



LAMAR UNIVERSITY MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP 02.06.04

AREA: Accreditation, Licensure & Regulation

Student Location for Licensure & Certification Programs

I. POLICY

- A. Lamar University (LU) complies with federal code [34 CFR § 600.9](#) and [§ 668.43\(c\)](#), which state in part:

“the institution must determine in which State a student is located while enrolled in a distance education or correspondence course when the institution participates in a State authorization reciprocity agreement under which it is covered in accordance with the institution’s policies and procedures. The institution must make such determinations consistently and apply them to all students. Under § 600.9(c)(2)(ii), the institution must, upon request, provide the Secretary with written documentation of its determination of a student’s location, including the basis for such determination.” ([Federal Register, Vol. 84, No. 212, November 1, 2019, Rules and Regulations](#), p. 58904)

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: 34 CFR §600.9 and §668.43(c); the Texas State University System (TSUS) Rules and Regulations; and the Texas Education Code.
- B. The policy applies to LU students enrolled in any LU education program that leads to professional licensure or certification in Texas or another state with which the University has a state authorization reciprocity agreement. The LU Office of Digital Learning maintains a [chart](#) that (1) lists the LU programs that lead to licensure or certification, and (2) indicates which states recognize LU’s programs for licensure or certification in their state. This chart is reviewed and updated, as applicable, at least once per year and upon LU becoming aware of a change in any state’s reciprocity and/or licensure or certification requirements.

III. DEFINITIONS

- A. **State Authorization Reciprocity Agreement.** “An agreement between two or more States that authorizes an institution located and legally authorized in a State covered by the agreement to provide postsecondary education through distance education or correspondence courses to students located in other States covered by the agreement and cannot prohibit any member State of the agreement from enforcing its own general-purpose State laws and regulations outside of the State authorization of distance education” ([34 CFR § 600.2](#)).

- B. **Student Location.** The state in which a student is physically located while enrolled and taking courses at LU. Student location may change during a student's enrollment at LU. (Note. The term **student location** is not identical to the term **student residence/permanent address**. A student's residence/permanent address may be in a state different from the one in which this student is physically living or "located" during a given semester.)

IV. PROCEDURES

A. **Notices prior to enrollment.**

- On its Distance Learning web pages, LU informs prospective students that a program that leads to licensure or certification in Texas may not be recognized for licensure or certification in other states.
- Students accepted to an LU program that leads to licensure or certification will be required to sign and return a form on which they (students) indicate that they intend to pursue licensure or certification in a state other than Texas and that they have reviewed whether LU is authorized to offer the program to which they have applied in their state and that they have reviewed the licensure or certification requirements for their state.

- B. **Location determination prior to first course.** Prior to beginning their first course in LU's Blackboard system, students accepted into a program for licensure or certification will be prompted by the Blackboard system to complete a location survey. The survey explains the reason students are being asked for their location.

- C. **Location determination during enrollment.** Each semester that a student is enrolled in an LU program leading to licensure or certification, the Blackboard system will prompt this student to complete a location survey prior to beginning their first course for that semester. The survey explains the reason students are being asked for their location.

- D. Students enrolled in a licensure or certification program will also be able to edit their location in Blackboard if their location changes during a semester.

- E. **Location reporting.** Each semester, LU's State Licensure and Authorization Officer will receive a report indicating the reported location of each student enrolled in a program for licensure or certification. The Officer will identify new or continuing students on the list whose location is in a state that does not recognize LU's program for licensure or certification, that may have changed its requirements, or that no longer recognizes LU's program.

- F. Within [14 calendar days](#) of determining that the state in which a student is located does not recognize the student's program for licensure or certification, has changed its requirements, or no longer recognizes the student's program, the State Licensure and Authorization Officer will contact the student by email to inform them of this status. (Note. The State Licensure and Authorization Officer will use student locations submitted in Blackboard, and not student residence/permanent addresses submitted in Banner, to make these determinations.)

V. REFERENCES

[Federal Register, Vol. 84, No. 212, November 1, 2019, Rules and Regulations](#)

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice Provost for Digital Learning
Provost & Vice President for Academic Affairs

Review Schedule: Every three years on or before September 1 or as needed if federal code changes before the three-year term has ended

VII. APPROVAL

Dr. Brenda S. Nichols	06/05/2022
Provost & Vice President for Academic Affairs	Date

Dr. Jaime R. Taylor	06/06/2022
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	04/22/2022	Version created.
	06/06/2022	Version approved by President.