted to an Auburn University Applicable Educational Program prior to the Admitted Student making a financial commitment to the University.

#### B. Enrolled Students

The University will determine a State Location for each Enrolled Student based on the student’s Local address in Banner. Enrolled Students are responsible for updating their local address information through the AU Access. If no local address is provided, the student’s permanent address will be used to make the determination of State Location.

In compliance with federal regulations, the University will make a written disclosure (via email, other electronic communication, or postal mail) to each Admitted and/or Enrolled Student when any of the following occur:

- i. The Admitted and/or Enrolled Student declares their major in an Applicable Educational Program,
- ii. The Admitted and/or Enrolled Student’s State Location as identified in Banner changes, or
- iii. The status of the Applicable Educational Program in which the student has declared changes such that it does not meet or has not been determined to meet the educational requirements for licensure or certification for that profession in the student’s State Location.

For subparagraphs i. and ii., the disclosures will occur in a timely manner. For subparagraph iii., the disclosure will occur within 14 days of the university becoming aware of the change in program status as required by the federal regulations.