



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize submittal of an application to the Postsecondary Reciprocal Distance Education Coordinating Council to re-authorize participating in FL-SARA and payment of required fees for FY2024-2025 for Broward College Online. Fiscal Impact: \$4,250.00

Presenter(s): Jamonica Rolle, Vice Provost, Academic Affairs

What is the purpose of this contract and why is it needed? Florida became a SARA state in 2017 after legislation was signed to create the Postsecondary Reciprocal Distance Education Coordinating Council. The role of the Council is to provide oversight and guidance to postsecondary institutions in the State of Florida that elect to follow the national standards of interstate offering of postsecondary distance education courses and programs. Broward College Online participation in FL-SARA facilitates the delivery of distance education to students across the state and ensures consumer protection practices for students engaged in distance learning activities.

What procurement process or bid waiver was used and why? Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Membership dues, per the Florida Statute 119.01(3) requires that all financial, business, and membership records held by the organization in relation to the individual(s) or organization(s) for whom a purchase order is being issued are to be considered public records and shall be subject to the provisions of Florida Statute 119.07.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?
Yes.

What fund, cost center and line item(s) were used? CC0322 FD109 GL64502.

Has Broward College used this vendor before for these products or services? Yes.

Was the product or service acceptable in the past? Yes.

Was there a return on investment anticipated when entering this contract? Yes.

Was that return on investment not met, met, or exceeded and how? Yes, Broward College Online enhances its statewide visibility as a quality provider of distance education. Through participation in FL-SARA, the College joins other state institutions committed to protecting students by adhering to a set of basic consumer protections and expanding opportunities for students beyond county boundaries to take online courses.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? This is aligned with the Social Enterprise tactic to empower student development by providing students with a customized learning experience that responds to the distinct needs of students and the community.

Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?

The General Counsel's office has reviewed the application form and deems it acceptable.

FISCAL IMPACT:

Description: \$4,250.00 from BU040, CC0322, FD109, PG000120

06/25/24 CC0322 · Distance Learning / Open College

(\$4,250.00)

Jeffrey Nasse


Jeffrey Nasse, Provost and SVP of Academic Affairs





















6/4/2024

APPROVAL PATH: 12224 FL-SARA Institution Application Membership Renewal Dues

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Priscilla Suarez	Dean Review		 Completed	
2	Jamonica Rolle	Vice Provost Review		 Completed	
3	Jeffrey Nasse	Provost and SVP of Academic Affair		 Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
5	Zaida Riollano	Procurement Approval		 Completed	
6	Rabia Azhar	CFO Review		 Completed	
6	Christine Sims	Budget Departmental Review		 Completed	
6	Legal Services Review Group	Review and Approval for Form and		 Completed	
7	Board Clerk	Agenda Preparation		 Completed	
8	District Board of Trustees	Meeting	08/20/24 08:30 AM	 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	

325 West Gaines Street
Suite 1414
Tallahassee, Florida 32399-0400



Phone: (850) 245-3200
Fax: (850) 245-3234

Postsecondary Reciprocal Distance Education Coordinating Council

FL-SARA Fee Transmittal Form

INSTITUTION DATA	
Name: Broward College	
Submitted By (Name & Title): Priscilla Suarez, Dean of Online Campus/E-Learning	Date: 7/1/2024

6N-1.005 Annual Fees for In-State Institutions to Participate in Florida's reciprocity agreement.

- (1) An in-State institution shall pay annually the application and renewal fees set forth in this rule including fees to the Council and fees to NC-SARA. (2) Fees to the Council.
- (a) For institutions with fewer than 2,500 full-time equivalent enrollment, the annual, nonrefundable fee due to the Council is \$1,250.
- (b) For institutions with between 2,500 and 9,999 full-time equivalent enrollment, the annual, nonrefundable fee due to the Council is \$2,750.
- (c) For institutions with 10,000 or more full-time equivalent enrollment, the annual, nonrefundable fee due to the Council is \$4,250.
- (3) Fees to NC-SARA. Fees due annually to NC-SARA to participate in SARA are prescribed by the National Reciprocity Agreement. Fees paid by institutions to NC-SARA are independent of and in addition to those due to the Council under paragraph (2). Failure to pay fees to the NC-SARA shall render the institution's approval in Florida null and void.

1. FL-SARA Fees	
<ul style="list-style-type: none"> • FTE Enrollment fewer than 2,500 students= \$1,250 • FTE Enrollment between 2,500-9,999 students= \$2,750 • FTE Enrollment over 10,000 students= \$4,250 	\$ 4,250.00
*FTE based on number reported to IPEDS	
TOTAL FEES REMITTED:	\$ 4,250.00

INSTRUCTIONS:

1. Submit the following to the Office of the Comptroller (see address below):
 - a. The original of this form, completed in entirety
 - b. One copy of this form
 - c. Your check, cashier's check or money order made payable to the FLORIDA DEPARTMENT OF EDUCATION
Florida Department of Education
Office of the Comptroller
914 Turlington Building
325 W. Gaines Street
Tallahassee, Florida 32399-0400
2. Attach the following to your application and submit to the Commission Office (see address at top of page):
 - a. One copy of this form
 - b. One copy of your check, cashier's check or money order
3. Keep one copy for your records.

-----DO NOT WRITE BELOW THIS LINE-----

TR			SAMAS	GF	SF	FID	BE	IBI	CAT
30									
SEL	S		ACCOUNT	50	2	380001	48800000	00	000200
		ENC.NO.	CODE						
DIV	ORG CODE	SEC	EO	OBJECT	AMOUNT	VENDOR I.D.	GRANT NUMBER	GL	LN
	BUR								
01	60	01	33	002000			98330	61200	1



POSTSECONDARY RECIPROCAL DISTANCE EDUCATION COORDINATING COUNCIL

Florida State Authorization Reciprocity Agreement Institutional Application Checklist

APPLICATION

- Selected APPLICATION AND APPROVAL FORM FOR INSTITUTION PARTICIPATION IN SARA under the terms and standards of the State Authorization Reciprocity Network (SARA).
- The chief executive officer (CEO) or chief academic officer (CAO) of the Institution completed and submitted the application.
- Application is signed and dated by CEO/CAO.
- Signatures and initials are handwritten or electronically entered by the CEO/CAO.
- Institution did not initial the checkboxes on the right side of the application (For State Use Only).

STATE APPROVAL

- Authorization to Operate in the State of Florida
 - Florida Colleges – Submission of updated Statute.
 - Independent Colleges and Universities of Florida – Submission of updated Statute.
 - Private Colleges and Universities – Submission of current active license from the Commission for Independent Education.
 - Religious Institutions – Submission of letter of exemption issued by the Commission for Independent Education.
 - State Universities – Submission of updated Statute.

ACCREDITATION

- Proof of Accreditation. (Updated Approval Letter with reaffirmation date.)
- Correspondence and reports from the accrediting body that has a direct effect on the status of the institution or directly affects students enrolled in distance education at your institution.

FINANCIAL (FOR NON-PUBLIC INSTITUTIONS)

- Attached most recent audited financial statement with the financial responsibility index score.
- Attached most recent financial responsibility index score from the U.S. Department of Education, if not part of the financial statement.

COMPLAINT AND GRIEVANCE POLICY

- Institution conforms to the consumer protection and the resolution of complaints provisions located in the SARA Manual.
- Institution provided the complaint resolution policies and procedures for the institution and for SARA to all students taking courses under SARA policies.
- The application includes the institution's link to the SARA student complaint system.

PROFESSIONAL LICENSURE DISCLOSURE

- The Institution has determined whether courses or programs meets the educational requirements for Professional Licensure in the State where the applicant or student resides and provide that information in writing to the applicant or student.
- The application includes sample correspondence notifying and/or advising students to the qualifications regarding professional licensing standards where the student is located.

DATA REPORTING

- The institution has reported its annual enrollment and out of state learning data pursuant to Section 6 of the SARA Manual.

FEES

- The Institution has included State workload fees with the institutional application for SARA participation based on the institution's full time equivalent enrollment reported to the Integrated Postsecondary Education Data System (IPEDS).
 - Enrollment ranges**
 - FTE fewer than 2,500 students: \$1250
 - FTE between 2,500 and 9,999 students: \$2750
 - FTE over 10,000 students: \$4250
- Fees were submitted with the fee transmittal form and sent to the Florida Department of Education Office of the Comptroller.
- The Institution agrees to pay its annual SARA participation fee to the National Council for State Authorization Reciprocity Agreements (NC-SARA).
 - Fees owed directly to NC-SARA**
 - FTE fewer than 2,500 students: \$2000
 - FTE between 2,500 and 9,999 students: \$4000
 - FTE over 10,000 students: \$6000



**National Council for
State Authorization
Reciprocity Agreements**

MHEC • NEBHE • SREB • WICHE

Institution Name Broward College
 Institution State Florida
 Initial Application _____
 Renewal Application X

Application and Approval Form for Institution Participation in SARA¹

An institution applying to operate under the State Authorization Reciprocity Agreements (SARA) must submit **this form to its Home State's SARA Portal Entity**.

The chief executive officer (CEO) or chief academic officer (CAO) of the institution affirms each section, completes and submits the application including any [State fees](#) and commits to any special requirements of the SARA [State Portal Entity](#) permitted by SARA.

When the State Portal Entity enters “yes” on this form, the State affirms that the applicant institution has followed proper procedures and provided necessary documents to operate under SARA.

Section 1 - Verification of Requirements for Institution Participation in SARA







To review the application process, visit the [Application and Process](#) page on the NC-SARA website. An institution seeking approval to operate under the policies of SARA must meet the following requirements:

	Requirements for Institution Participation in SARA	INSTITUTION CEO or CAO Initial each line	SARA State Portal Entity confirms the institution meets the requirement
	Core Requirement		
1.	In a SARA member state, the main campus or central administrative unit is domiciled in a state, territory or district that has joined the State Authorization Reciprocity Agreements (SARA) initiative and is authorized to operate in that state ² . Only distance education content originating in the United States, a U.S. territory, or district and provided from within a SARA state is eligible to be offered under SARA. ³ (Attach documentation.)		Yes or No <input type="checkbox"/> <input type="checkbox"/>
	Consumer Protection		
2.	Accreditation The institution is a U.S. degree-granting institution that is accredited by an accrediting body recognized by the U.S. Secretary of Education and whose scope of authority, as specified by the Department, includes distance education. (Attach documentation of accreditation verification). Name of Accrediting Agency: _____ <small>Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)</small>		Yes or No <input type="checkbox"/> <input type="checkbox"/>








¹ “NC-SARA” refers to the organization, whereas “SARA” refers to the agreement.

² For institutions with campuses in more than one state, in the event that an institution disagrees with a SARA member state’s determination of its home state, if the states under consideration are in the same region, the regional compact will make the final determination. If the states in question are in different regional compacts and the Compacts disagree on the home state assignment, NC-SARA will make a final determination in consultation with the affected regional compacts.

³ Ownership or governance by a U.S. institution of an institution located outside the United States or its territories does not qualify the out-of-country-institution to operate under SARA

	Requirements for Institution Participation in SARA	INSTITUTION CEO or CAO Initial each line	SARA State Portal Entity confirms the institution meets the requirement
3.	Accreditation status The institution agrees to notify its home state's SARA Portal Entity of any negative changes to its accreditation status.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
4.	Federal Financial Responsibility Composite Score For non-public institutions, the institution's most recent financial responsibility composite score from the U.S. Department of Education is 1.5 or above, or, if the score is between 1.0 and 1.49, the State Portal Entity can affirm that documentation has been provided to demonstrate financial stability sufficient to justify institutional participation in SARA. If an institution is owned by a "corporate parent," the federal financial responsibility composite score of its "parent" must meet these requirements. Note: Public institutions leave this blank. FFRCS _____ Year Reporting (most recent published) _____ In the event that an institution does not participate in federal Title IV financial aid programs and therefore has no ED-calculated composite score for Title IV purposes, a comparable score must be calculated per the <i>SARA Policy Manual</i> Section 2.5.c. Comparable score _____		Yes or No <input type="checkbox"/> <input type="checkbox"/>
5.	Abide by C-RAC Guidelines The institution agrees to abide by the Interregional Guidelines for the Evaluation of Distance Education and provisions of the <i>SARA Policy Manual</i> .		Yes or No <input type="checkbox"/> <input type="checkbox"/>
6.	Does not enforce Arbitration Agreements SARA participating institutions are not permitted to enforce arbitration agreements on students enrolled under SARA provisions, and such agreements must not be applied. Institutions that utilize mandatory arbitration agreements for the resolution of non-SARA complaints or disputes shall provide a disclosure that such agreements must not be applied towards a complaint or dispute that falls within the scope of the <i>SARA Policy Manual</i> .		Yes or No <input type="checkbox"/> <input type="checkbox"/>
7.	Responsible for institution activities The institution agrees to follow the <i>SARA Policy Manual</i> Section 5.5 regarding third-party provider contracts.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
8.	Will resolve complaints The institution agrees to work with its Home State's SARA Portal Entity to resolve any complaints arising in SARA states, and to abide by the decisions of that entity regarding resolution of such complaints. ⁴		Yes or No <input type="checkbox"/> <input type="checkbox"/>
9.	Application signed by CEO or CAO The institution agrees to apply to its Home State's Portal Entity. The application will be submitted with the signature of the institution's chief executive officer or chief academic officer.		Yes or No <input type="checkbox"/> <input type="checkbox"/>

⁴ Complaints against an institution operating under SARA policies go first through the institution's own procedures for resolution of grievances. Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA institution's home state.

	Requirements for Institution Participation in SARA	INSTITUTION CEO or CAO Initial each line	SARA State Portal Entity confirms the institution meets the requirement
10.	Agree to professional licensure disclosures The institution agrees to provide notifications to students related to professional licensure. Any institution approved to participate in SARA that offers courses or programs designed to lead to Professional Licensure or certification or advertised as leading to Licensure must satisfy all federal requirements for disclosures regarding such Professional Licensure programs under 34 §C.F.R. 668.43. For SARA purposes, these requirements will also apply to non-Title IV institutions.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
11.	Instruction The institution agrees that in cases where the institution cannot fully deliver the instruction for which a student has contracted, to provide a reasonable alternative for delivering the instruction or reasonable financial compensation for the education the student did not receive. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
12.	Catastrophic events The institution agrees that it has well-documented policies and practices for addressing catastrophic events. The institution agrees to provide the catastrophic event policy and disaster recovery procedures to the State Portal Entity, if/when requested. Impacted students will receive the services for which they have paid or reasonable financial compensation for those not received. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers. The institution agrees that it and/or its home state has adequate measures to protect student records in the event of closure.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
13.	Agree to Provisional status The institution agrees to abide by conditions of provisional approval, if applicable.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
	Fees		
14.	Agree to pay SARA State fees The institution agrees to pay to its Home State any State fees for SARA participation required by the Home State for administering SARA.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
15.	Agree to pay NC-SARA fees The institution agrees to pay its annual SARA participation fee to the National Council for State Authorization Reciprocity Agreements (NC-SARA).		Yes or No <input type="checkbox"/> <input type="checkbox"/>
	Data		
16.	Agrees to share data The institution agrees to provide data necessary to monitor SARA activities, including annual reporting of exclusively distance education enrollments and out-of-state learning placements by state, in accordance with the NC-SARA Data Sharing Agreement and relevant reporting handbooks.		Yes or No <input type="checkbox"/> <input type="checkbox"/>

Section 2 - Institutional Designation and Action and Information

I, the undersigned representative of (institution name) Broward College
having the authority to commit the institution to operate under the SARA interstate agreement, hereby
certify that this institution meets all of the policies stated herein required for operation by the *SARA Policy
Manual*.

Main Campus Broward College
Mailing address of the institution: 111 East Las Olas Boulevard
City, State, Zip: Fort Lauderdale, FL 33301

Type of Institution
Public institution Tribal institution
Independent not-for-profit institution
Independent for-profit institution

Is the institution owned by another entity? Yes No

If yes, list official name of corporate parent: _____
If yes, official address of corporate parent: _____

Does the institution participate in Title IV? Yes No

Institution OPEID number: 001500

IPEDS Related Information

Institution IPEDS identification number: 132709
Institution FTE (latest IPEDS): 22,184
Year reporting: 2022-2023

Check one of the boxes below:
 Institution with fewer than 2,500 FTE students
 Institution with between 2,500 and 9,999 FTE students
 Institution with between 10,000 and 29,999 FTE students
 Institutions with 30,000 or more FTE students

Institution link to SARA student complaint process:

<https://online.broward.edu/privacy.html>

Optional additional link for website if necessary:

<https://www.broward.edu/students/ombudsperson.html>

Institution link to Professional Licensure disclosures:

<https://www.broward.edu/academics/professional-licensure/>

Institution Contact Information for SARA

Part A:

Named on Invoice - one person and only one person must be selected (Receives all email communications to the institution, i.e., invoices, renewal application notices, data reporting notices, reminders)

Name: Priscilla Suarez
Title: Dean of Online Campus/E-Learning
Email: psuarez2@broward.edu
Phone: (954) 201-7258

[For SPE use only: This is required check box in the SARA Portal]

Part B:

The person Named on Invoice (in Part A above) must also be identified for one of the following roles (1-6 below).

In addition, please complete all the following roles:

1. Primary Contact (Receives all email communications to the institution)

Name: Priscilla Suarez
Title: Dean of Online Campus/E-Learning
Email: psuarez2@broward.edu
Phone: (954) 201-7258

[For SPE use only: This is a required role in the SARA Portal]

2. Secondary Contact (Receives all email communications to the institution)

Name: John Murphy
Title: Dean, Business Affairs
Email: jmurphy2@broward.edu
Phone: (954) 201-2403

[For SPE use only: This is a required role in the SARA Portal]

3. Billing Contact (Receives invoice related emails and SARA participation related emails)

Name: Maritsa Benoit
Title: Senior Analyst, Procurement Business Services
Email: mbenoit@broward.edu
Phone: (954) 201-7252

[For SPE use only: This is a required role in the SARA Portal]

4. Authorized Signatory Contact (Signs and receives all Administrative forms.)

Name: Priscilla Suarez
Title: Dean of Online Campus/E-Learning
Email: psuarez2@broward.edu
Phone: (954) 201-7258

[For SPE use only: This is a required role in the SARA Portal]

5. Data Reporting Contact (Receives data reporting related emails and SARA participation related emails)

Name: Priscilla Suarez
Title: Dean of Online Campus/E-Learning
Email: psuarez2@broward.edu
Phone: (954) 201-7252

[For SPE use only: This is a required role in the SARA Portal called Data Report Recipient]

6. CEO/CAO (Receives SARA participation related emails)

Name: Jeffrey Nasse
Title: Provost and Senior Vice President, Academic Affairs and College Operations
Email: jnasse@broward.edu
Phone: (954) 201-7519

[For SPE use only: This is a required role in the SARA Portal called President/Provost]

Branch campus¹ information:

List all branch campuses, as defined by SARA policy, with distance education activity covered by SARA policies.

Institution Name: N/A
Address: _____
City, State Zip: _____

Institution Name: _____
Address: _____
City, State Zip: _____

Institution Name: _____
Address: _____
City, State Zip: _____

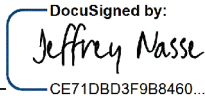
Institution Name: _____
Address: _____
City, State Zip: _____

Institution Name: _____
Address: _____
City, State Zip: _____

Use additional paper if necessary.

Typed name of institutional signatory officer: Jeffrey Nasse
Email: jnasse@broward.edu
Phone: (954) 201-7519

Title of signatory institutional officer: Provost and Senior Vice President, Academic Affairs and College Operations
The chief executive officer (CEO) or chief academic officer (CAO) of the institution completes and submits the application.

Signature:  _____
CE71DBD3F9B8460...

Date: 7/1/2024

¹ *SARA Policy Manual*, Section. 1 Definitions, “Branch Campus” means: a campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers full programs of study, not just courses⁴. (Integrated Postsecondary Education Data System (IPEDS)). For SARA purposes, a branch campus that operates under the accreditation of a main campus is not considered a separate institution for purposes of SARA (see section 3.1(h)(2)).
Institution Application 7.1.2024

Section 3 - SARA State Supplemental Sheet for Institutions

SARA provides a degree of flexibility for States as they implement policy. Information about State-specific provisions may be added on this page for items such as [fees](#) (if any) to be charged to in-state institutions, criteria for consideration of appeals of institutions having financial responsibility composite scores between 1.0 and 1.49, etc. Institutions are reminded to check with their SARA State Portal Entity for additional Home State requirements and State Fees.

State fee (if any):

N/A

State bonding requirement of institution (if any):

N/A

Financial responsibility criteria for federal financial composite score ratings 1.0-1.49:

N/A

Section 4 - SARA State Portal Entity Action and Information

Institution application

- Approved
- Provisionally Approved
- Returned for Additional Data or Information
- Denied

Conditions related to Provisional Approval:

Include submission of SARA Institution Provisional Participation Form

Typed name of SARA State Portal Entity: _____

Typed name of Primary SARA State Portal Entity contact: _____

Signature _____ Date _____

Title of SARA State Portal Entity contact: _____

SARA State Portal Entity email: _____

SARA State Portal Entity phone: _____

Typed name of Secondary SARA State Portal Entity contact: _____

Title of Secondary SARA State Portal Entity contact: _____

Secondary SARA State Portal Entity email: _____

Secondary SARA State Portal Entity phone: _____

Select Year: 2023

The 2023 Florida Statutes (including Special Session C)

Title XLVIII
EARLY LEARNING-20 EDUCATION
CODE

Chapter 1000
EARLY LEARNING-20 GENERAL
PROVISIONS

[View Entire
Chapter](#)

1000.21 Systemwide definitions.—As used in the Florida Early Learning-20 Education Code:

(1) “Articulation” is the systematic coordination that provides the means by which students proceed toward their educational objectives in as rapid and student-friendly manner as their circumstances permit, from grade level to grade level, from elementary to middle to high school, to and through postsecondary education, and when transferring from one educational institution or program to another.

(2) “Board of Governors” is the Board of Governors of the State University System.

(3) “Commissioner” is the Commissioner of Education.

(4) “Department” is the Department of Education.

(5) “Florida College System institution” except as otherwise specifically provided, includes all of the following public postsecondary educational institutions in the Florida College System and any branch campuses, centers, or other affiliates of the institution:

(a) Eastern Florida State College, which serves Brevard County.

(b) **Broward College, which serves Broward County.**

(c) College of Central Florida, which serves Citrus, Levy, and Marion Counties.

(d) Chipola College, which serves Calhoun, Holmes, Jackson, Liberty, and Washington Counties.

(e) Daytona State College, which serves Flagler and Volusia Counties.

(f) Florida SouthWestern State College, which serves Charlotte, Collier, Glades, Hendry, and Lee Counties.

(g) Florida State College at Jacksonville, which serves Duval and Nassau Counties.

(h) The College of the Florida Keys, which serves Monroe County.

(i) Gulf Coast State College, which serves Bay, Franklin, and Gulf Counties.

(j) Hillsborough Community College, which serves Hillsborough County.

(k) Indian River State College, which serves Indian River, Martin, Okeechobee, and St. Lucie Counties.

(l) Florida Gateway College, which serves Baker, Columbia, Dixie, Gilchrist, and Union Counties.

(m) Lake-Sumter State College, which serves Lake and Sumter Counties.

(n) State College of Florida, Manatee-Sarasota, which serves Manatee and Sarasota Counties.

(o) Miami Dade College, which serves Miami-Dade County.

(p) North Florida College, which serves Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor Counties.

(q) Northwest Florida State College, which serves Okaloosa and Walton Counties.

(r) Palm Beach State College, which serves Palm Beach County.

(s) Pasco-Hernando State College, which serves Hernando and Pasco Counties.

(t) Pensacola State College, which serves Escambia and Santa Rosa Counties.

(u) Polk State College, which serves Polk County.

(v) St. Johns River State College, which serves Clay, Putnam, and St. Johns Counties.

(w) St. Petersburg College, which serves Pinellas County.

(x) Santa Fe College, which serves Alachua and Bradford Counties.

(y) Seminole State College of Florida, which serves Seminole County.

- (z) South Florida State College, which serves DeSoto, Hardee, and Highlands Counties.
- (aa) Tallahassee Community College, which serves Gadsden, Leon, and Wakulla Counties.
- (bb) Valencia College, which serves Orange and Osceola Counties.
- (6) “Parent” is either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent.
- (7) “State academic standards” means the state’s public K-12 curricular standards adopted under s. 1003.41.
- (8) “State university,” except as otherwise specifically provided, includes the following institutions and any branch campuses, centers, or other affiliates of the institution:
 - (a) The University of Florida.
 - (b) The Florida State University.
 - (c) The Florida Agricultural and Mechanical University.
 - (d) The University of South Florida.
 - (e) The Florida Atlantic University.
 - (f) The University of West Florida.
 - (g) The University of Central Florida.
 - (h) The University of North Florida.
 - (i) The Florida International University.
 - (j) The Florida Gulf Coast University.
 - (k) New College of Florida.
 - (l) The Florida Polytechnic University.
- (9) “Sex” means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person’s sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.

History.—s. 10, ch. 2002-387; s. 3, ch. 2004-271; s. 67, ch. 2007-217; s. 1, ch. 2008-52; s. 5, ch. 2008-163; s. 3, ch. 2008-235; s. 2, ch. 2009-228; s. 2, ch. 2010-23; s. 7, ch. 2011-5; s. 1, ch. 2011-102; s. 9, ch. 2012-129; s. 3, ch. 2012-134; s. 2, ch. 2013-24; s. 2, ch. 2013-27; s. 2, ch. 2013-45; s. 1, ch. 2014-8; s. 9, ch. 2014-39; s. 1, ch. 2019-78; s. 20, ch. 2021-10; s. 2, ch. 2022-16; s. 136, ch. 2023-8; s. 1, ch. 2023-105.



September 18, 2020

Mr. Gregory Adam Haile
President
Broward College
111 East Las Olas Boulevard
Ft. Lauderdale, FL 33301

Dear President Haile:

The following action regarding your institution was taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) during its meeting held on September 3, 2020:

The SACSCOC Board of Trustees continued accreditation following the review of the institution's off-campus instructional sites located at Miramar West Center, Miramar, FL; The International University of Santa Cruz, Santa Cruz, Bolivia; and The American College in Spain, Marbella, Spain. No additional report was requested.

We appreciate your continued support of SACSCOC's activities and work. If you have questions, please contact the SACSCOC staff member assigned to your institution.

Sincerely,

Belle S. Wheelan, Ph.D.
President

BSW:ktf

cc: Dr. Michael T. Hoefer, Vice President, SACSCOC

SACS COC

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

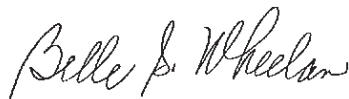
January 21, 2015

Mr. J. David Armstrong, Jr.
President
Broward College
111 East Las Olas Boulevard
Ft. Lauderdale, FL 33301

Dear Mr. Armstrong:

This letter will verify that Broward College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate's and Bachelor's degrees. The accreditation extends to all locations and programs which have been reported to the Commission.

Sincerely,



Belle S. Wheelan, Ph.D.
President

BSW/SLA:efk

cc: Dr. David Moore, Associate Vice President of International Education
Dr. Michael T. Hoefler



July 9, 2014

Mr. J. David Armstrong, Jr.
President
Broward College
111 East Las Olas Boulevard
Ft. Lauderdale, FL 33301

Dear Mr. Armstrong:

The following action regarding your institution was taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges during its meeting held on June 19, 2014:

The SACSCOC Board of Trustees reaffirmed accreditation. No additional report was requested. Your institution's next reaffirmation will take place in **2024** unless otherwise notified.

Please submit to your Commission staff member, preferably by email, a **one-page** executive summary of your institution's Quality Enhancement Plan. The summary is due **August 15, 2014**, and should include on the same page the following information: (1) the title of your Quality Enhancement Plan, (2) your institution's name, and (3) the name, title, and email address of an individual who can be contacted regarding its development or implementation. This summary will be posted to the Commission's Web site as a resource for other institutions undergoing the reaffirmation process.

All institutions are requested to submit an "Impact Report of the Quality Enhancement Plan on Student Learning" as part of their "Fifth-Year Interim Report" due five years before their next reaffirmation review. Institutions will be notified 11 months in advance by the President of the Commission regarding its specific due date.

We appreciate your continued support of the activities of SACS Commission on Colleges. If you have questions, please contact the staff member assigned to your institution.

Sincerely,

Belle S. Wheelan, Ph.D.
President

BSW:ch

cc: Dr. Michael T. Hoefler

Broward College attests to meet and agrees to comply with the following C-RAC provisions:
Interregional Guidelines for the Evaluation of Distance Education

Council of Regional Accrediting Commissions (C-RAC) (2011)

1. Online learning is appropriate to the institution's mission and purposes.

*Analysis/Evidence:*¹

- The mission statement explains the role of online learning within the range of the institution's programs and services;
- Institutional and program statements of vision and values inform how the online learning environment is created and supported;
- As appropriate, the institution incorporates into its online learning programs methods of meeting the stated institutional goals for the student experience at the institution;
- The recruitment and admissions programs supporting the online learning courses and programs appropriately target the student populations to be served;
- The students enrolled in the institution's online learning courses and programs fit the admissions requirements for the students the institution intends to serve;
- Senior administrators and staff can articulate how online learning is consonant with the institution's mission and goals.

2. The institution's plans for developing, sustaining, and, if appropriate, expanding online learning offerings are integrated into its regular planning and evaluation processes.

Analysis/Evidence:

- Development and ownership of plans for online learning extend beyond the administrators directly responsible for it and the programs directly using it;
- Planning documents are explicit about any goals to increase numbers of programs provided through online learning courses and programs and/or numbers of students to be enrolled in them;
- Plans for online learning are linked effectively to budget and technology planning to ensure adequate support for current and future offerings;
- Plans for expanding online learning demonstrate the institution's capacity to assure an appropriate level of quality;
- The institution and its online learning programs have a track record of conducting needs analysis and of supporting programs.

3. Online learning is incorporated into the institution's systems of governance and academic oversight.

Analysis/Evidence:

- The institution's faculty have a designated role in the design and implementation of its online learning offerings;
- The institution ensures the rigor of the offerings and the quality of the instruction;
- Approval of online courses and programs follows standard processes used in the college or university;
- Online learning courses and programs are evaluated on a periodic basis;
- Contractual relationships and arrangements with consortial partners, if any, are clear and guarantee that the institution can exercise appropriate responsibility for the academic quality of all online learning offerings provided under its name.

¹ These bulleted points illustrate actions, processes and facts that institutions may use to demonstrate that they meet SARA requirements.

4. Curricula for the institution's online learning offerings are coherent, cohesive, and comparable in academic rigor to programs offered in traditional instructional formats.

Analysis/Evidence:

- The curricular goals and course objectives show that the institution or program has knowledge of the best uses of online learning in different disciplines and settings;
- Curricula delivered through online learning are benchmarked against on-ground courses and programs, if provided by the institution, or those provided by traditional institutions;
- The curriculum is coherent in its content and sequencing of courses and is effectively defined in easily available documents including course syllabi and program descriptions;
- Scheduling of online learning courses and programs provides students with a dependable pathway to ensure timely completion of degrees;
- The institution or program has established and enforces a policy on online learning course enrollments to ensure faculty capacity to work appropriately with students;
- Expectations for any required face-to-face, on-ground work (e.g., internships, specialized laboratory work) are stated clearly;
- Course design and delivery supports student-student and faculty-student interaction;
- Curriculum design and the course management system enable active faculty contribution to the learning environment;
- Course and program structures provide schedule and support known to be effective in helping online learning students persist and succeed.

5. The institution evaluates the effectiveness of its online learning offerings, including the extent to which the online learning goals are achieved, and uses the results of its evaluations to enhance the attainment of the goals.

Analysis/Evidence:

- Assessment of student learning follows processes used in onsite courses or programs and/or reflects good practice in assessment methods;
- Student course evaluations are routinely taken and an analysis of them contributes to strategies for course improvements;
- Evaluation strategies ensure effective communication between faculty members who design curriculum, faculty members who interact with students, and faculty members who evaluate student learning;
- The institution regularly evaluates the effectiveness of the academic and support services provided to students in online courses and uses the results for improvement;
- The institution demonstrates the appropriate use of technology to support its assessment strategies;
- The institution documents its successes in implementing changes informed by its programs of assessment and evaluation;
- The institution provides examples of student work and student interactions among themselves and with faculty;
- The institution sets appropriate goals for the retention/persistence of students using online learning, assesses its achievement of these goals, and uses the results for improvement.

6. Faculty responsible for delivering the online learning curricula and evaluating the students' success in achieving the online learning goals are appropriately qualified and effectively supported.

Analysis/Evidence:

- Online learning faculties are carefully selected, appropriately trained, frequently evaluated, and are marked by an acceptable level of turnover;
- The institution's training program for online learning faculty is periodic, incorporates tested good practices in online learning pedagogy, and ensures competency with the range of software products used by the institution;
- Faculty are proficient and effectively supported in using the course management system;

- The office or persons responsible for online learning training programs are clearly identified and have the competencies to accomplish the tasks, including knowledge of the specialized resources and technical support available to support course development and delivery;
- Faculty members engaged in online learning share in the mission and goals of the institution and its programs and are provided the opportunities to contribute to the broader activities of the institution;
- Students express satisfaction with the quality of the instruction provided by online learning faculty members.

7. The institution provides effective student and academic services to support students enrolled in online learning offerings.

Analysis/Evidence:

- The institution's admissions program for online learning provides good web-based information to students about the nature of the online learning environment, and assists them in determining if they possess the skills important to success in online learning;
- The institution provides an online learning orientation program;
- The institution provides support services to students in formats appropriate to the delivery of the online learning program;
- Students in online learning programs have adequate access to student services, including financial aid, course registration, and career and placement counseling;
- Students in online learning programs have ready access to 24/7 tech support;
- Students using online learning have adequate access to learning resources, including library, information resources, laboratories, and equipment and tracking systems;
- Students using online learning demonstrate proficiency in the use of electronic forms of learning resources;
- Student complaint processes are clearly defined and can be used electronically;
- Publications and advertising for online learning programs are accurate and contain necessary information such as program goals, requirements, academic calendar, and faculty;
- Students are provided with reasonable and cost-effective ways to participate in the institution's system of student authentication.

8. The institution provides sufficient resources to support and, if appropriate, expand its online learning offerings.

Analysis/Evidence:

- The institution prepares a multi-year budget for online learning that includes resources for assessment of program demand, marketing, appropriate levels of faculty and staff, faculty and staff development, library and information resources, and technology infrastructure;
- The institution provides evidence of a multi-year technology plan that addresses its goals for online learning and includes provision for a robust and scalable technical infrastructure.

9. The institution assures the integrity of its online offerings.

Analysis/Evidence:

- The institution has in place effective procedures through which to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. The institution makes clear in writing that these processes protect student privacy and notifies students at the time of registration or enrollment of any projected additional costs associated with the verification procedures. (Note: This is a federal requirement. All institutions that offer distance education programs must demonstrate compliance with this requirement.);
- The institution's policies on academic integrity include explicit references to online learning;
- Issues of academic integrity are discussed during the orientation for online students;
- Training for faculty members engaged in online learning includes consideration of issues of academic integrity, including ways to reduce cheating.

Appendix A: Licensure Disclosure Emails to Students

Sample A: Welcome Email to all New Students

Dear #first_name#,

Welcome to Broward College! You've taken the first step in joining a global network that is making a positive impact in the world today.

You have already completed the first step to achieving your goals.

Next, please wait 24 hours then use your BC Login credentials to log into [BC Navigate](#). In BC Navigate, you will find your assigned Success Coach who will assist you with admissions and registration. To make sure you complete all required steps, use the checklist below.

- Access BC Navigate to schedule an appointment with your Success Coach
- Apply for Financial Aid & Scholarships
- Provide all required documents
- Show proof of Florida residency to pay less tuition
- Ask your Success Coach if you're required to take a placement test
- Attend Advising & Registration/New Student Orientation (NSO)
- Review the [Professional Licensure Disclosure link](#)
 - As per federal guidelines, the above link lists Broward College programs that lead to professional licensure for employment and provides public disclosures indicating if a program **meets** licensure requirements, **does not meet** licensure requirements or has not been determined (**unknown**) for each state.

Additional information about each of these steps is available [here](#).

Welcome to Seahawk Nation!

Sample B: Disclosure Email to All Enrolled Students

Dear Students,

As per federal guidelines, the below link lists Broward College programs that lead to professional licensure for employment and provides public disclosures indicating if a program **meets** licensure requirements, **does not meet** licensure requirements or has not been determined (**unknown**) for each state.

Review the [Professional Licensure Disclosure link](#).