



POLICY ON DISCLOSURE REQUIREMENTS FOR ACADEMIC PROGRAMS LEADING TO PROFESSIONAL LICENSURE

Purpose and Scope of the Policy

This policy applies to academic programs leading to professional licensure and/or certification. The purpose of this policy is to ensure Mercer University discharges its obligations under federal law and regulations, accreditation requirements, and state reciprocity agreements to make a good faith effort to determine if its Licensure Programs meet the educational requirements for licensure or certification for each state and territory in the United States and to disclose its findings to prospective students and those enrolled in a Licensure Program.

Definitions

- A. Program: An academic program at Mercer University that prepares a student to practice in a field that may require licensure or certification to practice in a particular state or US territory OR a program that is advertised as meeting such requirements.
- B. Licensure (or Certification): 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 Mercer University to students and prospective students concerning whether a Licensure Program meets educational requirements for licensure or certification in 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.
- D. Prospective Student: someone who has applied and been admitted to a program leading to professional licensure or certification OR someone who has applied and been admitted for general admission to the University as an undergraduate and has indicated an interest in a program leading to professional licensure.
- E. Enrolled Student: a student who is enrolled in and attending courses in a professional licensure program OR a student enrolled in and attending any courses who has declared a major in a professional licensure program.

Professional Licensure Disclosure Policy

All Mercer University programs that lead to professional licensure, whether offered online or on-campus, must distribute disclosure statements to students that indicate whether the program meets, does not meet, or Mercer has been unable to determine that it meets, the

educational requirements for licensure in all states and US Territories. The subsections below describe the disclosure process and who is responsible for ensuring compliance.

A. Professional Licensure Disclosure

For each program, the professional licensure disclosure must include:

1. A list of states and US Territories for which Mercer has determined that the program meets the educational requirements for licensure and/or certification.
2. A list of states and US Territories for which Mercer has determined that the program does not meet the educational requirements for licensure and/or certification.
3. A list of states and US Territories for which Mercer has been unable to make a determination whether the program meets the educational requirements.
4. A statement that outlines the educational requirements for professional licensure or certification and notes other requirements, such as passage of national exams, work or clinical experience, background checks, and fees.
5. A statement that encourages students who are interested in the program to contact the appropriate regulatory agency *prior to* enrollment.
6. A statement that indicates that each state board, department, or agency has the ultimate authority and discretion to determine whether professional licensure or certification will be issued.
7. The lists can be presented in a single table.

B. Responsible Parties

Various offices/units and employees have responsibility to ensure that this policy and related processes are executed.

Office of Institutional Effectiveness

At the direction of the Vice Provost of Institutional Effectiveness, the office will:

1. Conduct an annual review of this policy to assess its relevance and alignment with current practice.
2. Maintain the Professional Licensure website with linked program disclosures. This site is embedded within the University Federal Disclosure Requirements website.
3. Provide Admissions Offices and program directors/coordinators with direct and general Professional Licensure Disclosure templates.
4. Request an annual review of the program disclosures by admissions personnel and program directors/coordinators.
5. Ensure that each school/college provides, on an annual basis, documentation that summarizes policy communication and monitoring.
6. Archive the documentation of policy review, communication, and compliance.

Admissions

Those personnel responsible for admitting applicants to programs that lead to professional licensure shall:

1. Based on the location of the applicant¹, provide either a direct or general Professional Licensure Disclosure. A general Professional Licensure Disclosures must be supplied to applicants in states where Mercer has determined that it meets the educational requirements for licensure. A direct Professional Licensure Disclosure must be distributed to applicants who are located in states where Mercer does not meet educational requirements for licensure or where Mercer has been unable to determine whether it meets the requirements. These disclosures must be included in the letter or email notifying the applicant of admission to the program.
2. Ensure that advertisements and admissions websites about programs include a link to the Professional Licensure website's page for the program.
3. On an annual basis, review the Professional Licensure website to ensure that Admissions has the most up-to-date disclosures to distribute.
4. On an annual basis, provide to the Office of Institutional Effectiveness a spreadsheet that tabulates applicants, location, and what kind of disclosure was distributed.

Program Directors/Coordinators

The Program Directors/Coordinators will manage and communicate disclosures required by this policy for enrolled students. Each Program Director/Coordinator shall:

1. Make a good faith effort to determine if the program meets the educational requirements and provide those determinations to the Office of Institutional Effectiveness. Review and, if necessary, send updates to OIE annually, prior to July 1.
2. By the end of the first week of classes, for students who are enrolling for the first time, provide a general disclosure to those located in a state where Mercer has determined that it meets the educational requirements for professional licensure. For students who are located in a state/territory where Mercer has determined that it does not meet the educational requirement for licensure, or where Mercer has been unable to make such a determination, provide the student with a direct Professional Licensure Disclosure.
3. If a student changes location to a state/territory where Mercer has determined that it does not meet requirements or is unable to make such a determination (and the change is communicated to the Program Director by either the Registrar or the student), provide the student with an updated direct Professional Licensure Disclosure.
4. If, during the annual review of the Professional Licensure Disclosure information or at any time during the year after that review, the Program

¹ As determined by the Policy on Determining Student Location

Director/Coordinator determines that the program no longer meets a given state's requirements, provide a direct Professional Licensure Disclosure to any enrolled students located in that state and notify the Office of Institutional Effectiveness of the change. The direct disclosure to the student(s) must occur within 14 calendar days of making the determination.

5. Ensure that the Program website links to the Professional Licensure website.
6. Ensure that all advertisements, in print or digital, provide a link to the Professional Licensure website.
7. Track and archive communications with students about disclosures.
8. On an annual basis, provide the Office of Institutional Effectiveness a spreadsheet that tabulates students, location, and what kind of disclosure was distributed.

Registrar

Following the Policy on Determining Student Location, the Registrar shall:

1. Provide the Program Directors with a list of students and locations at registration.
2. If a student moves to a different state and formally changes her/his address through MyMercer or in-person at the Registrar's office, communicate the change of address to the Program Director/Coordinator.