



Participating in SARA: Institutional Requirements for a Trouble-free Experience

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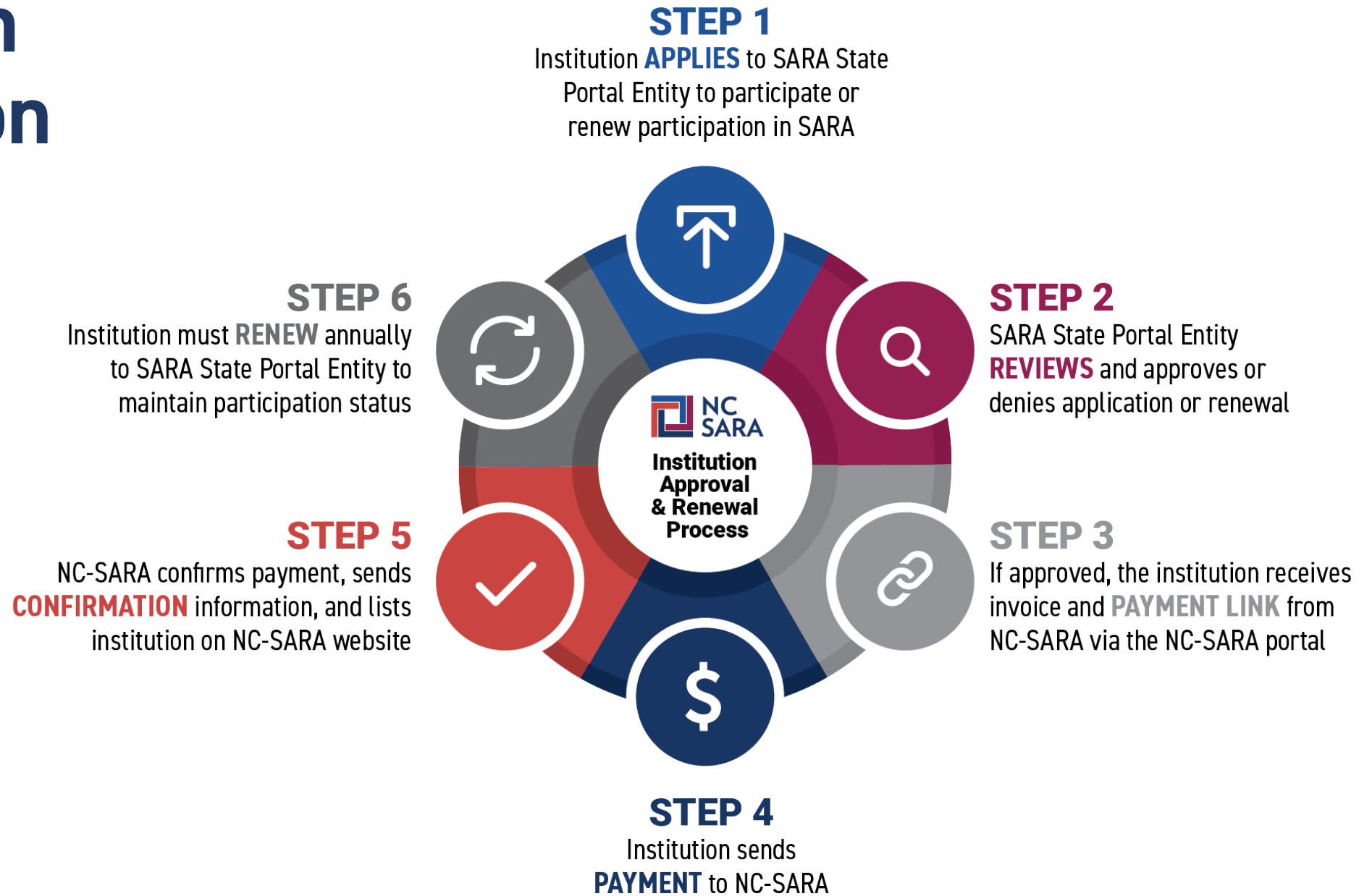
Moderator: Mary Larson
Executive Director for Student and Institution Support
NC-SARA



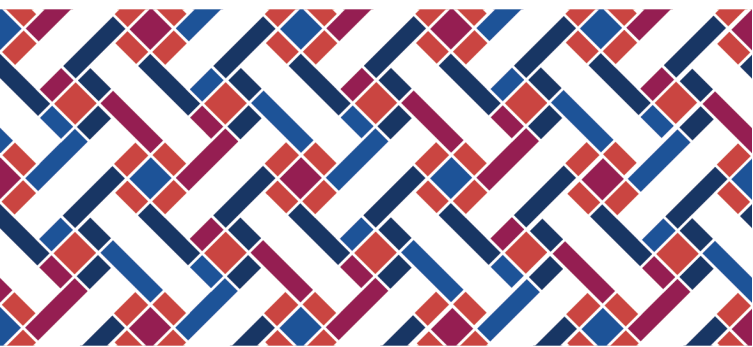
**National Council for
State Authorization
Reciprocity Agreements**

MHEC • NEBHE • SREB • WICHE

Institution Application Process

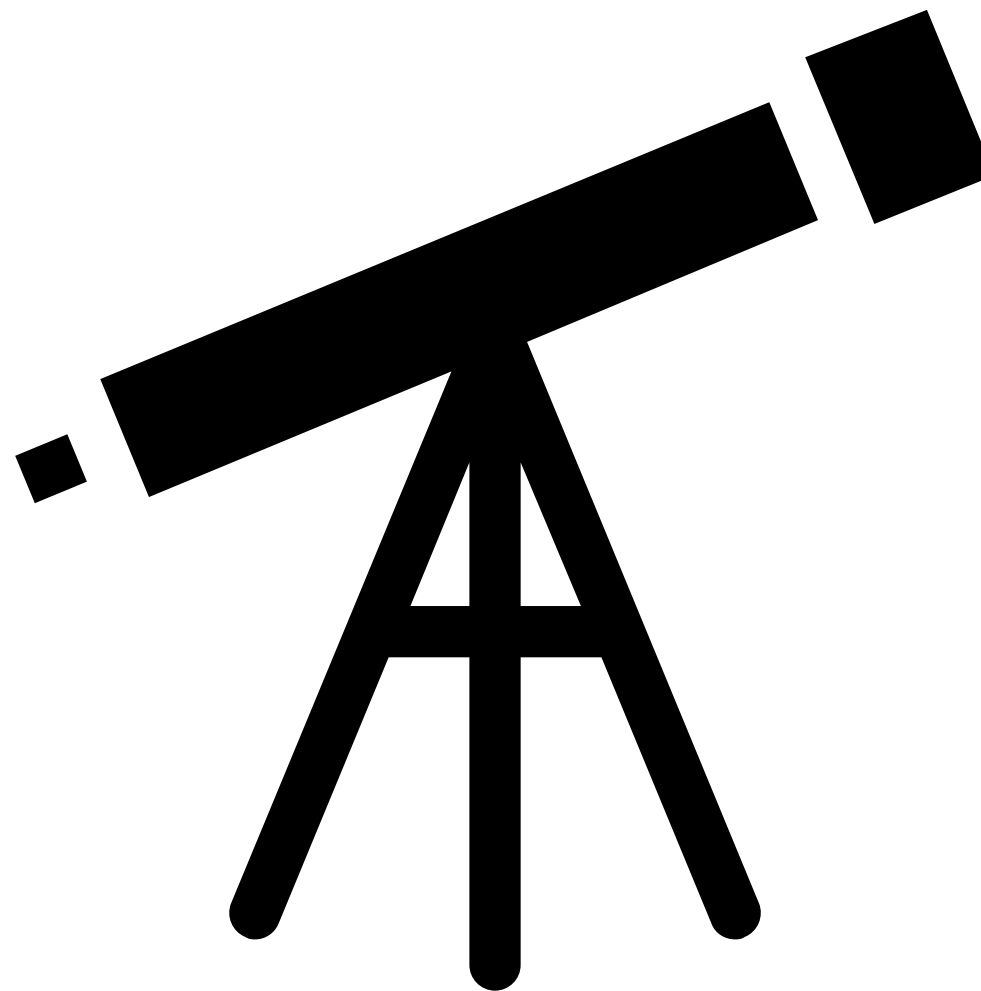


Let's Do a Poll!

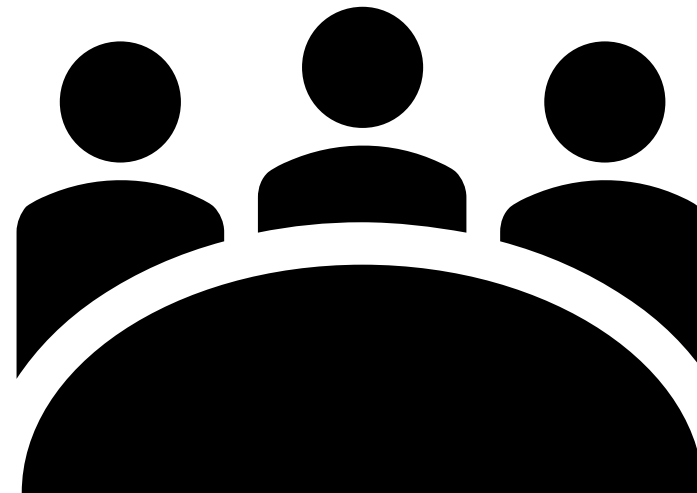
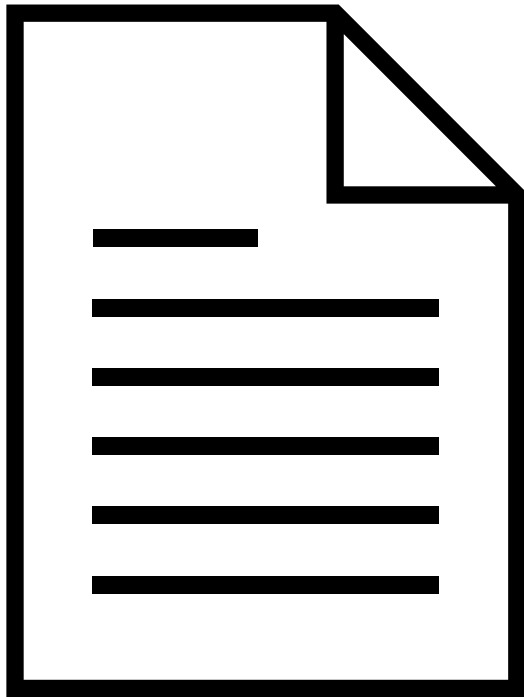


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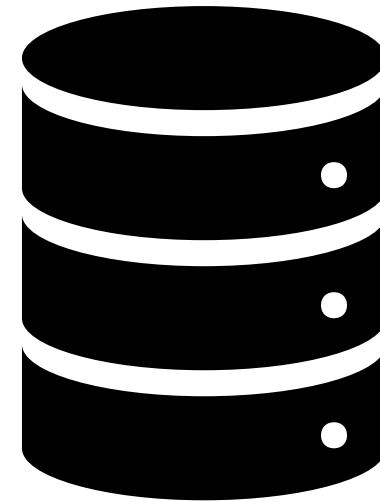
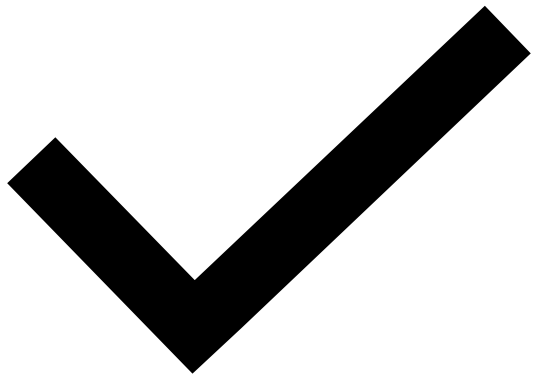
The Large
University
Perspective

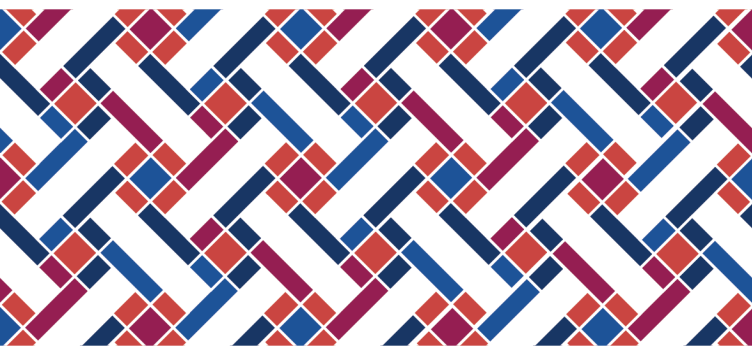


Where do I begin?



Submitting and Continuous Improvement





Sara Cowall
Director, State Authorization and Grants
and Chair, Institutional Review Board
Granite State College

The **SMALL** Distance Ed Perspective

Granite State College

Lots of Us!

89% of NC-SARA participating institutions report 2,500 DE enrollments or less. . .

. . . But NC-SARA application requires the same work for any college

How to get it done?

Application Renewals

- Start early!
- Know your sources (and list them)
- Beware of false assumptions
- If you find a problem, fix it
- Opportunity to improve and inform

TRUST BUT VERIFY

Beyond Renewals . . .

Institutional priorities matter

- Marketing/recruiting priorities
- Program development

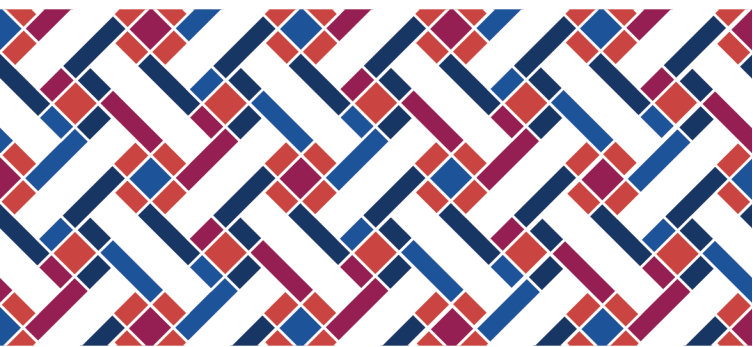
Renewals/reports are dialog opportunities

Lots of people willing to help!

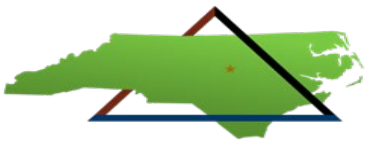


Granite State College

Let's Do a Poll!



Terrence Scarborough
Director of SARA North Carolina (SARA
State Portal Entity)
North Carolina State Education Assistance
Authority



Institutional Requirements

Authorized to operate in the state:

- Proof that the institution is authorized to operate in that state
- Have a copy of the documentation and know the office that is responsible for hosting it.

Accreditation:

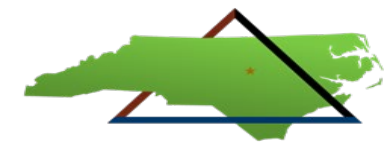
- The institution is degree granting & accredited by a body recognized by U.S. Dept./Sec. of Education (ED)
- Have a copy of the document that has name of accreditor; scope of authority (that includes distance ed) as specified by ED; know the office responsible for receiving a negative change to the status.

Fed. Financial Responsibility Composite Score:

- Know institution's federal gov't classification (i.e., Public/Private; For profit/Not for Profit); score, & have documentation of both, know the office that is responsible for hosting that documentation.

21st Century Guidelines for D.E./NC-SARA Policy Manual:

- Have read the 21st Century Guidelines for D.E.
- Have easy access to a copy of the document, know where it is housed on campus; and have a copy of the documentation that each guideline is being followed.
- Have read the most recent SARA Policy Manual and have easy access to it



Institutional Requirements

Responsibility for 3rd Party Providers:

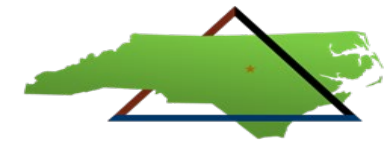
- Institutional leadership understands that it is responsible for the actions of any third-party providers used by the institution to operate under SARA
- Have copies of all contracts with 3rd party vendors; know who is responsible for enforcing that obligation with 3rd party vendors.

NC-SARA Application/Renewal Application:

- As a NC-SARA institution, leadership understands the process in place that ensures the Chief Executive Officer (CEO), or Chief Academic Officer (CAO), will review and **must** sign the application.

Complaints:

- As a NC-SARA institution, there is a specific complaint process provided to students that align with the NC-SARA Policy Manual
- Have a copy of that documentation and know the office responsible for hosting and resolving complaints.
- As a non-NC-SARA institution have a copy of the complaint process and know the office responsible for hosting and resolving complaints, per federal regulations.



Institutional Requirements

Professional Licensure/Certification

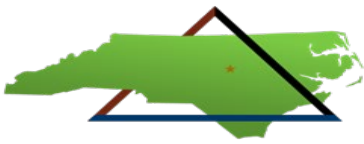
Disclosures:

- Per 34 §C.F.R. 668.43, your institution is providing general public notifications related to the professional licensure programs offered by the institution that are designed to lead to Professional Licensure or certification or advertised as leading to Licensure.
- Your institution has a process in place to provide individual disclosures to students in these programs (for SARA purposes, these requirements apply to non-Title IV institutions also).

Professional Licensure/Certification

Disclosures:

- For SARA purposes, if your institution is unable to determine whether a professional licensure program meets state educational requirements of that program in another state, your institution is providing the student or applicant with current contact information for any applicable licensing boards and advising the student or applicant to determine whether the program meets requirements for licensure in the state where the student is located and/or intends to practice.



Institutional Requirements

Alternative(s) if institution cannot deliver instruction for which a student has contracted:

- Institution has a process it can implement to provide a reasonable alternative for delivering the instruction or reasonable financial compensation for the education the student did not receive in case the institution can't fully deliver the instruction contracted to the student.

Catastrophic events:

- Institution has well-documented policies for addressing catastrophic events
- Know where policies are housed, can produce them upon request, & has adequate measures to protect student records in the event of closure.

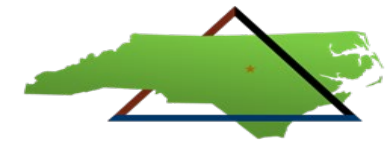
Leadership agreements for provisional status and fees:

Your institutional leadership agrees to:

- abide by conditions of provisional approval, if necessary,
- pay to its Home State any fees for SARA participation
- pay its annual SARA participation fee to the NC-SARA

Data/reporting:

- Your institutional leadership agrees to provide annual data necessary to monitor SARA activities (i.e., location of students enrolled in distance education and out-of-state learning placements by the specified due date.



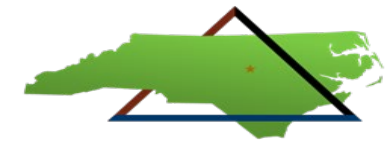
Institutional Requirements

Important Questions to Consider When Working in State Authorization

1. How do you educate your institutional leadership (especially in light of the fact that some may be 4-5 levels removed in the hierarchical structure from top leadership and/or may not have a "title" that easily segues into having conversations with those in the top levels of institutional leadership)?
2. How is it that you can best forge relationships with other offices/personnel in your institution?

Important Questions to Consider When Working in State Authorization

3. How do new processes, procedures, policies get implemented in your institution or how do they get revised/edited/updated?
4. How best can you update or implement a system to house, share, monitor, audit all the various SARA documentation at your institution?
5. What's your strategy for how to prioritize the work that needs to be done to successfully work through this checklist (based upon support, resources, personnel to do the work, etc.)?



S A R A N C
State Authorization Reciprocity Agreement
North Carolina

Contact Information

Terrence R. Scarborough, M.P.A.

Director of SARA North Carolina

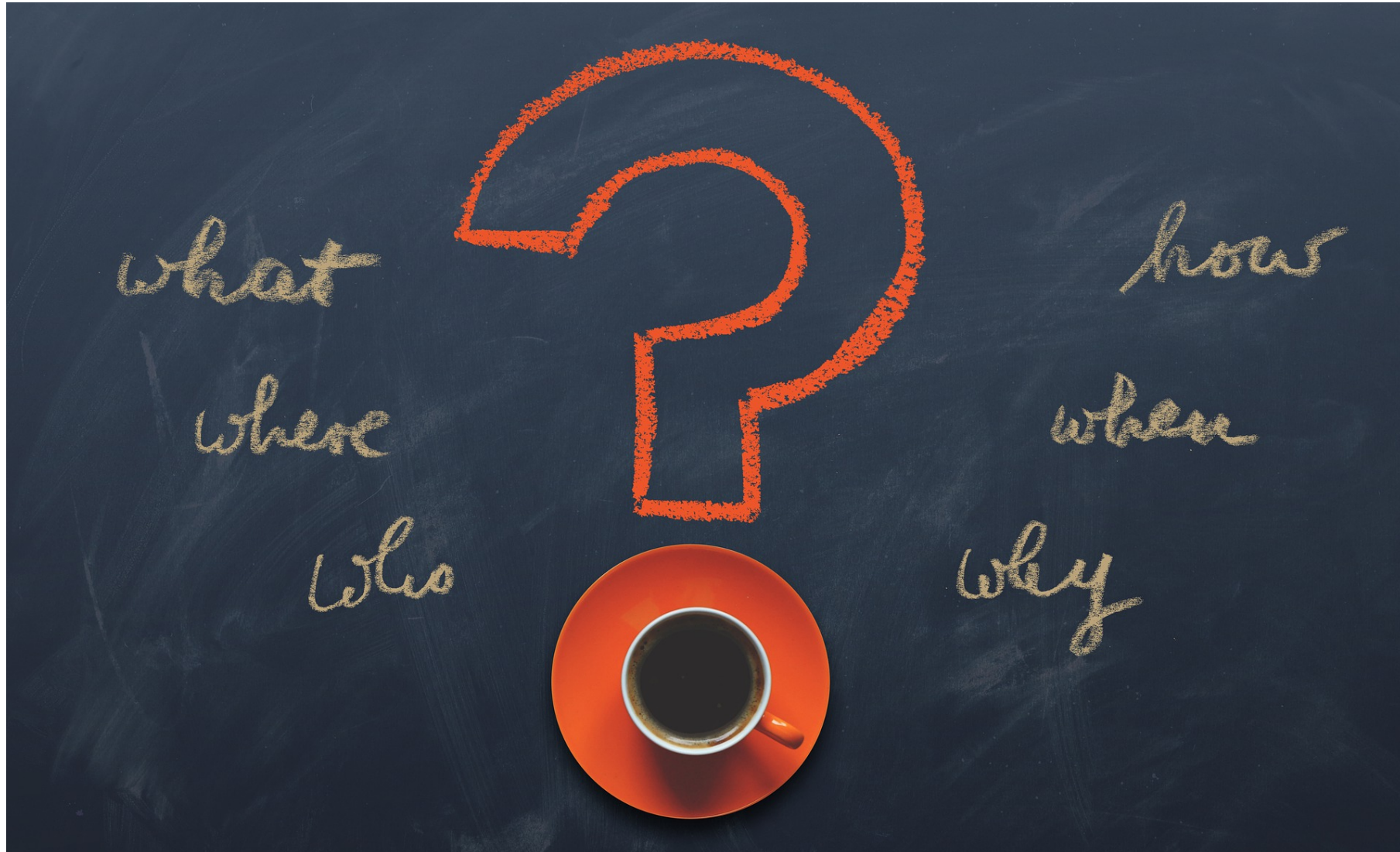
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Q & A



Thank You!



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