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

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

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

# **Required Attachments**

**1.  All Institutions must attach documentation of accreditation verification.**

**2.  Private institutions must attach documentation of *most recent* federal financial responsibility composite score.**

* Most recent composite scores: [*https://studentaid.gov/data-center/school/composite-scores*](https://studentaid.gov/data-center/school/composite-scores)*.*
* If an institution has a composite score in writing provided by a responsible USDE official that is more recent than the most recent score provided in the [USDE’s annual publication](https://studentaid.gov/data-center/school/composite-scores), the institution must submit the document from the USDE containing the more recent score.
* For institutions owned or controlled by another entity (i.e., a parent entity), the relevant score will be the composite score of the parent entity, as identified by the USDE.
* Institutions that do not participate in USDE Title IV funding programs may submit a calculation of a score either as a part of the institution’s most recent audited financial statement or as a separately calculated score certified by a certified, independent accountant, using the calculation method matching the institution’s sector (private non-profit or proprietary (for-profit)) provided by the USDE. Links to the two calculation methods can be found here: <https://nc-sara.org/resources/financial-responsibility-composite-scores-and-calculation-methodology>.

# **Requirements for All Institutions**

## **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* appeal process.

3. The information that an institution’s final determination of a student’s complaint may be appealed to the OSRHE after the institutional complaint process has been completed. *This must include these two links:*

* OSRHE SARA Student Complaint Appeal*:* <https://okhighered.org/admin-fac/sara/#sara-complaints>
* NC-SARA Student Complaint Information: <https://nc-sara.org/student-complaints>

# **Questions and Submission of Application**

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