SANsational Award for Licensing Disclosures

University of Louisville
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Distance Education Compliance Manager
ABOUT THE UNIVERSITY OF LOUISVILLE

- Public university in Louisville, KY
- Research institution
- Around 22,500 students total
- 1,534 online students (in online programs) for Fall 2019
- 41 total online programs
  - 11 Bachelors (including 1 CBE program)
  - 15 Masters
  - 15 Certificates/Endorsements
AGENDA

• Background
• Comprehensive Process Overview
  • Visibility
  • Ease of Use
• Ease of Understanding
BACKGROUND INFORMATION

• Organizational Structure
  • UofL – decentralized but online learning mostly centralized

• Role of Delphi Center with Online Learning
  • Support academic units with development and enrollment (and more...)

• Process Development and Evolution
  • Existing University partnerships assisted us in developing and refining processes to ensure quality and efficiency

UofL’s President, Dr. Neeli Bendapudi, with students at one of her inauguration events.
COMPREHENSIVE PROCESS OVERVIEW

**Delphi Center Responsibilities**
- Research licensure requirements in each state, analyze and confirm with academic unit
- Inform units and students when licensure changes
- Update appropriate materials (websites, etc.) & advise programs on what materials to update
- Draft disclosures and obtain University Counsel approval

**Academic Unit Responsibilities**
- Confirm our analysis with state agencies
- Confirm or deny that the program meets licensure requirements
- Review licensure analysis sent by Delphi within 1 month of receiving analysis
- Place disclosure language (or links) on website
<table>
<thead>
<tr>
<th>State</th>
<th>Licensure Requirements (Academic)</th>
<th>Program Requirements 33 credit hours</th>
<th>Does Program Meet Licensure Requirements? (Delphi Opinion + Reasoning)</th>
<th>Program Response (Y/N)</th>
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| Alabama | • 120 semester hours of postsecondary education  
• Baccalaureate degree from a college or university accredited by a regional accreditation board  
• Degree contains a concentration in accounting or the substantial equivalent  
  • 24 semester hours or equivalent quarter hours in accounting (excluding introductory hours) at the upper division under graduate and/or graduate level  
  • 24 semester hours or equivalent quarter hours in business courses (other than accounting courses) at the undergraduate or graduate level | • ACCT 201: Principles of Financial Accounting  
• ACCT 202: Principles of Managerial Accounting  
• ECON 201: Principles of Microeconomics  
• ECON 202: Principles of Macroeconomics  
• ACCT 301: Intermediate Accounting I  
• ACCT 302: Intermediate Accounting II  
• ACCT 310: Introduction to Accounting Information Systems | No. The Certificate program does not seem to meet the accounting course requirements as there are not 9 hours of financial accounting or 3 hours of governmental and not-for-profit accounting.  
In addition, the Certificate by itself does not meet the business course requirements. A prospective student would need to either have met that requirement via prior college credit or obtain the business course credits in addition to the accounting certificate. | N                      |
COMPREHENSIVE PROCESS OVERVIEW

VISIBILITY

- Prospective Students and Applicants
  - Websites
  - Catalog
  - Emails/Links
- Students Enrolled in Online Programs (degrees or certificates)
  - Websites
  - Catalog
  - Emails/Links

Licensing Disclosures

Websites

Catalog

Emails/Links
COMPREHENSIVE PROCESS OVERVIEW

Disclosures and Student Complaints
Last Updated: June 8, 2019

The information below describes what prospective and current students need to know if interested in pursuing professional licensure. The University of Louisville Office of Online Learning strongly recommends that, if you are interested in licensure in your intended field of study, follow the steps below before enrolling in an online program at the University of Louisville:

1. Determine if your program is available in your state or territory by reviewing the State Authorization Regulations page: http://louisville.edu/online/AboutUs/state-authorization-regulations

2. Carefully review the "General Notification for All Students" section. This is applicable to all students regardless of your location or program.

3. Select your program of interest from the list below the "Specific Program Information" header.

4. Carefully review the educational prerequisites for your program and intended state of licensure and whether our program meets those requirements for licensure. Use the contact information provided for your state licensing board to clarify or confirm any requirements.

5. If questions remain after reviewing the information provided below, contact online@louisville.edu and we’ll do our best to connect you with the information you need.

6. Understand and consider the implications of the below information prior to enrolling in a program intended to lead to professional licensure.

7. If your plans change (as to location, program, etc.), follow this process again to review the information on your new program or state.

Bachelor of Arts in Communication

This program is not intended to meet any professional licensure requirements.

Bachelor of Arts in Psychology

The Bachelor of Arts in Psychology program provides a foundation of knowledge in the field of psychology. This program does not prepare students for any type of professional certification or licensure as a psychologist. If interested in such licensure, the University of Louisville strongly recommends that students inquire with their applicable licensing board to ascertain all of the personal and educational requirements for licensure before enrolling in the program. To inquire as to all such requirements, or ask any other questions regarding licensure, please contact the licensing board in your state by clicking on the link to the agency at the following site: https://www.asppb.net/page/LicenseLookup
Bachelor of Social Work Licensing Disclosure
Arkansas

In order to be licensed as a Licensed Social Worker in the State of Arkansas, the Arkansas Social Work Licensing Board requires that applicants have received a bachelor's degree in social work from a program accredited by the Council on Social Work Education (CSWE). The University of Louisville’s Bachelor of Social Work program meets the educational requirements for licensure as a Licensed Social Worker in Arkansas as the program is accredited by the CSWE. To inquire as to other requirements, or ask any other questions regarding licensure, please contact the Arkansas Social Work Licensing Board through their website: http://www.accessarkansas.org/swlb

http://louisville.edu/online/About-Us?tab=disclosures
COMPREHENSIVE PROCESS OVERVIEW

VISIBILITY

- Undergraduate: https://catalog.louisville.edu/undergraduate/about/institutional-professional-accreditation/
- Graduate: https://catalog.louisville.edu/graduate/institutional-accreditation-membership/
- See the Institutional and Professional Accreditation section under the “About the University of Louisville” header. Disclosures section is near the bottom of the page.
[Subject Line]: Important information about UofL's online Accountancy programs

Dear Danielle,

Thank you again for your interest in the online BS in Business Administration in Accountancy at the University of Louisville. I wanted to reach out and ensure you have the information necessary to understand whether our program will meet licensure requirements in your area, and to contact your regional board of accountancy about CPA examination requirements.

Our BSBA in Accountancy is designed to fulfill the requirements to sit for Kentucky’s CPA exam. While you are not required or expected to pursue the CPA, we encourage you to take it into consideration as the certification can open many doors for you, on top of the degree itself. If you are unsure whether or not to pursue the CPA, we have numerous faculty and staff on hand who can be of resource as you determine if this career path is right for you.

If you plan to pursue CPA licensure elsewhere than Kentucky within the United States, you should first determine your state's criteria for examination and licensure to see how/if our program meets those requirements prior to enrollment. You may find that information on our website here. This website provides our assessment of whether our BSBA in Accountancy will meet your and other state’s licensure requirements. We recommend that you also contact your state’s accountancy board here if you have questions.

If you live outside the United States and plan to pursue CPA licensure, you should determine your country’s criteria for examination to see how/if our program meets those requirements.

• Email to prospective students
• Emails go to every inquiry into a program that may lead to licensure (or is in a traditionally licensed field)
• Similar language added to admittance letters
• Goal is for disclosures to be readily accessible
• Link to disclosures wherever possible
  • Emails
  • Various pages on Online Learning site – program pages, landing pages, thank you pages
  • Institution catalogs
  • Academic Unit’s program pages
Goal is to strike a balance between providing sufficient information and minimizing potential confusion.

Disclosures page includes instructions.

Every program has a disclosure.

Enrollment management team involved in process to ensure any questions or concerns can be addressed promptly.
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