

Appendix A

University Policy 210, Out-of-State Academic Activity

The following responsibilities are established as indicated in Section IV of University Policy 210, Out-of-State Academic Activity:

A. Out-of-State Academic Activity Coordinating Council

In order to maintain compliance, the Out-of-State Academic Activity Coordinating Council will:

1. Periodically review the UNC Charlotte [Student Complaint Resolution Process](#), confirming SARA compliance and recommending updates as needed.
2. Periodically review and initiate Plans of Action to enhance UNC Charlotte's fulfillment of the Interregional Guidelines for the Evaluation of Distance Education (C-RAC Guidelines).
3. Periodically review the Evidence of Compliance document and, when necessary, request additions and/or corrections from appropriate offices/individuals.
4. Oversee the regular, institution-wide update of the list of pathways that lead to licensure or other credential.
5. Establish procedures for keeping University communications regarding professional licensure eligibility compliant and up to date.
6. Ensure all disclosures are made as required.
7. When regulatory change related to State Authorization requires the University to add to or update its processes or when it becomes apparent that a University activity or program will cease to be or currently is not Authorized in a state, work with the State Authorization Manager/SARA Liaison and other identified stakeholders to develop a Plan of Action that enables the University to, at minimum, avoid being non-compliant and, if possible, remain in compliance with the regulation.
8. Oversee implementation of approved Plans of Action.
9. Disseminate State Authorization-related information.
10. Meet at least once per semester and as convened by the State Authorization Manager/SARA Liaison.

B. College Representatives

Each College Representative will:

1. Represent the college on the Coordinating Council.
2. On an annual basis, determine whether or not professional programs engaging in Regulated Activities in a state—including experiential learning opportunities (e.g.,

internships, student teaching, clinicals) and offering online courses—must seek authorization for those activities in that state; if so, use resources and guidance provided by the Distance Education Office and/or State Authorization Manager/SARA Liaison to obtain and/or renew that authorization; and use the University's licensed electronic learning compliance software to document receipt and/or renewal of that authorization.

3. Monitor (changes to) college activities and use the University's licensed electronic learning compliance software to report/document (changes to) Regulated Activities conducted outside of the state of North Carolina.
4. Support required disclosure processes by periodically reviewing and updating the list of pathways offered by the college that lead to licensure or other credential and determining, if possible, for each state whether or not graduates of the college's pathways can, indeed, be licensed in that state.
5. In the event that a program is unable or unwilling to obtain required authorizations, or Regulated Activities arise that lie beyond current authorization parameters, work with State Authorization Manager/SARA Liaison and Coordinating Council to develop and implement a Plan of Action that enables the University to avoid being non-compliant in that state, communicate that Plan of Action to stakeholders, and document it using the University's licensed electronic learning compliance software.
6. Serve as the college's State Authorization subject matter expert for units within the college that either offer (a) online or blended programs or (b) Pathways to Licensure or other credential. (This includes educating units about required disclosures and Regulated Activities in which their programs engage.)

C. State Authorization Manager/SARA Liaison

The State Authorization Manager/SARA Liaison will:

1. Coordinate the work of, convene, and facilitate the meetings of the Coordinating Council as directed by the Senior Associate Provost.
2. Administer/oversee E-Learning Compliance software and train others to use it.
3. Coordinate annual renewal of SARA participation.
4. Coordinate applications for and/or renewal of authorizations in non-SARA states.
5. Report data as required by SARA.
6. Coordinate the sending of disclosures to students on Pathways to Licensure as required by SARA.
7. Identify Regulated Activities in which the University is engaged outside the state of North Carolina and ensure that required authorizations for those activities are in place.
8. Regularly review the list of students participating in Regulated Activities (e.g., online or blended courses, experiential learning opportunities) outside the state of North Carolina and ensure that required authorizations for those activities are in place.
9. Serve as University's contact person for and dialog with states' regulators.

10. Maintain an inventory of current authorizations; the state, agency, and Regulated Activities to which they apply; and the limitations (e.g., expiration date, renewal requirements) of each.
11. Maintain Evidence of Compliance document that details the ways in which UNC Charlotte fulfills the requirements of the C-RAC Guidelines.
12. Maintain State Authorization website.
13. Report State Authorization status changes to Financial Aid.
14. Maintain list of third parties/vendors for which University assumes responsibilities under SARA.
15. Maintain list/schedule of regular communications/disclosures that must be made, by whom, and when.
16. Develop and maintain State Authorization "Manual."
17. Represent State Authorization concerns on the University's Compliance Operations Group.
18. Represent UNC Charlotte to WCET's SAN and the North Carolina SAN.
19. Serve as University's primary contact for State Authorization issues.
20. Work with the Chief Compliance Officer to maintain an awareness of (anticipated changes to) State Authorization-related regulations.
21. Serve as the University's primary contact person with NC-SARA and SARA North Carolina.