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|  | Institutional SARA Renewal Application |
|  | Oklahoma Cover Sheet |

# **Identifying Information**

1. Name of Institution: Click or tap here to enter text.

2. Date of Current SARA Participation Expiration: Click or tap to enter a date.

3. Name of Contact Person for Application: Click or tap here to enter text.

4. Email of Contact Person: Click or tap here to enter text.

5. Phone Number of Contact Person: Click or tap here to enter text.

# **Required Attachments**

## ***All institutions* must attach the following:**

**1.  Documentation of accreditation verification.**

**2.  Example of professional licensure direct disclosure notification sent to student.**

**3.  Catastrophic event policy and disaster recovery procedures.**

## ***Non-Public Institutions* must *also* attach:**

**1.  Documentation that the campus or administrative unit is domiciled in Oklahoma.** This requirement does not apply to OTEG participating institutions.

**2.  Documentation of *most recent* federal financial responsibility composite (FFCR) score**

* Most recent FFCR scores: [*https://studentaid.gov/data-center/school/composite-scores*](https://studentaid.gov/data-center/school/composite-scores)*.*
* If an institution has a score in writing provided by a responsible USDE official that is more recent than the most recently published spreadsheet, the institution must submit the document from the USDE containing the more recent score.
* If an institution is not listed on the most recently published spreadsheet, it must submit documentation from a responsible official of the USDE of its most recent, USDE issued score. A score from a spreadsheet that is not the USDE’s most recently published one is not acceptable.
* Only a USDE calculated score provided by the USDE in writing is acceptable.

# **Requirements for All Institutions**

## **Professional Licensure Disclosures**

All Oklahoma SARA-participating institutions must clearly list on their website whether applicable programs meet licensure requirements for all U.S. states and territories.

## **Student Complaint Policy**

All student complaint policies must be easily accessible on the institution’s website and contain the following elements:

1. A form or email address for students to submit complaints directly to the institution.

2. A complete explanation of the institution’s complaint/grievance process *and* appeals process.

3. An explanation of how to appeal a complaint to the State Regents after the institutional complaint process has been exhausted. *This must include a link to the State Regents’ Student Complaints page:* <https://www.okhighered.org/current-college-students/complaints.shtml>.

4. A link to NC-SARA’s Student Complaints page: <https://nc-sara.org/student-complaints>.

## **Questions and Submission of Application**

Contact Ms. Elizabeth Walker ([lwalker@osrhe.edu](mailto:lwalker@osrhe.edu)) with any questions.

Submit completed application and all required documentation to *both* Dr. Stephanie Beauchamp ([sbeauchamp@osrhe.edu](mailto:sbeauchamp@osrhe.edu)) *and* Ms. Walker ([lwalker@osrhe.edu](mailto:lwalker@osrhe.edu)).

## ***Applications that do not comply with these requirements will not be accepted.***