

Section 1 and Requirements for Institution Participation in SARA

1. Core Requirement - this section indicates that the University agrees that we are in fact in CO.
2. Consumer Protection - affirming the University's accreditation. Please be sure to list the *Higher Learning Commission* as your University accreditor on the line provided in this section.
3. Accreditation status - none of us have had any adverse actions with HLC or any of our other accreditors (that I have heard of any way...)
4. Federal Financial Responsibility Composite Score - LEAVE THIS BLANK. This is for Private and FP schools only. If you're super curious what your university's Composite Score is I can get that for you but, do you really want that?
5. Affirm that the University will (continue) to abide by the C-RAC guidelines (The 21st Century Guidelines are still *proposed*). Goodness yes, I suspect we all can do that without even thinking though if any of it gives you or anyone on your campus pause, please do not hesitate to send them my way. Fun Fact - I assisted in some of the revisions to the CRAC Guidelines when they were last edited.
6. Responsible for Institution Activities - this is the University affirming that all activities that occur under the University's name are overseen and reviewed by the proper individual/party at the University. For example - for education delivered via Coursera, does your university,
 - have appropriate representatives that have the responsibility to review and approve the content of the courses/programs, and those representatives have credentials that are appropriate to the level and content of the course or program?
 - follow all of the procedures established by its governance structure for approval of the courses/programs?
 - the contractual obligation, but also systematic processes, to ensure its capacity to carry out its responsibility for oversight of:
 - advertising and recruitment
 - admissions
 - appointment of faculty
 - content and rigor of course/program(s)
 - evaluation of student work
 - award of credit/certificates/degrees
 - outcomes assessment
 - academic advising

7. Student Complaints - here you are indicating that you have the processes and procedures in place to handle student complaints and that should they escalate to our SARA State Portal Entity, the University will work with the State Portal to resolve said complaint. nb. this is also a federal requirement
8. LEAVE THIS BLANK - this is for applicant institutions ONLY.
9. Agreeing to Professional Licensure Disclosures - you're agreeing to continue to abide by the federal regulations outlined in 34 CFR 668.43, and echoed in SARA Policy 5.2, relating to professional licensure programs and required disclosures/notifications.
10. Instruction - this was a new piece in recent years and deserves another look in our continued COVID landscape - should your University decide to end a program PRIOR to graduating all enrolled students, the University must provide a reasonable alternative for delivering the instruction or reasonable financial compensation. ****Pro-tip:** if your University plans on closing out a program, stop accepting students in said program, graduate them all, then announce its closure.
 - o **PLEASE NOTE:** the actual text in this form does not use the term "program" only that we're agreeing that "in cases where the institution cannot fully deliver the instruction for which a student has contracted..." Considering the attention and focus on alternative/micro credentials, bootcamps and courses, attention should be paid to how and when these are closed out or instruction ceases. What are your policies on enrollment and if a student doesn't complete/takes a break when do you consider them to no longer be active? Under this requirement should your institution decide to stop offering a microcredential and you have students that haven't completed it's 100% possible you could be on the hook for the money they paid to take the classes.
11. Catastrophic Events - When we all applied to participate in SARA, each of our campuses smiled and nodded that we in fact had processes etc. to ensure continuation of services or otherwise should "something" happen. However, in light of the events of the last few years (both those that are Covid-related and the general financial collapse and buying-out of various colleges and universities), this declaration has been brought in to the forefront. While we're not being required to submit any documentation on our Catastrophic Events Policies/Processes for the renewal this would be an excellent time to begin unearthing these on your campus and documenting their location **should** you ever be asked to produce them. Remember, the state and your accreditor(s) can ask to review this (and other documentation) at any time.
12. Agree to provisional status - yes of course we will accept our punishment if required
13. Agree to pay state fees: We don't pay separate state fees in CO. Have your Provost sign it, but know that there's no additional fees at this time.
14. Agree to pay SARA fees - once again, System will be picking up our tabs for SARA participation [insert Kermit with wild waving arms].
15. Agree to share data - we're agreeing to do our Annual Data update with NC-SARA (distance education enrollments and OOSLP placements) as necessary for our participation.

In **Section 2**, we're once again providing the relevant information about our institutional type, population and our contact information.

- For all of your IPEDS information, please see your campus's IR office.
- For the question "is the institution owned by another entity?" the answer is "no." Being a part of a system is not the same as ownership in terms of higher education.
- Link for SARA complaint process - having a process around student complaints (the receiving, resolving, and tracking) is a federal requirement as well as an accreditation requirement. All institutions must have a documented process that can be reviewed or accessed.
- Optional link: list your campus's SARA disclaimer page
- Link for professional licensure: list your campus's Professional Licensure page.

Primary contact - who on your campus oversees state authorization processes & procedures?

Secondary contact - who assists the primary or is available for question etc when the Primary isn't available (if you are pressed for a 2nd, me @ my system address can be listed)

Billing Contact information is not system, but your own finance office.

A reminder for Additional Campus information - Denver, Anschutz is approved as a branch campus and should be listed here. Springs & Boulder, leave this section blank.

Section 3 - leave this blank, we do not pay state fees

Section 4 - leave this blank. This is the form our State Portal Entity completes and returns to NC-SARA.