



Instructions for Submitting a Proposed SARA Policy Modification

Please use the instructions below to submit a complete proposal. Following these guidelines will help ensure your proposal moves forward for consideration as expeditiously as possible.

IMPORTANT NOTE: Complete proposals will be made visible to the public on the NC-SARA website shortly after a review for completeness.

Per Section 8.2 of the SARA Policy Manual:

Proposed policy modifications shall clearly specify the following information: (i) section(s) of the *SARA Policy Manual* that will be amended or impacted by the proposal; (ii) specific amendatory language for each proposal; (iii) rationale for the proposal; and (iv) identification of the person or entity submitting the proposal.

How to Submit a Proposal

From the [Participate in SARA Policy Modifications webpage](#), click the “SARA POLICY PORTAL” button.

A rectangular button with a dark red border and a white background. The text 'SARA POLICY PORTAL' is centered in a blue, sans-serif font.

SARA POLICY PORTAL

Next, click the button titled “Create a Policy Modification Proposal.”

Create a Policy Modification Proposal

A Welcome screen (screenshot below) will prompt you to log in with your existing credentials or register if you are new to the site. Click the “Log In” button on the bottom right of the screen or the link in the body of the message.

Create a Policy Modification Proposal



Welcome to the SARA Policy Modification Portal!

We're excited about your interest in contributing to the SARA Policy modifications process. To proceed with creating a SARA Policy Modification Proposal, please [log in](#). If you're new to our site or don't have an account yet, you can easily register after clicking the "Log in" button.

Important Note for State Portal Entities and Regional Compact Directors:


If you already have login credentials for the SARA Portal, please use the same information to sign in here. There is no need to register for a new account.

× Close

Log In


Next, type your login credentials and click the “Log in” button at the bottom of the screen, or click “Need to register?” or “Forgot your password?”


- If you are a regional compact staff member or a SARA State Portal Entity, use your regular SARA Portal username and password.

 **NC
SARA**

**National Council for
State Authorization
Reciprocity Agreements**

MHEC • NEBHE • SREB • WICHE

 Username

 Password

Log in

[Forgot your password?](#) [Need to Register?](#)

You are now logged in to the SARA Policy Modification Portal and will be able to begin a proposal submission. Note: The portal homepage will look the same as the page you saw before you logged in, except now in the upper right corner you should see the circle icon with a person in it rather than a “Log in” button.



Click the button in the middle of the page titled “Create a Policy Modification Proposal.”

Create a Policy Modification Proposal

Screen 1 - CREATE POLICY MODIFICATION PROPOSAL

On this screen, you will be asked for the following information:

- First Name (text box)
- Last Name (text box)
- Email Address (text box) – *Please double check that your email address is correct as this is the address that will be used for future communications about your proposal*
- Organization Type (drop-down menu)
 - College and University Staff
 - Individual
 - NC-SARA Staff / NC-SARA Board Member
 - Other Organization
 - Regional Compact/Steering Committee
 - State Portal Entity Staff

A text box will appear for you to enter the name of your organization, unless you select *Individual* or *NC-SARA Staff / NC-SARA Board Member*. Note: There is a limit of 80 characters in the text box.

After you have entered the required information, click the “Next” button on the bottom right side of the screen to continue.

Next

Screen 2 - CREATE A POLICY MODIFICATION PROPOSAL

Please reference the **SARA Policy Manual – Version 23.1 – December 12, 2023** if needed. A direct link to the manual is provided toward the top of the screen.

To submit a SARA Policy modification proposal, you will be asked for the following information on this screen:

Action (drop-down menu)

- Select **New Policy** if the proposal is to create new SARA Policy.
- Select **Modification** if the proposal is to modify existing SARA Policy. **Please carefully identify the section(s) the proposal would affect.**
 - A drop-down menu listing all sections of the *SARA Policy Manual* will appear in the left side box.
 - Use the scroll bar to navigate to the section(s) of the *SARA Policy Manual* that your proposal would affect.
 - Next, click the top arrow between the boxes to add that section to the box on the right side. Repeat those steps if there is more than one section that the proposal would affect.
 - If you want to remove a section from the box on the right, click to highlight the section and then click the lower arrow between the boxes.

Title of your proposal (text box)

- Enter a title that reflects the essence of the proposal. If possible, include in the title the section of the manual that is impacted as well as a few words summarizing the proposed change.
 - *Example: "Section 2.3 (a) Member Withdrawal – Change Timeframe to 60 Days"*
- There is a limit of 55 characters for the title of the proposal, so it may not be possible to include the section number / name of the manual and the proposed change(s) if more than one section will be affected by the proposal or if the proposed change is difficult to summarize. Use your best judgment when creating a proposal title, keeping in mind reviewers may find descriptive titles more helpful because they will be reviewing many proposals.

Suggested Language Modification (text box)

NEW THIS YEAR:

The language you are proposing to change or add must be entered in the text box. Do not simply write “See attachment.”

See below for new guidance about how to redline your changes and use the strikethrough and underline features to help ensure reviewers don’t miss important elements of the proposed change(s).

In the text box, please enter the specific policy language you are proposing to change or add.

- If you are proposing to modify existing language, please use the strikethrough button for text you are proposing to delete, use the underline button for new language you are proposing, and use the font color button to highlight in red all changes (strikethrough language AND new underlined language).



= *Strikethrough* - for text you are proposing to delete



= *Underline* - for new language you are proposing



= *Font color* - to highlight in red all changes (both strikethrough language AND new underlined language). Select the text, click the arrow, click any shade of red, then click Done.

- Example of suggested language modification: *A member state may withdraw from SARA by providing ~~90~~ 60 days written notice from the state’s SARA State Portal Entity to its regional compact and the appropriate regional SARA steering committee.*

Rationale for Change (text box)

New this year:

Your rationale must be entered in the text box. Do not simply write “See attachment.”

Please provide the rationale that supports your proposal, including any pertinent information or data that informs the proposal. Please note the rationale will be visible to the public in the portal in addition to the proposed language.

After you have entered the required information, click the “Next” button on the bottom right side of the screen to continue. Or, if you would like to return to the previous page, click the “Previous Page” button. (Do not use the back button of your browser or it will take you back to the NC-SARA policy webpage.)

Previous Page

Next

Screen 3 - CREATE A POLICY MODIFICATION PROPOSAL

Attachments - Would you like to attach any files to your submission?

- On this screen, you may attach a document(s), using the “Upload Files” button. Alternatively, you may drag and drop files into the “Or drop files” box.
- Attaching a document is recommended if you have supporting information to supplement your proposed change(s) and rationale.
- **New this year: Your proposed change(s) and rationale must be typed in the text boxes on the previous screen. It is not sufficient to type “See attachment” in the *Suggested Language Modification and Rationale for Change* text boxes on the previous screen. Attachments are only to be used to provide supplementary information.**
- It is recommended that you attach documents as pdfs, but the system will accept most standard file formats.
 - **Tip:** Use a file name that will be easy to reference and that’s relevant to the proposal.
 - Example: *“Supplement for proposed change to Section 2.3 (a) Member Withdrawal” – or*
 - Example: *“Additional data for change to Section 2.3 (a) Member Withdrawal – Change Timeframe to 60 Days”*

- After you have uploaded attachments, or if you don't wish to attach files, click the "Next" button on the bottom right side of the screen.

Next

Screen 4 – YOU HAVE NOW COMPLETED YOUR PROPOSAL SUBMISSION, AND THIS TEXT WILL APPEAR:

Create a Policy Modification Proposal



Thank you for your interest in SARA Policy and for submitting a SARA Policy modification proposal. In a few minutes, you will receive an email with the details of your submission and a link to return to your submission, should you want to view your proposal.

SARA Policy Modification Team

Close

Click the "Close" button on the bottom right of the screen.

Close

This takes you back to the portal homepage. If you would like to submit another proposal, click the button titled “Create a Policy Modification Proposal” and repeat the steps above.

Create a Policy Modification Proposal

Otherwise, you may log out of the portal by clicking the icon in the top right corner of the screen and then clicking “Log Out.”



Complete proposals will be made visible to the public in the portal shortly after a review for completeness.

You may edit or withdraw your proposal after submission prior to the submission deadline (February 2, 2024). Please reference the document ***Directions for Editing or Withdrawing a Proposed SARA Policy Modification***.

For assistance with or questions about this process, please email
info@nc-sara.org