



National Council  
for State Authorization  
Reciprocity Agreements

*A voluntary, regional approach  
to state oversight of distance education*  
*A voluntary, regional approach  
to state oversight of distance education*

State: \_\_\_\_\_

Indicate Regional Compact:

- Midwestern Higher Education Compact
- New England Board of Higher Education
- Southern Regional Education Board
- Western Interstate Commission for Higher Education

## RENEWAL APPLICATION AND EVALUATION FOR STATE MEMBERSHIP IN SARA

A state that would like to renew its membership in the State Authorization Reciprocity Agreement (SARA) must submit this form and required documentation to its **regional** education compact's SARA office

A state may wish to include a cover letter and/or additional documentation to supplement the application and to strengthen the case for a state continuing as a member of SARA.

To be approved for renewal into a regional **State Authorization Reciprocity Agreement**, a state must reaffirm that it that it can and will operate under the criteria for state membership established in the *Unified Agreement* and the *SARA Manual*. The requirements for state membership are set forth below. For purposes of SARA, the term "state" includes the District of Columbia and the organized U.S. Territories.

State Applicant  
to complete this column

### Requirements for State Membership **Renewal** in SARA

Regional Compact Evaluator  
to complete this column

State affirms meeting  
the requirement

State meets the requirement  
(Check the appropriate box)

(Initial here)

		Yes	No
.....	1. The state is a member of one of the four interstate higher education regional compacts that administer SARA, or has concluded an affiliation agreement with a compact covering SARA activity.	<input type="checkbox"/>	<input type="checkbox"/>
.....	2. The state entity responsible for joining SARA has the legal authority under state law to enter into an interstate agreement on behalf of the state and has provided a copy of the statutory or other legal authority documenting this authority.	<input type="checkbox"/>	<input type="checkbox"/>
.....	3. The state accepts institutional accreditation by an accrediting body recognized by the U.S. Secretary of Education — and whose scope of authority, as specified by the Department of Education distance education — as sufficient, initial evidence of academic quality for approving institutions for participation in SARA.	<input type="checkbox"/>	<input type="checkbox"/>
.....	4. The state considers applications from degree-granting institutions of all sectors (public, private non-profit and private for-profit) on the same basis and approves institutions that meet SARA standards and agree to SARA processes and commitments without differentiating by sector.	<input type="checkbox"/>	<input type="checkbox"/>
.....	5. For private institutions, the state accepts the U.S. Department of Education's institutional federal financial responsibility rating of 1.5 or above (or 1.0-1.49 with additional justification satisfactory to the state) as indicating sufficient financial stability to qualify for participation in SARA.	<input type="checkbox"/>	<input type="checkbox"/>

## Requirements for State Membership **Renewal** in SARA

State Applicant  
State affirms meeting  
the requirement

Regional Compact  
Evaluator

State meets the  
requirement

(Initial here)

Yes                  No

- |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |                          |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| ..... | 6. The state has a clearly articulated and comprehensive state process for consumer protection in regard to SARA activities, both with respect to initial institutional approval and on-going oversight, including the resolution of consumer complaints in all sectors, and has provided the regional compact a copy of the complaint investigation and resolution process to be used to handle all complaints resulting from institutional operations (public and nonpublic) under SARA.                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| ..... | 7. The state designates a "Portal Entity," as defined in the <i>SARA Manual</i> , to coordinate SARA matters for the state and provide a principal point of contact for resolution of student complaints.<br>NOTE: The designated entity need not itself be responsible for all oversight activities of SARA providers inside the state, but will be the SARA Portal for that state.                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| ..... | 8. The state agrees that it will work cooperatively with other SARA states, regional compacts and NC-SARA to enable success of the initiative. It will follow up on requests for information or investigations from SARA member states or any SARA regional or national office, providing such data or reports as are required.                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| ..... | 9. The state agrees that, if it has requirements, standards, fees or procedures for the approval and authorization of non-domestic institutions of higher education providing distance education in the state, it will not apply those policies, fees, or procedures to any non-domestic institution that participates in SARA. Instead, the state will apply those policies, fees, or procedures specifically prescribed in or allowed by the <i>SARA Manual</i> .                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| ..... | 10. The state agrees to require each SARA applicant institution to apply for state approval using the standard SARA institutional application and agree to operate under the <i>Interregional Guidelines for the Evaluation of Distance Education</i> developed by the Council of Regional Accrediting Commissions (C-RAC), as summarized in the <i>SARA Manual</i> , Section 4.7.                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| ..... | 11. The state agrees to serve as the default forum for any SARA-related complaint filed against an institution approved by the state to participate in SARA. The state's SARA Portal Entity is responsible for coordinating any such efforts and is empowered to investigate and resolve complaints that originate outside of the state. All other state entities and governing boards of SARA participant institutions shall assist as necessary in such investigations and report as needed to the Portal Entity. State remedies, if any, including refunds or other corrective action, must be available to resolve complaints involving residents of other SARA states. | <input type="checkbox"/> | <input type="checkbox"/> |
| ..... | 12. The state agrees to document: <ul style="list-style-type: none"> <li>a) all formal complaints received;</li> <li>b) complaint notifications provided to institutions and accrediting bodies;</li> <li>c) actions taken that are commensurate with the severity of violations; and</li> <li>d) complaint resolutions.</li> </ul>                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |

## Requirements for State Membership **Renewal** in SARA

<u>State Applicant</u>		<u>Regional Compact</u>	
State affirms meeting the requirement		<u>Evaluator</u> State meets the requirement	
(Initial here)		Yes	No
.....	13. The state agrees that it will promptly report complaints and concerns to the institutions about which the complaint is lodged, the home state SARA Portal Entity responsible for any such institution and, if appropriate, the relevant accrediting bodies.	<input type="checkbox"/>	<input type="checkbox"/>
.....	14. The state agrees that each quarter it will report to NC-SARA the number of appealed complaints it has received regarding each of the state's SARA-participating institutions and the resolution status of those complaints.	<input type="checkbox"/>	<input type="checkbox"/>
.....	15. The state has clear and well-documented policies and practices for addressing catastrophic events, as follows: <ul style="list-style-type: none"> <li>a) The state may request assistance from the institution's accreditor as the accreditor applies its standards under §602.24(c) of federal requirements for catastrophic events.</li> <li>b) The state has laws, regulations, policies and/or processes in place to deal with the unanticipated closure of an institution and will make every reasonable effort to assure that students receive the services for which they have paid or reasonable financial compensation for those not received. Such laws, regulations, policies and/or processes may include tuition assurance funds, surety bonds, teach-out provisions or other practices deemed sufficient to protect consumers.</li> <li>c) The state requires institutions to have adequate disaster recovery plans, particularly with respect to the protection of student records, or the state provides such a plan.</li> <li>d) A SARA member state agrees to apply its policies and practices for catastrophic events consistently and equally within each sector (public, private non-profit, and private for-profit) to residents of any state.</li> </ul>		
.....	16. The state agrees that by January 1, 2021 it will develop and implement a means to hear and internally resolve appeals from institutions for which it denies initial participation or renewal of participation in SARA. During any such appeal, the institution's status as a SARA participating (or non-participating) institution remains unchanged.	<input type="checkbox"/>	<input type="checkbox"/>

State: \_\_\_\_\_

Portal Entity Designation and Voluntary State Affirmation

State:

Portal Entity (principal SARA contact entity):

Mailing address of Portal Entity:

Website of Portal Entity (location of state's SARA information):

Name of staff member in Portal Entity who is the principal SARA contact<sup>1</sup>:

Phone number of the principal SARA contact:

E-mail for the principal SARA contact:

Name of staff member in Portal Entity who is the secondary SARA contact:

Phone number of the secondary SARA contact:

E-mail for the secondary SARA contact:

I, the undersigned representative of the State of \_\_\_\_\_, having the authority to commit the state to the SARA interstate agreement, agree that the state will abide by SARA requirements as stated above, have provided proof of those requirements needing documentation, and hereby apply for the state's admission to the SARA interstate agreement.

Signature: \_\_\_\_\_

Typed name of Signatory Officer:

Date signed:

Title of Signatory State Officer:

<sup>1</sup>The principal contact is the person with whom state entities and regional compacts should communicate about the state's membership in SARA. It is not necessarily the State Signatory Officer or the person(s) whom institutions and students should contact regarding institutional participation in SARA, student complaints, and other matters regarding the normal discharge of a state's responsibilities under SARA.

Regional Compact Evaluator Recommendation

For a state to renew its membership, the evaluator must find that the state agrees to or meets all of the requirements set forth in sections 1-14. If the evaluator finds that the state meets all required standards, the regional SARA director shall recommend approval of the state's renewal application to the Regional Steering Committee of the compact by signing below.

The evaluator recommends approval of the application to the Regional Steering Committee:

Yes

No

Evaluator comments:

Signature of Regional Compact Officer: .....

Name of Regional Compact Officer:

Date signed:

Title of Signatory Regional Compact Officer:

Signature of Regional Compact President: .....

Name of Regional Compact President:

Date signed:

*If SARA membership is denied by the regional compact, the Regional SARA Director will provide to the applicant state a written reason for the denial. The state may reapply at any time, having corrected any deficiencies, or may appeal the denial to the National Council for SARA.*

Regional Steering Committee Recommendation

For a state to renew its membership in SARA, the Regional Steering Committee of the appropriate regional compact must find that the state agrees to or meets all of the requirements set forth in sections 1-14. If the Committee finds that the state meets all required standards, the Committee Chair shall recommend approval of the state’s renewal to the regional Executive Committee of the compact by signing below.

The Regional Steering Committee recommends approval of the application to the regional compact for action under the process the compact has determined:

Yes

No

Committee comments:

Signature of Committee Chair: .....

Name of Committee Chair:

Date signed:

*If SARA membership is denied by the regional compact, the Regional SARA Director will provide to the applicant state a written reason for the denial. The state may reapply at any time, having corrected any deficiencies, or may appeal the denial to the National Council for SARA.*