

Distance Learning and Location Policy

I. Purpose and Policy Statement

The purpose of this policy is to comply with certain federal regulations (including 34 C.F.R. 600.9(c); 34 C.F.R. 668.14(b)(32); 34 C.F.R. 668.43(a)(5)(v); and 34 C.F.R. 668.43(c)) and with the requirements of the National Council for State Authorization Reciprocity Agreements (NC-SARA) and the SARA Policy Manual.

II. Definitions

Direct disclosures: Emails, notices provided in online applications or enrollment forms, and/or other forms of direct written communication to students constitute direct disclosures.

Distance education student: A distance education student is a student who enrolls in at least one course offered through distance education. However, for purposes of the disclosures required under this policy, a distance education student does *not* include students living on-campus or in Texas while completing distance education coursework.

Enrollment: Consistent with 34 CFR 668.2, enrolled is the status of a student who has completed the registration requirements (except for the payment of tuition and fees) at DBU or as been admitted into an educational program offered predominantly by correspondence and has submitted one lesson, completed by him or her after acceptance for enrollment and without the help of a representative of the institution.

General disclosures: A published list of all states in which the University's professional licensure preparation programs meet or do not meet the applicable educational requirements for licensure in the states.

NC-SARA or the National Council for State Authorization Reciprocity Agreements: NC-SARA's website describes the organization as "a private nonprofit organization [501(c)(3)] that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs."

Professional licensure preparation program: An educational program that is "designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements," as defined in 34 C.F.R. 668.43(a)(5)(v).

School: A primary academic unit under the purview of a dean.

State Authorization: Approval or authorization for an institution to offer certain distance education programs and activities in a State or U.S. territory.

IV. Policy

A. General disclosures

For each professional licensure preparation program, DBU publishes information indicating whether the program meets the state's educational requirements for licensure. Visit the State Authorization and Professional Licensure Disclosures website at <https://www.dbu.edu/online/academic-compliance.html>.

B. Direct Disclosures

If a student is: (1) seeking to enroll in an on-campus program; or (2) is located in Texas, then DBU needs to directly disclose a list of all States where the institution has determined that the program does and does not meet the requirements.

a. Direct Disclosures for Distance Education Students

i. Determinations for Enrolling Distance Education Students

DBU considers a distance student's location at the time of initial enrollment according to the location policy included in this policy (See Section D) and uses that location information to determine the eligibility of the student to be enrolled in a professional licensure preparation program at DBU. To enroll a distance education student in a professional licensure program at DBU, the program must be programmatically accredited if required by a federal agency or by a state from which one or more students is enrolled at the time of initial enrollment.

A distance education student wishing to enroll in a professional licensure preparation program at DBU but whose location at the time of initial enrollment is a state in which the program does not meet the educational requirements for licensure cannot be enrolled in that program unless student signs a letter of attestation stating that they intend to seek employment and licensure in a state in which their chosen program meets the applicable educational requirements for licensure may be enrolled in that program.

Student attestations must be signed submitted to the Dean of the School offering the professional licensure program. Students who submit attestations that fail to meet the requirements of this policy, and applicable federal regulations cannot be enrolled in the applicable professional licensure preparation program at DBU. To submit a student attestation, students must email their academic advisors of the Dean of the School offering their program.

ii. Direct Disclosures to Prospective Students

For each professional licensure preparation program, the School will provide direct, written notice to a prospective student, *prior to their financial commitment* to enroll in a professional licensure preparation program, if the program in question does not meet the educational requirements for licensure in the state in which the prospective student is located prior to initial enrollment and that the student is ineligible to enroll.

iii. Direct Disclosures to Current Students

Schools must provide direct, written notice to a student currently enrolled in a professional licensure preparation program whenever the school decides that the student's program no longer meets the educational requirements for licensure in the student's state. Such disclosures must be made within 14 calendar days of the school making such a determination.

Schools must provide direct, written notice to a student who is currently enrolled in a professional licensure preparation program and who changes their current location to a state in which the student's program does not meet the educational requirements for licensure. Such disclosures must be made within 14 calendar days of the school being notified of the change in student location.

Direct disclosures must inform the student that their program does not meet the educational requirements for licensure in the state identified as their current location.

C. Model Disclosures

i. Direct Disclosures ALL Students (In-Person and Distance Learning)

"Effective July 1, 2024, federal regulation requires institutions of higher education to make a determination whether a Title IV eligible academic program that leads to professional licensure or certification meets the educational requirements for licensure/certification in the U.S. State where the institution is located and the U.S. States where "distance education" students are located at the time of initial enrollment in the program, as well as U.S. States where the program is advertised as meeting such requirements, and if applicable, the U.S. State where students attest they intend to be licensed/certified. The [program title/] program at Dallas Baptist University meets the educational requirements for licensure/certification for the State of Texas. For the purpose of complying with the federal regulation, we have determined that [program title] program at Dallas Baptist University does not meet the educational requirements for licensure/certification in any other US State."

ii. Direct Disclosures Prospective, Distance Learning Students

"You are receiving this email because your provided student location is a state other than Texas and you are seeking admission to a program that could potentially lead to licensure. Although individual state licensure agencies have sole authority in determining whether credits earned and field experiences are acceptable for licensure, DBU is required by federal regulations to determine whether our professional licensure preparation programs meet licensure requirements in states where prospective students are located. The specific program at DBU to which you are seeking admission has been identified as **not meeting** your state's applicable educational requirements for licensure. **Unfortunately, federal regulations prohibit DBU from enrolling you in this program.** If you intend to seek licensure and employment in Texas, you may be able to pursue enrollment by filing a formal statement (or attestation) of your plans. For further information on student attestations and professional licensure preparation programs at, please contact [redacted]."

D. Location Policy

- a.** When students are admitted to a program requiring full-time attendance on DBU campus, they will be considered to be located on that campus for these purposes.
- b.** When students are admitted to a program not requiring full-time attendance on campus, the address on their application will be used to verify eligibility into a program.
- c.** Applicants who intend to change location or majors prior to beginning instruction should notify the program so that program eligibility in that location can be verified.
- d.** Students changing their location will be required to complete a Relocation Form.
- e.** A Relocation Form may be obtained from their Academic Advisor for undergraduate degree programs or their Program Director for graduate degree programs.
- f.** Once the form is submitted, the Academic Advisor/Program Director will verify eligibility and notify the student of approval or non-approval to operate in the state to which they are relocating within 14 calendar days.
- g.** In programs leading to professional licensure or certification, the program will also notify the student whether the program meets the licensure or certification requirements of the state to which they are relocating.