



THE UNIVERSITY OF NORTH CAROLINA SYSTEM

TRANSMITTAL LETTER

Transmittal Number 133

May 28, 2020

		Action
300.2.15[R]	Regulation on Leave Provisions under the Families First Coronavirus Response Act (FFCRA)	Adopted 04/21/20
400.1.5[R]	Regulation Related to Fostering Undergraduate Student Success	Amended 03/23/20 <i>Redline version attached.</i>
400.4.1	Policy on Standards for Licensure of Nonpublic Degree Granting Postsecondary Activity	Amended 05/20/20 <i>Redline version attached.</i>
700.1.1	Policy on Minimum Eligibility Requirements for Undergraduate Admission for the University of North Carolina System	Amended 03/30/20 <i>Redline version attached.</i>
700.1.1.1[R]	Regulation on Minimum Eligibility Requirements for Undergraduate Admission for the University of North Carolina	Amended 04/02/20 <i>Redline version attached.</i>
Technical corrections (see attached chart)		
<i>The Code</i> , Chapter 600	Technical correction to <i>The Code</i> , Chapter VI, Academic Freedom and Tenure, Section 611.	Technical correction 02/27/20 *See chart below. <i>Redline version attached.</i>
300.2.15	Policy on UNC System Pandemic and Communicable Disease Emergency	Technical correction 02/28/20 *See chart below. <i>Redline version attached.</i>

*Technical corrections to these items were reported to the Board of Governors at its March 2020.

Technical corrections are made pursuant to Section 100.2 IV. of the UNC Policy Manual.

The entire UNC Policy Manual is accessible at:

https://www.northcarolina.edu/apps/policy/index.php?tab=policy_manual

Regulation Related to Fostering Undergraduate Student Success

I. Required Semester Credit Hours for Baccalaureate Degree Programs. Baccalaureate degree programs shall require no more than 120 semester credit hours. An institution with compelling reasons as to why a program's requirements must exceed 120 semester credit hours may petition to have an exception approved by its board of trustees. Compelling reasons include, but are not limited to: programmatic accreditation standards; licensure requirements; and other state, federal, or professional regulations.

An institution must report any exceptions granted by its board of trustees, and the reasons for those exceptions, to the Board of Governors and the president by the end of calendar year 2018 and annually thereafter.

Any program authorized by the Board of Governors to require 135 semester credit hours or more shall be officially designated as a five-year baccalaureate program.

A. Constituent institutions shall observe these regulations in all proposals for new degree programs.

B. This section applies to individual baccalaureate degree programs, not to credit hour requirements for students who earn more than one major.

C. Constituent institutions must publicize the required number of semester credit hours and projected length of full-time enrollment required to obtain each baccalaureate degree in both printed and online catalogs. During new student orientation sessions and in publications for students and parents, constituent institutions must provide a description of factors that may prolong the length of time to complete a degree.

D. ~~General Administration~~The UNC System Office will maintain a catalog of all active baccalaureate degree programs and their required hours, and the Board of Governors will periodically review compliance with this 120-credit limitation, including approved exceptions to that limitation.

This section is effective as of the beginning of the fall 2019 semester, and shall not affect the credit hour requirements in place at the time of registration for students who registered at a constituent institution prior to the fall 2019 semester. Students who registered at a constituent institution prior to the fall 2019 semester will have the option to elect into the fall 2019 catalog.

II. Student Success Policies. Constituent institutions must have policies addressing student success, including Satisfactory Academic Progress and Good Academic Standing.

A. Satisfactory Academic Progress and Good Academic Standing. Satisfactory Academic Progress and Good Academic Standing are determined by:

1. Cumulative Grade Point Average; and
2. Ratio of attempted to completed semester credit hours.

B. The implementation of these criteria shall include the following:

1. Upon initial admission to a UNC ~~campus~~constituent institution, a student is in Good Academic Standing.
2. All undergraduates in the University of North Carolina ~~s~~System must earn and maintain a minimum cumulative GPA of 2.0 to be considered in Good Academic Standing. Constituent institutions may choose to utilize term GPA in determining Good Academic Standing.
3. All constituent institutions must develop an academic progress policy that defines the ratio of attempted to earned semester credit hours required for continued enrollment. Federal Title IV regulations for Satisfactory Academic Progress shall be the minimum allowable standard.
4. If a student meets the criteria in each of the ~~these~~ standards above, then the student is considered to be making Satisfactory Academic Progress, remains in Good Academic Standing, and is eligible to continue enrollment at that UNC constituent institution.
5. Constituent institutions may develop policies that allow students falling below one or more of the standards to be placed on academic warning and/or academic probation¹ as opposed to being academically dismissed or academically suspended. These policies must, at a minimum, be in accord with federal Title IV regulations and should include the use of academic success contracts where appropriate.
6. Constituent institution policies related to this section must be published in all campus academic and financial aid materials, both printed and online. Students should be informed of these policies at new student orientation.

B. The Course Adjustment Period (i.e., “Drop/Add”). The Course Adjustment Period will be established as the time during which students may drop or add courses without academic penalty (i.e., no impact on the Grade Point Average (GPA), attempted hours, or tuition surcharge). Constituent institutions may choose to make the period for adding courses and the period for dropping courses the same or different; however, both the drop and add periods must be concluded by the census date.² The implementation of this section shall include the following:

1. Constituent institutions may set policies that allow faculty to drop students administratively if they do not attend the course by the end of the Course Adjustment Period.³ These policies must be publicized to students. Faculty using this option must have a limited window to take such action in order to complete the drop without causing the student to incur financial penalties other than those normally applied during the course adjustment period. Constituent institutions may allow faculty to add students into those seats in a timely fashion under guidelines set by the constituent institution.
2. Constituent institution business practices⁴ determine if adjustments made during Course Adjustment Period result in any refund or additional charges to the student. Any financial repercussions to students must be publicized in the constituent institution’s academic and financial aid policies describing the Course Adjustment Period.
3. Federal Title IV regulations shall be the minimum standard for all policies related to student refunds during the course adjustment period.

C. Course Withdrawal.⁵ Students are expected to complete all the courses for which they are registered at the close of the Course Adjustment Period. These courses must be recorded on

a- student's official transcript and receive a grade that is used in the calculation of a GPA, count as attempted hours, count toward the tuition surcharge calculation,⁶ and conform to all financial aid and Satisfactory Academic Progress rules *unless* withdrawal is permitted under conditions described below:

1. Course withdrawal with extenuating circumstances.

a. Constituent institutions will develop policies that permit a student to withdraw from a course or courses at any time and without academic penalty for serious extenuating circumstances, including military deployment. These policies must describe a clear process that defines the documentation required, the nature of the review by a designated ~~campus-institutional~~ body or official, and an opportunity for one level of appeal at the ~~campus-institution~~ level. Students who must withdraw from a course or courses due to military service should also consult the UNC Policy Manual on Military Student Success, Section 700.7.1. Course withdrawals taken during the 2020 spring semester due to the COVID-19 pandemic shall be considered taken due to serious extenuating circumstances.

b. Any ~~campus-constituent institution~~ policy developed for course withdrawal for extenuating circumstances must require that:

- (1) A W be recorded on the transcript;
- (2) The course(s) count as attempted hours;
- (3) The course(s) not count in tuition surcharge calculations (see UNC Policy Manual, Section 1000.1.5[G]);
- (4) The course(s) not count in GPA calculation; and
- (5) The course(s) are subject to all financial aid and SAP rules and calculations.

2. Course withdrawals without extenuating circumstances.

a. After the initial Course Adjustment Period, constituent institutions may develop policies that allow students to withdraw from one or more courses without meeting the standards for withdrawals for extenuating circumstances. These policies must specify up to four courses or up to 16 semester credit hours as the maximum number of such withdrawals permitted over the course of a student's degree or degrees.

b. Any policy developed for course withdrawal without extenuating circumstances must require that:

- (1) A W be recorded on the transcript;
- (2) The course(s) count as attempted hours;
- (3) The course(s) count in surcharge calculations; and
- (4) The course(s) are subject to all financial aid and SAP rules and calculations.

c. ~~Campus-Const~~ituent institution policies must include a deadline for such withdrawal at a date no later than the completion of 60 percent of the term.⁷

D. Course Repeats. ~~Campus-Constituent institution~~ policies on course repeats must conform, at the minimum, to federal Title IV Financial Aid standards with regard to course repeats. Students receiving federal financial aid cannot be treated differently from students not on such aid. In addition, all ~~campus-constituent institution~~ policies on course repeats must, at the minimum:

1. Include on the student transcript all attempts to complete a course;
2. Count all attempts to complete a course in calculations of satisfactory academic progress;
3. Count all attempts to complete a course in the tuition surcharge calculation in accordance with the UNC Policy Manual, Section 1000.1.5[G]; and
4. Use all grades earned in a course in the calculation of the GPA, unless the grade can be excluded through ~~an institutiona-~~campus-based grade exclusion or replacement policy.

E. Forgiveness Policies. ~~Campuses-Constituent institutions~~ may establish policies that permit a student who is academically dismissed or academically suspended to be readmitted after a specified period of time, have a modified or new GPA calculation, and to be under other specific steps for re-admittance to the campus.

F. Grade Exclusion or Grade Replacement

1. Constituent institutions must develop policies on grade exclusion and/or grade replacement.⁸ These policies must specify up to four courses or up to 16 semester hours as a maximum number of allowable exclusions/replacements. Courses taken during the 2020 spring semester shall not count against the maximum number of allowable exclusions/replacements due to the impacts of COVID-19.
2. ~~Campus-~~Institutional policies that permit either grade exclusion and/or grade replacement must provide for:
 - a. The inclusion on the transcript of both the initial grade earned for the course and a notation of its exclusion from or replacement in the calculation of the GPA; and
 - b. The inclusion of the course(s) in both the calculations of satisfactory academic progress and the tuition surcharge.

G. Minimum, Maximum, and Average Semester Course Load. A minimum “full-time” undergraduate course load is defined as 12 credit hours per semester. In advising and other communications, ~~campuses-constituent institutions~~ shall encourage full-time students to consider an average semester load of 15 credit hours, when possible, to stay on track for a timely graduation. Constituent institutions may allow students in good academic standing to enroll in up to 18 semester hours in a fall or spring semester without any special permission. No student shall exceed 18 semester hours in a fall or spring semester without special permission as designated by ~~campus-~~institutional policy. Constituent institutions shall develop appropriate policies for a maximum load in summer terms.

III. Student Success Review and Reporting

Constituent institutions will establish a student success support structure of one or more committees comprised of the appropriate officials from areas such as admissions, registrar’s office,

financial aid, advising, the counseling center, the cashier's office, faculty governance, and student government to review and issue regular reports on:

A. Retention and Graduation

1. Each ~~campus-constituent institution~~ shall, in consultation with ~~the UNC System Office-General Administration~~, establish goals for retention⁹ and graduation¹⁰ for first-time, full-time students. Constituent institutions shall also work with ~~General Administration~~the UNC System to develop a tracking model for the retention and graduation rates of full-time students, transfer students, and part-time students.
2. ~~General Administration~~The UNC System Office will report annually to the Board of Governors on the success of these various categories at both the ~~campus-institutional~~ and system level.

B. Additional Student Success Measures. Constituent institutions shall work with ~~General Administration~~the UNC System Office to develop common output measures of student success and achievement as a means to assess the academic progress goals set by each ~~campus~~institution.

C. Review of Course Scheduling and Offerings. Constituent institutions shall develop mechanisms to monitor whether all courses necessary for graduation are offered on a timely basis and with an adequate number of sections for a student to graduate in four years. As a part of this review, ~~campuses-institutions~~ shall determine:

1. If general education requirements (e.g., themes, designators, etc.) allow appropriate student progress;
2. If excessive or unnecessary specification or augmentation of general education courses for certain majors places an undue burden on students changing majors; and
3. If excessive GPA or course grade requirements for admission to or completion of a major are delaying student progress toward graduation.

These evaluations will be prepared on a three-year cycle beginning in fall 2014 and will examine data from the previous three academic years. ~~General Administration~~The UNC System Office will consult with ~~campuses-institutions~~ to develop the reporting format and required data.

D. Advising. Constituent institutions shall develop policies to monitor the availability of appropriate and timely academic advising, particularly for first-time undergraduates and first-semester transfer students to:

1. Assist students in making effective academic and career decisions;
2. Increase the potential for students selecting appropriate courses and schedules;
3. Provide students with assistance in selecting a major in a timely fashion;
4. Prevent excessive changes of major;
5. Increase students' awareness of an appropriate course load and academic assistance available to them; and
6. Provide information as appropriate on course selection and the impact on tuition surcharge.

This review should take place on a three-year cycle beginning in fall 2014 and examine data from the previous three academic years. ~~General Administration~~The UNC System Office will consult with ~~campuses-institutions~~ to develop the reporting format and required data.

E. Early Warning System Plan

1. Effective with the start of the fall 2014 semester, each ~~constituent campus institution~~ will have an early warning system (EWS) to alert relevant campus personnel to signs of poor academic performance by a student or of behavior likely to lead to a student not making Satisfactory Academic Progress. Each ~~campus-constituent institution~~ will submit a comprehensive intervention plan to ~~General Administration~~the UNC System Office that describes how students are identified by the EWS, what campus staff or faculty are notified when a student is identified by the EWS, and how the staff or faculty member is to respond. Interventions may include written communication with students, phone calls or text messages, face-to-face meetings with campus personnel, and/or formal programs involving extended student participation.
2. The EWS should specify what interventions will be used, who will be responsible for them, how warnings will be communicated to responsible personnel, and how interventions will be tracked and reported.
3. Each ~~campus-constituent institution~~ will identify strategies to assess the effectiveness of its EWS and use the results for ongoing improvement.

IV. Regulations on Student Financial Aid and Title IV

- A. All ~~campuses-constituent institutions~~ will develop financial aid disclosure practices that will, at the minimum, include entrance and exit counseling for students receiving financial aid.¹¹
- B. All ~~campus-institutional~~ policies will be compliant with federal Title IV regulations, including, but not limited to, the following:
 1. Common definition of the federal Title IV regulation that defines a student as eligible for federal financial aid for up to 150 percent of normal time to graduation.
 2. Four-year-degree requirements in the University of North Carolina ~~system~~System range from 120-128 semester credit hours. The system will use 120 hours as the common definition for defining federal financial aid eligibility, making 180 hours the limit for 150 percent of normal time to graduation.
 3. Constituent institutions will define procedures whereby a student completing 180 or more attempted hours will undergo an automatic review to determine continued federal financial aid eligibility. If the student is enrolled in a program requiring more than 120 hours, the appropriate allowance will be calculated on campus based on the exact number of credits required for that degree.These policies must be widely distributed in all ~~campus-institutional~~ academic and financial aid materials.
- C. Guidelines to monitor first undergraduate degree completion. Federal Title IV regulations require that ~~campuses-institutions~~ monitor first undergraduate degree completion and offer no additional federal grant aid (e.g., Pell, SEOG) after a student earns the initial undergraduate degree. Under federal rules, a student can take out federal loans for a second degree, if eligible. To ensure compliance, ~~campuses-institutions~~ must develop protocols for:
 1. Monitoring student degree completion each term (fall, spring, summer); and
 2. For advising students of their status and eligibility for federal financial aid.

These policies must be widely distributed in all ~~campus~~institutional academic and financial aid materials.

V. Compliance with the Comprehensive Articulation Agreement (CAA) with the North Carolina Community College System (NCCCS) and Transfer within the UNC System

A. Constituent institutions will be fully compliant with the Comprehensive Articulation Agreement with the NCCCS.

B. Any student completing the Associates in Arts (AA) or Associates in Science (AS) degrees according to the CAA will be considered to have completed general education requirements at all UNC institutions in which they matriculate.

C. Any change by a ~~campus~~constituent institution in its General Education requirements must be consistent with the CAA.

VI. Information Distribution

A. To ensure that students receive policy information that is both comprehensive and timely, ~~campuses~~institutions must develop broad-based communications plans that inform students about:

1. Recommended course loads, required numbers of earned hours, and the projected length of full-time enrollment needed to obtain the baccalaureate degrees;
2. Factors that may extend the length of time to complete a degree;
3. Requirements for Good Academic Standing and Satisfactory Academic Progress;
4. The course adjustment period;
5. Tuition surcharge; and
6. Other policies on course withdrawal, course repeat, and grade replacement or exclusion and their potential financial consequences.

B. All policies and procedures listed in this regulation will be effective no later than the fall 2014 semester.

VII. Relation to Federal and State Laws and Policies. The foregoing regulation is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern or relate to the subject matter of this regulation.

VIII. Effective Date. The requirements of this regulation shall be effective on the date of adoption of this regulation by the president.

¹Constituent institutions are not obligated to enact policies for either academic probation or academic warning below the allowable standards.

²For regular term instruction, the census date is the conclusion of the 10th class day of the fall and spring semesters. For summer sessions, degree credit extension courses, and any other degree-credit courses taught on an irregular calendar, the census date is the end of the class day representing the passage of 10 percent of the instructional period. UNC Policy Manual, Section 400.1.8[R].

³If the course is offered online, the instructor may administratively drop the student from the course if the student has not signed in by the end of the course adjustment period.

⁴All ~~campus-constituent institution~~ business practices must conform to UNC FIT Student Account Standards.

⁵All ~~campus-institutional~~ policies on withdrawal must include policies about refunds and conform to UNC FIT Financial Aid and Student Account Standards.

⁶Summer courses are excluded from the tuition surcharge as per UNC Policy Manual, Section 1000.1.5[G].

⁷The calculation of this date should begin with the first day of classes and conclude on the last day of regular class meetings. It should exclude the reading day and exam period.

⁸The development of a policy does not imply that a ~~campus-constituent institution~~ must allow grade replacement and/or exclusion. A policy may simply state that the ~~campus-institution~~ does not allow such.

⁹For purposes of reporting on first-time, full-time students, retention rate shall be defined as “the percentage of first-time degree-seeking undergraduates from the previous fall who are again enrolled in the current fall.”

(<http://nces.ed.gov/ipeds/glossary/>)

¹⁰For purposes of reporting, graduation rate data shall be collected as defined by “the number of students entering the institution as full-time, first-time undergraduate students in a particular year (cohort), completing their program within 150 percent of normal time to completion. It shall be calculated by race/ethnicity and gender.”

(<http://nces.ed.gov/ipeds/glossary/>).

¹¹All ~~campus-institutional~~ policies on disclosure practices must conform to UNC FIT Financial Aid and Student Account standards.

**Policy on Standards for Licensure of Nonpublic Degree
Granting Postsecondary Activity**

I. Purpose. This policy implements N.C. Gen. Stat. § 116-15 (hereinafter G.S.), relating to the standards for licensure for nonpublic degree granting postsecondary activity in North Carolina.

II. Definitions

A. "Postsecondary degree" means a credential conferring on the recipient thereof the title of "Associate," "Bachelor," "Master," or "Doctor," or an equivalent title, signifying educational attainment based on:

1. Interactions between faculty and students following a coherent course of study with specified student outcomes; and/or
2. A coherent course of study in which the student and instructor are not in the same place delivered either synchronously or asynchronously with specified student outcomes and faculty-student interaction mediated through electronic means; or
3. A combination of the foregoing; provided, that "postsecondary degree" shall not include any honorary degree or other so-called "unearned" degree. ~~The content and rigor of the curriculum for the degree must be at a level to assure an education of good quality.~~

B. "Institution" means any sole proprietorship, group, partnership, venture, society, company, corporation, school, college, or university that engages in, purports to engage in, or intends to engage in any type of postsecondary degree activity.

C. "Nonpublic institution" means an institution that is not a constituent institution of the University of North Carolina or the North Carolina Community College System.

D. "Instruction" means delivery of a coherent and formal plan of study constructed for students so that they can demonstrate specific learning outcomes.

E. "Postsecondary degree activity" means:

1. Awarding a postsecondary degree; or

~~*Supersedes Section 400.4.1, originally entitled, "Policy on Licensing Nonpublic Institutions to Conduct Postsecondary Degree Activity in North Carolina," adopted February 8, 1974, and last amended May 27, 2016.~~

2. Conducting or offering study, experience, or testing for an individual or certifying prior successful completion by an individual of study, experience, or testing, under the representation that the individual successfully completing the study, experience, or testing will receive credit, at least in part, that may be used toward a postsecondary degree.

Postsecondary degree activity includes conduct with respect to either a complete postsecondary degree program or any study, experience or testing represented as creditable toward a postsecondary degree.

F. “Publicly registered name” means the name of any sole proprietorship, group, partnership, venture, society, company, corporation, school, college, or institution that appears as the subject of any Articles of Incorporation, Articles of Amendment, or Certificate of Authority to transact business or to conduct affairs, properly filed with the Secretary of State of North Carolina and currently in force.

G. “Board” means the Board of Governors of the University of North Carolina.

III. Exemption from Licensure

A. Institutions Continuously Conducting Postsecondary Degree Activity in North Carolina since July 1, 1972. Any institution that has been continuously conducting postsecondary degree activity in this State under the same publicly registered name or series of publicly registered names since July 1, 1972, shall be exempt from the provisions for licensure upon presentation to the Board of Governors of information acceptable to the Board to substantiate such postsecondary degree activity and public registration of the institution’s names. Any institution that, pursuant to a predecessor statute, had presented to the Board proof of activity and registration such that the Board granted exemption from licensure, shall continue to enjoy such exemption without further action by the Board. [G.S. 116-15(c)]

B. Programs Relative to Religious Education. No institution shall be subject to licensure under this section with respect to postsecondary degree activity based upon a program of study, equivalent experience, or achievement testing, the institutionally planned objective of which is the attainment of a degree in theology, divinity, or religious education or in any other program of study, equivalent experience, or achievement testing that is designed by the institution primarily for career preparation in a religious vocation. This exemption shall be extended to any institution with respect to each program of study, equivalent experience, and achievement test that the institution demonstrates to the satisfaction of the Board should be exempt from licensure requirements. [G.S. 116-15(d)]

C. Institutions Conducting Postsecondary Degree Activity within the Military. To the extent that an institution undertakes postsecondary degree activity on the premises of military posts or reservations located in this State for military personnel stationed on active duty there, or their dependents, or employees of the military, the institution shall be exempt from licensure requirements. [G.S. 116-15(e)] If the institution offers or conducts postsecondary degree activity for other persons, the institution shall be subject to licensure. Institutions declared exempt under this section shall present annual reports to ~~General Administration~~the UNC System Office describing degree activity and enrollments.

D. Distance Education Conducted Pursuant to a State Authorization Reciprocity Agreement. Any institution conducting postsecondary degree activity in North Carolina pursuant to a State Authorization Reciprocity Agreement to which the State of North Carolina is a party shall be exempt from licensure requirements.

IV. Standards for Licensure. To be licensed to conduct postsecondary degree activity in the State of North Carolina, a nonpublic postsecondary educational institution shall satisfy the Board of Governors that it meets the standards as specified by G.S. 116-15(f) and has demonstrated that its academic programs meet the Board of Governors' standards for an education of good quality.

A. Standard 1 (Charter). The institution shall be state-chartered. If chartered by a state or sovereignty other than North Carolina, the institution shall also obtain a Certificate of Authority to Transact Business or to Conduct Affairs in North Carolina issued by the Secretary of State of North Carolina. [G.S. 116-15(f)(1)]

1. Charter. The institution is chartered by the Secretary of State of North Carolina and has been issued a Certificate of Authority to Transact Business or to Conduct Affairs in North Carolina, if applicable.

2. Availability of articles of incorporation. A copy of the articles of incorporation or other relevant business formation documents of the institution and all amendments thereto must be on file in the office of the chief executive officer of the institution and available for review on request during normal working hours by any person. If the institution is chartered outside North Carolina, a copy of the Certificate of Authority to Transact Business or to Conduct Affairs in North Carolina must also be on file in the office of the chief executive officer and be available for review by any person.

~~3. Publication of contact information. The address, telephone number, email address, website, and other pertinent contact information of the institution, and of the principal office of the corporation must be published in a manner accessible to students, prospective students, and the public.~~

34. Availability of articles of incorporation of controlling corporation(s). If the institution is controlled, directly or indirectly, by one or more other business entities, a copy of the governing documents and amendments thereto of each such business entity must also be on file in the office of the chief executive officer of the institution and be available for review by any person.

~~5. Publication of governing board membership of controlling corporation(s). The membership of the governing board of the institution as well as the name and membership of the governing board of any other corporation or corporations, which may control, directly or indirectly, the institution must be published in a manner accessible to students, prospective students, and the public.~~

B. Standard 2 (Period of Operation). The institution must have been conducting postsecondary degree activity in a state or sovereignty other than North Carolina during consecutive, regular-term academic semesters, exclusive of summer sessions, for at least the two years immediately prior to submitting an application for licensure under this section, or must have been conducting with enrolled students, for a like period in this State or some other state or

sovereignty, postsecondary educational activity not related to a postsecondary degree; provided, that an institution may be relieved temporarily of this standard under the conditions set forth herein. [G.S. 116-15(f)2 and G.S. 116-15(i)]

Availability of interim permit. An institution which meets the standards for licensure set forth herein except for having conducted postsecondary degree activity for at least the two years immediately prior to submitting an application for licensure may be granted an interim permit to conduct postsecondary degree activity if the institution can demonstrate stability, experience, reputation, and performance which two years of operation would normally denote.

~~2. Review of interim permit. Review of an institution's interim permit may be conducted at any time to determine whether the institution demonstrates compliance with these standards.~~

C. Standard 3 (Program of Study). The substance of each course, program of study, equivalent experience, or achievement test must be such as may reasonably and adequately achieve the stated objective for which the study, experience, or test is offered in order to be certified as successfully completed. [G.S. 116-15(f)(3)]

1. Support of mission. The program of study offered by an institution must reflect and support the mission of the institution and be reasonably designed to achieve the stated objectives. ~~The academic program must ordinarily include provisions for a general education curriculum and specific fields of study at the associate, baccalaureate, or advanced level as appropriate for the mission of the institution.~~

2. Programs and Courses. Programs and courses will have academic curricula that are designed to achieve stated educational objectives. The institution shall demonstrate that each academic program is approved by the faculty and the administration and evaluated on a regular basis to determine its effectiveness. This evaluation must include assessment of student learning outcomes, retention and graduation rates, and student and faculty satisfaction. ~~Courses. The institution shall have an academic curriculum that is designed to reasonably and adequately achieve its mission and educational objectives. The institution shall demonstrate that each academic program for which academic credit is awarded is: (a) approved by the faculty and the administration; and (b) evaluated annually to determine its effectiveness. Course objectives, prerequisites, the plan of instruction, requirements, and procedures for evaluation must be clearly stated and available to current and prospective students in a written course syllabus. An institution must provide for annual evaluation of course and program effectiveness including assessment of student learning, retention, and graduation rates, and student and faculty satisfaction.~~

3. Distance education. Academic standards, student learning outcomes, and student satisfaction for distance education courses must be substantively the same as for courses delivered in-person. The technology used must be appropriate to meet course objectives. Distance education must promote interaction between students and faculty and among students. ~~Distance education. Academic standards for courses delivered off-campus or electronically must be the same as for courses delivered at the institution where they originate. The quality and content of each course, regardless of the mode of delivery, must be such as may reasonably and adequately achieve the stated objective. Appropriate data must be used to determine comparability. Such reviews are to demonstrate that student~~

~~learning outcomes and satisfaction in distance courses delivered electronically are comparable to student learning outcomes and satisfaction in courses offered at the campus where they originate. The technology being used must be appropriate to meet course objectives. Instruction employing distance learning technology must ensure appropriate interaction between students and faculty and among students.~~

4. General education. ~~If the institution offers associates or bachelor's degrees, then the institution shall offer a general education program that is a substantial component of each such degree. One or more courses, or their equivalencies, must be taken from each of humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The institution must identify appropriate general education competencies and provide evidence that graduates have attained those competencies.~~ General education. ~~If the institution offers associates or bachelor's degrees, or credit which may be used towards associates or bachelor's degrees, then the institution shall offer a general education program at the collegiate level that is a substantial component of each undergraduate degree, ensures breadth of knowledge, and is based on a coherent rationale. One or more courses, or their equivalencies, shall be taken from each of humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The institution shall identify appropriate general education competencies, and shall provide evidence that graduates have attained those competencies. If the institution requires prior completion of a general education program as a condition of admission to an associates or bachelor's degree program, then the institution shall have a defined and published policy for evaluating, awarding and accepting credit for academic instruction, regardless of its mode of delivery.~~

5. ~~Duration and intensity. The program of instruction must include educational activities extending over a sufficient period of time and in sufficient intensity to fulfill the mission and academic goals of the institution. The academic year, regardless of its organization, is ordinarily at least 30 weeks in duration.~~

56. Associate degrees. ~~The general education component of an associate's degree ordinarily consists of a minimum of 15 semester hours or the equivalent. Associate degree programs will ordinarily consist of a minimum of 60 semester credit hours or the equivalent.~~ Associate degree. ~~Each educational program leading to an associate degree shall include a general education component at the collegiate level that is a substantial component of each degree, ensures breadth of knowledge, and is based on a coherent rationale. For degree completion in associate programs, the general education component constitutes a minimum of 15 semester hours or the equivalent. The associate degree program normally consists of courses carrying a minimum of 60 semester credit hours or 90 quarter hours or the equivalent in instructional activities as measured by the institution. The associate degree program normally requires full-time attendance for two academic years or the equivalent but an institution may award the associate degree to students who have completed the course requirements at an accelerated pace or can otherwise demonstrate that they have met the measurable objectives of the program.~~

~~_____The following associate degree designations may be awarded:~~

a. ~~The Associate in Arts (A.A.) degree. Awarded to those who successfully complete programs that emphasize the liberal arts and/or the fine and performing arts. Programs must meet the general education requirements and provide for substantial additional work in the liberal, fine or performing arts. Such programs, if transfer oriented, may need to~~

~~contain additional requirements. The general education core is not directed toward specialized study or specific occupational or professional objectives.~~

~~b. The Associate in Science (A.S.) degree. Awarded to those who successfully complete programs which emphasize mathematics and/or the biological or physical sciences and which meet the general education requirements of this degree. In addition to meeting the general education requirements for an associate degree, substantial work must be done in mathematics, and/or the biological and physical sciences. Such programs are designed to serve both career and transfer objectives. Such programs, if transfer-oriented, may need to contain additional requirements.~~

~~c. The Associate in Applied Science (A.A.S.) degree. Awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or semi professional level. Not less than 15 semester credit hours or 23 quarter hours in general education and not less than 30 semester credit hours or 45 quarter hours in the area of specialized preparation are required.~~

67. Baccalaureate degrees. The general education component of a baccalaureate degree ordinarily consists of a minimum of 30 semester hours or the equivalent. Baccalaureate degree programs must include clearly defined requirements for majors in academic disciplines. Baccalaureate degree programs will ordinarily consist of courses carrying a minimum of 120 semester credit hours or the equivalent. Baccalaureate degree. Each program of instruction leading to a baccalaureate degree shall include a general education component at the collegiate level that is a substantial component of each undergraduate degree, ensures breadth of knowledge, and is based on a coherent rationale. A minimum of 30 semester hours or the equivalent is required for a general education course of study. The credit hours are to be drawn from, and include at least one course in each of the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The general education course work shall not focus on narrow skills, techniques, or procedures relative to a particular occupation or career. Institutions must present a written justification and rationale for course equivalency. Additionally, baccalaureate degree programs must include clearly defined requirements for majors in academic disciplines. Baccalaureate degree programs normally consist of courses carrying a minimum of 120 semester credit hours or 180 quarter hours or the equivalent in other measurement used by the institution. Normally full-time attendance for four academic years or the equivalent in part-time attendance, independent study, work study, or other similar programs are required, but institutions may award the baccalaureate degree to students who have completed the credit requirements at an accelerated pace or can otherwise demonstrate that they have met the measurable objectives of the program.

78. Graduate degrees. An institution's graduate degree programs must be more advanced in academic content than its associates and baccalaureate degree programs. Graduate degree programs must be designed to encourage independent learning and contributions to a profession or field of study. A graduate degree program ordinarily requires one or more academic year of full-time course work or the equivalent in part-time attendance, independent study, work-study, or other similar programs. However, an institution may award a graduate degree to students who have completed the requirements of a graduate program at an accelerated pace or can otherwise demonstrate that they have met the objectives of the program. Graduate degree. An institution's graduate programs are progressively more advanced in academic content than

~~undergraduate programs. The institution shall ensure that its graduate instruction and resources foster independent learning, enabling the graduate to contribute to a profession or field of study. The majority of credits toward a graduate or a postbaccalaureate professional degree are earned through the institution awarding the degree. In the case of graduate and postbaccalaureate professional degree programs offered through joint, cooperative, or consortia arrangements, the student earns a majority of credits from the participating institutions. A graduate or post baccalaureate degree normally represents the completion of a program beyond the baccalaureate level of one or more academic years of full-time course work or the equivalent in part-time attendance, independent study, work-study, or other similar programs. An institution may award a graduate degree to students who have completed the requirements of a graduate program at an accelerated pace or can otherwise demonstrate that they have met the measurable objectives of the program.~~

~~_____The following graduate degrees may be awarded:~~

~~a. _____The master's degree. Awarded to those who successfully complete a program beyond the baccalaureate level in the arts and sciences, or professional fields normally requiring full-time study for not less than one nor more than two academic years. Master's degrees usually require a minimum of 30 semester credit hours.~~

~~b. _____The intermediate degree (designated variously, e.g., specialist in professional education, engineer in engineering, and candidate or licentiate in liberal arts). Awarded to those who successfully complete programs at least one academic year beyond the master's level but who do not reach the doctoral level. Normally, such programs qualify persons as highly knowledgeable and skilled in given fields rather than competent in carrying out independent research and scholarly work.~~

~~c. _____The doctoral degree. Awarded to those who successfully complete programs requiring three or more academic years of full-time graduate study beyond the baccalaureate level and demonstrate a capacity to do independent work. Such demonstration may take the form of completed research (doctor of philosophy), musical composition or performance (doctor of musical arts), clinical competence (doctor of medicine), or the knowledge and capacity to analyze legal problems (juris doctor). The latter two degree programs, along with dentistry, pharmacy, and veterinary medicine, constitute first professional degree programs.~~

89. Residence. Institutions may only award postsecondary degrees to students who have completed at least twenty-five percent (25%) of the degree's required credit hours or equivalent at the institution. The UNC System Office may waive this provision for good cause shown, which good cause may include an institution teaching out the students of a recently closed institution. Residence. The award of an associate or baccalaureate degree normally entails at least 25 percent of the work being done through the institution awarding the degree. The method and procedures used by the institution in evaluating and granting academic credit for postsecondary degree activity completed elsewhere must be described in writing and disseminated to students and prospective students.

940. Transferability. The institution shall publish its transfer policies in the institution's catalog. These policies must define criteria for transferring credit. The institution shall have a defined and published policy for evaluating, awarding and accepting credit for academic

~~instruction, regardless of its mode of delivery. Transferability. The institution shall publish its transfer policies and articulation agreements in the institution's catalog. Policies and agreements must define criteria for transferring credit. The institution shall have a defined and published policy for evaluating, awarding and accepting credit for academic instruction, regardless of its mode of delivery.~~

D. Standard 4 (Facilities and Library). The institution must have adequate space, equipment, instructional materials, and personnel available to it to provide education of good quality. [G.S. 116-15(f)(4)]

1. Facilities. ~~The institution shall operate and maintain facilities that are adequate to serve the needs of the institution's educational programs, support services, and mission-related activities. The institution shall operate and maintain physical facilities, either on or off campus, that are adequate to serve the needs of the institution's educational programs, support services, and mission-related activities. Physical facilities include buildings, classrooms, computers and access to the internet, laboratories, equipment, furniture, grounds, instructional materials, and machinery. Facility sites must be free of traffic hazards and distracting noises.~~

a. Compliance with safety and health laws. ~~The institution shall comply with all ordinances and laws relative to the safety and health of persons on the campus. The facilities shall comply with all pertinent ordinances and laws relative to the safety and health of persons on the campus. See also Standard 9.~~

b. Laboratories and equipment. ~~Laboratories and equipment must be adequate for supporting the particular program of instruction and enhancing student-learning outcomes. Laboratories and equipment must be adequate for supporting the particular program of instruction and enhancing student-learning outcomes.~~

c. Experiential Learning Sites. Institutions must ensure that sites used in field placement, internships, externships, clinical rotations, and similar experiential learning activities are safe and adequate. Institutions must publish policies regarding how experiential learning sites will be evaluated prior to hosting students and on an ongoing basis. Institutions which seek to offer experiential learning must show that there are adequate sites and supervisors available to the institution's students. Institutions must clearly communicate to students and prospective students whether it is the institution's responsibility or the student's responsibility to locate any required experiential learning site. ~~Supportive services. Supportive services, faculty and staff offices, and other facilities must be adequate in size and number to accommodate faculty, staff, and students.~~

d. Housing. Student housing owned, leased, maintained, or approved by the institution must be appropriate, safe, and adequate.

e. Nonownership. If the facilities from which the institution operates are not owned by the institution, the institution must demonstrate that facilities from which it operates or other acceptable facilities are likely to be available to it for one

and one-half times the duration of the most lengthy postsecondary degree program offered.

f. Equipment. Equipment required to fulfill the institution's mission must be operational and in an adequate state of repair. If a physical facility is not owned by the institution, evidence through a lease or other means must be submitted that facilities are available for a sufficient duration to demonstrate the stability of the institution and that the institution is capable of completing any program it offers.

2. Library and electronic resources. The institution must have an adequate library or access to a library and information resources. An adequate library or access to a library and information resources is essential to supporting instruction and enhancing student learning outcomes.

a. Objectives and policies. The library must have a mission statement and objectives that are compatible with the institution's mission. The library must engage in a formal, iterative planning and assessment process that includes faculty and students. The institution's students must have access to regular and timely instruction in the use of the library. The library must have a mission statement and goals to serve as a framework for its activities. The mission and goals are to be compatible and consistent with the institution's mission. The institution shall be able to demonstrate that the library and information resources (or access to library and information resources) fulfill the institution's mission and provide adequate support to academic programs. The library shall engage in a formal planning process that involves a broad spectrum of the college community and includes the faculty and students. Planning is an iterative process that includes evaluation, updating, and refinement. Evaluation of library resources shall involve all categories of library users. The institution must ensure that users have access to regular and timely instruction in the use of the library and other learning/resources. The institution shall have a librarian. The lines of authority, status, tenure, and major duties of the librarian must be clearly stated as well as the nature of faculty involvement in the determination of library policy and in acquisition procedures. Contractual agreements with other libraries must define the following:

(1) — The extent to which the holdings of the other libraries support adequately the institution's educational program and enrollment at the relevant degree level;

(2) — The degree to which students of the institution can use these libraries and the nature of the use, including procedures for student and faculty registration for use;

(3) — The arrangements with the other libraries for acquisition of materials needed for the institution's educational program which the outside library may not normally acquire;

~~(4) The degree of authority of the institution's officials in making library policy to support the needs of the institution;~~

~~(5) Financial arrangements or fees for the use of other libraries; and~~

~~(6) Responsibilities of the college for replacement of materials lost by students of the college. The details of the contractual arrangements with other libraries must meet the criteria outlined in these standards.~~

b. Consortia agreements. Institutions may demonstrate compliance with subsection (D)(2) of this policy through entering consortia agreements with existing libraries. Consortia agreements with other libraries must define the following:

(1) The extent to which the holdings of the other libraries support adequately the institution's educational program and enrollment at the relevant degree level;

(2) The degree to which students of the institution can use these libraries and the nature of the use, including procedures for student and faculty registration for use;

(3) The arrangements with the other libraries for acquisition of materials needed for the institution's educational program which the outside library may not normally acquire;

(4) The degree of authority of the institution's officials in making library policy to support the needs of the institution;

(5) Financial arrangements or fees for the use of other libraries; and

(6) Responsibilities of the institution for replacement of materials lost or otherwise misused by students of the institution. The details of the contractual arrangements with other libraries must meet the criteria outlined in these standards.~~Staff. The library staff must be of a size and quality adequate to meet the objectives of the library and the academic programs it supports. The library must ordinarily be under the direction and supervision of a professionally trained librarian, who has a graduate library degree from a school of library science that is accredited by the American Library Association. The librarian must perform duties of a professional nature, involving organization of the entire library program, supervision or performance of acquisitions, cataloging, reference, circulation and use functions, and coordination of the library with the academic program of the college. The last involves working with faculty members in the selection and use of materials, and organizing and/or conducting a library orientation and instruction program for students and faculty. Staff of the library must be sufficient to perform all the clerical functions of the library and must have skills and training appropriate for their duties.~~

c. Staff and Administration. The institution must have a librarian. The librarian will ordinarily have a graduate library degree from a school of library science that is accredited by the American Library Association. The librarian must report to an appropriate senior administrator. The librarian must perform duties of a professional nature involving organization of the library program, supervision or performance of acquisitions, cataloging, reference, circulation and use functions, and coordination of the library with the academic program of the institution. Any additional library staff must be of a size and quality adequate to meet the objectives of the library and the academic programs it supports. The institution must publish hours during which an appropriate library staff member will be available to assist students. If the institution maintains a physical library, the library must be open to student access for a reasonable number of hours when classes are not scheduled. The library must have a formal channel for soliciting input from and communicating with the user community, including a selection of faculty members representative of the academic programs of the institution.

~~Administration.~~ The library must be administered in a manner that permits and encourages the most effective use of available library resources. The librarian shall report either to the chief executive officer or the chief academic officer. There must be a standing advisory committee of faculty members representative of the academic programs of the college to advise the librarian at least annually on acquisitions and ways of improving library services as well as to serve as the main channel of formal communications between the library and the user community. The library committee must also evaluate annually the adequacy of the collection and services. The library must keep up-to-date and adequate records of circulation, holdings, inventory data, materials on order, current periodicals received, expenditures, and budgets. The library must encourage the additional use of other library resources that may be available and seek out and help develop cooperative agreements with other libraries. Written contractual agreements must be negotiated with the libraries and these agreements must include the items specified under paragraph IV.D.2.a., above. The institution must assign responsibility for providing library/learning resources and services and for ensuring continued access to them at each site.

d. Budget. The institution must provide the library an operating budget, sufficient to provide, maintain, and insure adequate and suitable library holdings, facilities, and services. ~~Distance education.~~ The institution is responsible for funding and appropriately meeting the information needs of students enrolled in its distance learning courses and programs by supporting teaching, learning, and research. This support must provide ready and equivalent library service and learning resources to all its faculty and students, regardless of location. The institution must own the library/learning resources, provide access to electronic information available through existing technologies, and/or provide them through other libraries. If programs are to depend primarily on other libraries, the collections in those libraries must be adequate to support academic programs and courses at levels relevant to the degree objective.

e. Library facilities. If the institution maintains a physical library, then the space assigned for library usage must be conducive to study. The size must be appropriate for the student body, number of volumes in the collection, and the type

of instructional program emphasized by the institution. Space allocated for book and periodical shelving must be sufficient for growth, as well as for the current collection. Adequate space must be provided for staff, library services, and other instructional materials. The library collection. The holdings of the library must be appropriate for the purpose, course offerings, degree programs, and enrollment of the institution. College libraries must assure quality and appropriateness of the collection by the use of standard lists of books and periodicals for selection. The number of volumes in the collection, or access to resources, must be appropriate for the academic programs and the enrollment. Procedures must be developed to involve the faculty in selecting materials for the collection. Selection tools such as Choice, Current Reviews for Academic Libraries, Book Publishing Record, Library Journal, and professional library journals must be available for selection of current books and periodicals. There must be a continuing evaluation of the quality of the collection by checking holdings against bibliographies, and basic lists.

f. The library collection. The holdings of the library must be appropriate for the purpose, course offerings, degree programs, and enrollment of the institution. The library must have a collecting strategy that must assures the quality and appropriateness of the collection. The institution must evaluate of the collection by checking holdings against bibliographies and basic lists, reviewing circulation and interlibrary loan or consortial lending statistics, and processing faculty and student feedback. Organization of collection. Materials must be classified and organized by nationally approved conventions and arranged on the shelves for efficient retrieval. A catalog or catalogs of holdings by author, title, and subject must be available for public use. In addition, requisite subordinate files such as serial checking records and shelf lists must be available.

g. Budget and finance. An annual library operating budget, which authorizes sufficient financial support, is required to provide, maintain, and insure adequate and suitable library holdings, facilities, and services.

h. Service and use. The library must establish and maintain a range and quality of services that will promote the academic program of the college. In addition to providing basic reference and circulation services, orientation and instruction in the use of libraries must be provided for students and faculty. It is ordinarily desirable to have a written library guide and/or handbook for students and faculty members. When appropriate, teaching faculty should require the use of library materials in instructional programs, such as supplementary readings and research papers. If the institution maintains a physical library, the library must be open to student access for a reasonable number of hours when classes are not scheduled, both during the normal study week and during weekends and vacation periods. Library materials must be circulated to students, faculty members, and other qualified users under equitable policies. The quality of the collections available locally to patrons should ordinarily be enhanced by an interlibrary loan service in accordance with the American Library Association (ALA) Interlibrary Loan Code and local, regional, or state interlibrary cooperative agreements.

i. Library facilities. If the institution maintains a physical library, then the space assigned for library usage must be conducive to study. A central and single

~~location is desirable. The library must have good lighting, adequate ventilation, and proper temperature and humidity control. The size or square footage shall be appropriate for the student body, number of volumes in the collection, and the type of instructional program emphasized by the college. Seating must be provided for at least 10 percent of the largest number of students on campus at any time. Space allocated for book and periodical shelving must be sufficient for normal growth, as well as for the current collection. In addition, adequate space must be provided for staff, library services, and other instructional materials, which may require special facilities for safekeeping.~~

~~j. Equipment. If the institution maintains a physical library, furniture, computers, copy machines, audiovisual, digital and general equipment must be operational and in an adequate state of repair.~~

E. Standard 5 (Faculty and Other Personnel Qualifications). The education, experience, and other qualifications of directors, administrators, supervisors, and instructors must be such as may reasonably ensure that the students will receive, or will be reliably certified to have received, education of good quality consistent with the stated objectives of any course or program of study, equivalent experience, or achievement test offered by the institution. [G.S. 116-15(f)(5)]

1. Faculty. The institution must employ competent faculty members to accomplish the mission and goals of the institution, and must give them a central role in curriculum development and delivery. ~~The institution must employ competent faculty members to accomplish the mission and goals of the institution and must give them the central role in curriculum development and delivery. When determining acceptable qualifications of its faculty, an institution must give primary consideration to the highest earned degree in the discipline in accord with the guidelines listed below. The institution shall also consider competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. The institution is responsible for justifying and documenting the qualifications of its entire faculty, regardless of method of delivery or location. Electronically delivered courses must provide for meaningful and continuing interaction between faculty and among students.~~

2. Educational credentials. The institution must document and justify the qualifications of its faculty members.

a. Faculty teaching in programs leading to a baccalaureate degree, associate's degree, or non-degree programs offering credit towards a degree. Faculty teaching in a baccalaureate's degree program, an associate's degree program or a non-degree program offering credit towards a degree must hold either (i) a master's degree from an institution accredited by an accreditor recognized by the Council for Higher Education Accreditation (CHEA) with a minimum of eighteen graduate semester hours or the equivalent in the discipline the faculty member is teaching, or (ii) a baccalaureate degree from an institution accredited by an accreditor recognized by CHEA and such work experience, professional licensures and certifications, and other demonstrated competencies and achievements that

~~reasonably prepare the faculty member to teach at the postsecondary level in the discipline. Faculty teaching in programs leading to an associate's degree and non-degree programs offering credit towards a degree. Faculty teaching in an associate degree program or a non-degree program offering credit towards a degree must hold at least a master's degree or the equivalent in the field of specialization in which they are teaching. Exceptions must be justified by special competence in their field of knowledge. A minimum of 18 graduate semester hours in the master's degree must be in the discipline in which they are teaching, from a regionally accredited institution of higher education. Teaching disciplines are those considered appropriate for faculty teaching a subject area by discipline experts.~~

b. Faculty teaching in programs leading to graduate or professional degrees. Faculty teaching in programs granting graduate or professional degrees must hold either (i) the doctorate or other terminal degree in the teaching discipline or related field from an institution accredited by an accreditor recognized by CHEA, or (ii) a graduate degree from an institution accredited by an accreditor recognized by CHEA and such work experience, professional licensures and certifications, and other demonstrated competencies and achievements that reasonably prepare the faculty member to teach at the graduate level in the discipline.

c. Graduate teaching assistants. Graduate teaching assistants must hold a master's degree or 18 graduate semester hours in the teaching discipline from an institution accredited by an accreditor recognized by CHEA. Graduate assistants must be directly supervised by a faculty member experienced in the teaching discipline with planned and periodic evaluations.~~Faculty teaching in a bachelor's degree program. Faculty teaching in an institution offering a baccalaureate degree must hold at least a master's degree or equivalent in the field of specialization in which they are teaching. A majority of the faculty must have satisfactorily completed work beyond the master's degree in an accredited graduate school, and at least 25 percent of the course hours in each major must be taught by faculty who hold the doctorate or other terminal degree in the field of specialization from a regionally accredited institution of higher education.~~

~~c. Faculty teaching in programs granting graduate degrees. Faculty teaching in programs granting graduate degrees must hold the doctorate or other terminal degree in the teaching discipline or related field.~~

~~d. Faculty teaching in first professional degree programs. Faculty teaching in first professional degree programs must meet recognized standards in their fields.~~

~~e. Graduate teaching assistants. For baccalaureate instruction, graduate teaching assistants (applicable to graduate degree or professional degree-granting institutions) must hold a masters in the teaching field or 18 graduate semester hours in the teaching discipline. Graduate assistants must be directly supervised by a faculty member experienced in the teaching discipline with regular in-service training and planned and periodic evaluations.~~

3f. Size. The number of faculty, proportion of part-time to full-time faculty members, and ratio of faculty to students must be sufficient to ensure the effectiveness of the

~~educational program, including counseling and advising of students. The faculty must be sufficient in number, and the proportion of part time members and the student teacher ratio must be such as to assure the effectiveness of the educational program, including counseling and advising of students. The faculty must be representative of the principal areas of instruction offered by the institution and have a composition relevant to the number and nature of the courses taught. Further, the faculty should consist of full time, paid appointments sufficient to insure continuity and stability of the educational programs and to provide adequate educational association between students and faculty. In no instance may the faculty number fewer than four full time, paid members.~~

~~g4. Appointment, Definition of responsibilities, and evaluation. The institution must publish and implement policies regarding the appointment, employment, and regular evaluation of faculty members, regardless of contract or tenure status. Faculty responsibilities must be defined in writing. The institution must evaluate the effectiveness of each faculty member in accordance with published criteria, regardless of contractual or tenured status. Definition of responsibilities. Faculty responsibilities must be defined in writing in terms of hours taught, course development and research required, number of students, level of instruction, research expected, administrative duties, student advising, committee assignments, counseling assignments, and other expectations.~~

~~5h. Faculty development. The institution must provide for ongoing professional development of faculty. Faculty individually must engage in continuing professional study or research appropriate to their responsibilities. The institution must provide evidence of ongoing professional development of faculty. Faculty individually must engage in continuing professional study or research appropriate to their responsibilities. Provisions must be made for attendance at professional meetings and periodic study leaves to encourage continued competence, effectiveness, and productivity. Faculty teaching via an electronic system must be provided appropriate training, support services, equipment, software and communications for interaction with students, faculty, and other institutional personnel.~~

~~6i. Appointment. The institution must publish policies on academic freedom in a manner accessible to students, prospective students, and the public. Faculty must be appointed by official action of the governing board of the institution upon recommendation by its chief executive officer. Notice of appointment must be in writing and must contain the conditions of employment and personnel policies with regard to academic freedom and economic security.~~

~~7j. Faculty involvement in decision-making. The institution must publish policies, in a manner accessible to students, prospective students, and the public, clearly defining the role of the faculty in decision making in the hiring of other faculty, curriculum development, evaluation of faculty, and the hiring and evaluation of administrative staff. Evaluation of faculty. The institution must evaluate annually the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. These data must be available and used for faculty development and appointment decisions.~~

~~8k. Stability. The faculty conducting classes in upper-division courses must be stable. The institution must provide a roster evidencing such stability in its initial application and in each annual report. The institution must induce such stability with adequate salaries, fringe~~

~~benefits, desirable working conditions, and tenure status as appropriate. Academic freedom. The institution must publish policies on academic freedom in a manner accessible to students, prospective students, and the public.~~

~~l. Faculty involvement in decision-making. The institution must publish policies, in a manner accessible to students, prospective students, and the public, clearly defining the role of the faculty in decision-making in the hiring of other faculty, curriculum development, evaluation of faculty, and the hiring and evaluation of administrative staff.~~

~~m. Stability. The faculty conducting classes in upper-division courses must be stable. The institution must provide a roster evidencing such stability in its initial application and in each annual report. The institution must induce such stability with adequate salaries, fringe benefits, desirable working conditions, and tenure status as appropriate.~~

~~93. Administration. The executive, administrative, and academic officers of the institution must have a graduate or professional degree from an institution accredited by an accreditor recognized by CHEA, or a baccalaureate degree and such work experience, professional licensures and certifications, and other demonstrated competencies and achievements that reasonably prepare them for their positions. Administration. The chief executive and administrative officers should ordinarily hold at least a master's degree. The chief academic officer and academic officers (e.g., deans, department chairpersons) should ordinarily also hold a minimum of a master's degree. Exceptions should be justified by special competence or experience in their areas of responsibility and must be documented in personnel files. For baccalaureate or higher-degree-granting institutions, a terminal degree will ordinarily be required for academic officers.~~

F. Standard 6 (Catalog). The institution must provide students and other interested persons with a catalog or brochure containing information describing the substance, objectives, and duration of the study, equivalent experience, and achievement testing offered; a schedule of related tuition, fees, and all other necessary charges and expenses; cancellation and refund policies; and such other material facts concerning the institution and the program or course of study, equivalent experience, and achievement testing as are reasonably likely to affect the decision of the student to enroll therein, together with any other disclosures that may be specified by the Board. Such information is provided to prospective students prior to enrollment. [G.S. 116-15(f)(6)]

1. The catalog may be hard copy, or may consist of one or more webpages. The catalog, or if the catalog is electronic, notification of where it may be accessed online, must be provided to students and prospective students prior to enrollment. As used in this subsection (F), "prior to enrollment" means at least five days prior to the institution receiving any money from the student or prospective student that is not fully refundable.

2. In addition to those items enumerated in G.S. 116-15(f)(6), the catalog must also include:

a. A description of the faculty and their qualifications;

b. A description of students' rights and the student code of conduct;

- c. The institution's admission policies;
- d. A statement regarding the transferability of its academic credit to other academic institutions that are accredited by an accreditor recognized by the CHEA. For those institutions which are not accredited, their catalog must include a disclaimer that academic credit earned may not transfer to accredited institutions and that degrees earned may not be accepted for admission to higher degree programs at accredited intuitions;
- e. The procedures used by the institution to evaluate and grant academic credit for postsecondary degree activity completed elsewhere;
- f. The dates defining the time period covered by the catalog, which may not be longer than two years;
- g. The institution's mission;
- h. The entity or entities which own the institution, if not the institution itself;
- i. Name, title, and office location of the institution's officer responsible for receiving students who wish to file complaints and to seek redress;
- j. Information regarding how students may file complaints with the Board of Governors;
- k. If applicable, location, telephone number, electronic mail and web address of the principal office of the corporation owning the institution;
- l. Availability of health care services and degree of responsibility of the institution for providing such services;
- m. The institution's cancellation and refund policy;
- n. A description of job placement assistance provided to students and former students;
- o. In the case of institutions delivering courses through distance education, information on the nature of faculty/student interaction, prerequisite technology competencies and skills, technical equipment requirements, and availability of academic support services;
- p. A statement of what programs, if any, satisfy educational requirements for professional licensure in North Carolina; ~~and~~
- q. The membership of the governing board of the institution, along with the membership of the governing board of any parent entities; ~~and~~

r. ~~The location where the institution's tuition guarantee bond is filed. The catalog shall also include a description of the faculty and their qualifications, a description of students' rights, admission policies, transferability, articulation agreements, student code of conduct, and other relevant institutional policies. The catalog must clearly indicate the specific beginning and ending dates defining the time period covered by the catalog. The institution shall provide a statement in its catalog of the transferability of its courses and degrees to other academic institutions that are regionally accredited. The institution shall update its catalog at least biennially. That catalog may be in electronic or hard copy form. The catalog, or if the catalog is electronic, notification of where it may be accessed online, must be provided to students and prospective students prior to enrollment. "Prior to enrollment" as used herein shall mean at least five days prior to the institution receiving any money from the student or prospective student that is not fully refundable. The catalog must contain statements with respect to the following: the mission of the institution, ownership and control of the institution, name, title, and office location of officer responsible for receiving students who wish to file complaints and to seek redress, contact information for North Carolina Postsecondary Education Complaints, location and accessibility of Guaranty Bond (for prepaid tuition held) for review by anyone wishing to see it, location, telephone number, electronic mail and web address of the principal office of the corporation directly owning the institution and of the institution offering the degrees, availability of health care services and degree of responsibility of the institution for providing such services, the institution's cancellation and refund policy, and a full description of job placement assistance provided to students and former students. In the case of courses delivered electronically, catalogs or brochures must provide students with clear and complete information on the nature of faculty/student interaction, prerequisite technology competencies and skills, technical equipment requirements, and availability of academic support services.~~

G. Standard 7 (Program Completion Credentials). Upon satisfactory completion of study, equivalent experience, or achievement test, the student must be given appropriate educational credentials by the institution, indicating that the relevant study, equivalent experience, or achievement testing has been satisfactorily completed by the student. [S. 116-15(f)(7)] –The institution must employ sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. The institution must have published policy for evaluating, awarding and accepting credit for transfer, experiential learning, advanced placement, and equivalent experiences that is consistent with its mission and ensures that course work and learning outcomes are at the appropriate postsecondary level. ~~Standard 7 (Program Completion Credentials). Upon satisfactory completion of study, equivalent experience, or achievement test, the student must be given appropriate educational credentials by the institution, indicating that the relevant study, equivalent experience, or achievement testing has been satisfactorily completed by the student. [G.S. 116-15(f)(7)] The institution must employ sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. The institution must have a defined and published policy for evaluating, awarding and accepting credit for transfer, experiential learning, advanced placement, and equivalent experiences that is consistent with its mission and ensures that course work and learning outcomes are at the appropriate postsecondary level. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.~~

H. Standard 8 (Student Records). The institution must maintain records that are adequate to reflect the application of relevant performance or grading standards to each enrolled student. [G.S. 116-15(f)(8)] The institution must protect the security, confidentiality, and integrity of its student records. The institution must maintain student records for each student, whether or not the student completes the educational program.~~Standard 8 (Student Records). The institution must maintain records that are adequate to reflect the application of relevant performance or grading standards to each enrolled student. [G.S. 116-15(f)(8)] The institution must protect the security, confidentiality, and integrity of its student records. The institution shall maintain student records for each student, whether or not the student completes the educational program.~~

1. Content of records. Records must show attendance, progress, and grades of each enrolled student.

2. Purpose of records. Adequate student records must be maintained by the institution to substantiate student attendance, academic progress, grades earned, and to provide evidence that satisfactory standards are enforced relative to attendance, progress, and performance.

3. Disposition of records. The institution must ensure that student records are provided to the North Carolina State Archives in the event that the institution discontinues operations. In the case of an institution having more than one campus, the institution must transfer a copy of closing campus's student records, including without limitation each student's transcript, regardless of whether the entire institution is closing. Records must be transmitted in a form acceptable to the North Carolina State Archives.

4. Records security. The institution must ensure the security and confidentiality of student records, consistent with state and federal law and industry best practices.~~Disposition of records. The institution must ensure that student records are provided to the North Carolina State Archives in the event that the institution discontinues operations. In the case of an institution having more than one campus, the institution shall transfer a copy of closing campus's student records, including without limitation each student's transcript, regardless of whether the entire institution is closing. Records must be transmitted in a form acceptable to the North Carolina State Archives.~~

I. Standard 8B (Student Services). Consistent with its mission, the institution must provide student support programs, services, and activities. These services may include admissions, orientation, counseling and guidance, academic advising, financial aid advising, health care, job placement, student records, and extracurricular activities. The institution must evaluate the effectiveness of the services it provides to students.~~Standard 8B (Student Services). The institution must provide adequate services for students in addition to formal instructional experiences of the classroom and laboratory. These services normally include admissions, orientation, counseling and guidance, academic advising, financial assistance, health care, job placement, student records, and extracurricular activities. Student services must support the institution's mission, and must be evaluated annually. Sufficient qualified personnel must be employed to ensure the quality and effectiveness of all services for students.~~

~~Consistent with its mission, the institution must provide student support programs, services, and activities that promote student learning and enhance the development of its students.~~

1. Admissions. ~~The institution must have a clearly stated admissions policy. High school graduation or an equivalent credential should ordinarily be required to matriculate. A baccalaureate degree or equivalent must be required for admission into graduate or professional degree programs. The institution must have a clearly stated admissions policy. High school graduation or an equivalent credential should ordinarily be required to matriculate. A bachelor's degree or demonstrable equivalent must be required for admission into graduate or professional degree programs.~~ Admission ~~is~~ must be determined by the readiness and ability of a student to gain knowledge from the instructional offerings.
2. Counseling and guidance. ~~Appropriate counseling and guidance services must be available to students. An advisor must be assigned to assist each student in program planning, course selection, and other academic matters. Counseling and guidance. Appropriate counseling and guidance services must be available to students. An advisor must be assigned to assist each student in program planning, course selection, and other academic matters. Special care must be exercised to maintain and protect confidentiality of counseling records.~~
3. Health care services. ~~Suitable health care services must be readily available in or near the institution. The character of these services and degree of institutional responsibility must be stated in the catalog and other appropriate literature. Health care services. Suitable health care services must be readily available in or near the institution. The character of these services and degree of institutional responsibility must be stated in the catalog and other appropriate literature.~~
4. Outcome data. ~~Institutions must provide graduation and retention data to students, prospective students, and the University of North Carolina System Office (UNC System Office) upon request, along with the methodology used to calculate that graduation and retention data. If the institution calculates job placement data for any purpose, that data must be provided to students, prospective students, and the UNC System Office upon request. Institutions must maintain records sufficient to verify graduation, retention, and job placement data which is reported to students, prospective students, and the UNC System Office on a student-by-student basis. Institutions must engage in planning processes reasonably calculated to increase students' graduation, retention, and job placement rates. Outcome data. Institutions shall provide graduation and retention data to students, prospective students, and the University of North Carolina System Office (UNC System Office) upon request, along with the methodology used to calculate that graduation and retention data. If the institution calculates job placement data for any purpose, that data must be provided to students, prospective students, and the UNC System Office upon request. Institutions must maintain records sufficient to verify graduation, retention, and job placement data which is reported to students, prospective students, and the UNC System Office on a student-by-student basis.~~

J. Standard 9 (Compliance with Ordinances and Laws). The institution must be maintained and operated in compliance with all pertinent ordinances and laws, including rules and regulations adopted pursuant thereto, relative to the safety and health of all persons upon the premises of the institution. [G.S. 116-15(f)(9)]

K. Standard 10 (Finance and Organization). The institution must be financially sound and capable of fulfilling its commitments to students. [G.S. 116-15(f)(10)]

1. Finances. The institution must possess and maintain adequate financial resources to sustain its mission and purpose.

a. Stability. Financial resources including enrollment, cash reserves, and endowment (if any) must be stable and show that the institution is capable of maintaining operations for an extended period of time. The minimum "extended period of time" is one and one-half times the duration of the most lengthy postsecondary degree program offered.~~Stability. Financial resources should be characterized by stability that indicates the institution is capable of maintaining operational continuity for an extended period of time. The minimum "extended period of time" is one and one-half times the duration of the most lengthy postsecondary degree program offered.~~

b. Adequacy.—The following financial indicators must be in keeping with industry standards and reasonably likely to produce an education of good quality for students:

(1) Average annual expenditures per student for educational programs or average annual income per student from educational activities;

(2) Financial ratios utilized in industry standard accounting analyses, such as the Current Ratio, Cash Ratio, Total Debt to Assets ratio;

(3) —Measures utilized as part of debt covenant compliance; and

(4) —Analytical ratios specific to higher education, such as the Composite Financial Index and those methods adopted by the National Association of College and University Business Officers.~~Average annual expenditures per student for educational programs; average annual income per student from educational activities; the ratio of net profit, adjusted, to debt service costs (normally, the formula components are annual net profit plus interest on debt plus expenses not requiring an outlay of funds, such as depreciation, divided by debt service costs, consisting primarily of payments on principal and interest); and all financial policies, procedures, and practices must be in keeping with industry standards and reasonably likely to produce an education of good quality for students.~~

c. Plan for financial development. The institution must maintain a coordinated, comprehensive, and flexible financial plan for its long-range management.~~Plan for financial development. A coordinated, comprehensive, flexible financial plan (budget) for long-range management of the institution must be maintained.~~

d. Financial records and audit report. The institution's recent financial history must demonstrate financial stability. The institution must present documents consistent with generally accepted accounting standards reflecting its financial

condition during the application process and yearly thereafter in the reporting process. The institution must maintain adequate and sufficient financial records, and its financial statements must be audited annually by an independent certified public accountant (CPA) according to generally accepted auditing standards. The independent certified public accountant must render an unqualified opinion as to the fairness of presentation of financial statements and as to their conformity with generally accepted accounting principles.

~~The institution's recent financial history must demonstrate financial stability. The institution shall present documents consistent with generally accepted accounting standards reflecting its financial condition during the application process and yearly, thereafter, in the reporting process. The institution must maintain adequate and sufficient financial records, and its financial statements must be audited annually by an independent certified public accountant (CPA) according to generally accepted auditing standards. The independent certified public accountant must render an unqualified opinion as to the fairness of presentation of financial statements and as to their conformity with generally accepted accounting principles.~~

e. Insurance. Adequate casualty and liability insurance must be maintained to protect the institution's financial interests.

f. Bonding. A tuition guaranty bond, or equivalent, of not less than \$10,000 and at least equal to or higher than the maximum amount of prepaid tuition held (i.e., unearned tuition held) existing at any time during the most recent fiscal year must be maintained. The bond must secure the institution's compliance with G.S. 116-15 and Section 400.1 of the UNC Policy Manual. The bond must continue in effect until cancelled by the institution, and it must recite that such cancellation may not be effective prior to 30 days' notice of cancellation to the Board. The institution must provide a statement by an independent certified public accountant specifying the existing principal amount of tuition guaranty bond and that the principal amount is not less than \$10,000 and is at least equal to or higher than the maximum amount of prepaid tuition held (i.e., unearned tuition held) existing at any time during the most recent fiscal year. Such statement should be expressed as follows: "The guaranty tuition bond in the amount of _____ (amount) maintained by _____ (name) College as of the date of this statement is not less than \$10,000 and is at least equal to or higher than the maximum amount of prepaid tuition held (i.e. unearned tuition held) existing at any time during the fiscal year ended _____." The UNC System Office shall promulgate regulations relating to the proper calculation of the bond.

2. Organization. The institution must be organized to provide efficient and effective administrative, program, and resource support for the attainment of its mission. The institution must demonstrate that there is an ongoing planning and evaluation process that guides its decision-making and actions. The institution must demonstrate that it engages in continuous planning, evaluation, and improvement. The institution must be able to demonstrate that it accomplishes its mission by presenting student outcome data, faculty data, and other evaluative data. The institution must substantively follow all of its internal policies and procedures.~~The institution must be organized to provide efficient and effective administrative, program, and resource support for the attainment of its mission and~~

~~purpose. The institution should demonstrate that there is an ongoing planning and evaluation process that guides its decision making and actions. The institution shall demonstrate that it engages in continuous planning, evaluation, and improvement. The institution must be able to demonstrate that it accomplishes its mission by presenting student data, faculty data, employment data, and other evaluative data consistent with an appropriate standard.~~

- a. **Mission statement.** The institution must have a mission statement which includes the philosophy and objectives of the institution. The mission statement must be periodically reviewed. The mission statement must be published in a manner accessible to students, prospective students, and the public.

~~Institutions must have a mission statement. This statement, comprising the philosophy and objectives of the institution, should include definitions of the educational climate to be maintained, the character of education that students are expected to possess upon graduation, the occupational and other outcomes expected from available programs, and characteristics of attained individual growth. The statement should be operationally effective and should be periodically reviewed for possible improvement and restatement. An interval of five years is suggested as a maximum period between reviews. The statement should describe both the concept and practice of the institution. The institution must be prepared to present evidence that the various elements of its operation (e.g., faculty work, educational program, student life, finances, physical facilities, organization, and administration) are designed to support the stated mission. The mission statement must be published in a manner accessible to students, prospective students, and the public.~~

- b. **Governance.** The institution must operate under control of a governing board. The board must be responsible for formulation of institutional policy, including policies concerning related and affiliated corporate entities and all auxiliary service(s), selection and evaluation of a chief executive officer, fiscal stability of the institution, the institutional mission, development and maintenance of bylaws consistent with the institution's mission and specifying the number, manner of appointment, and terms of officers and members of the board; frequency of minimum meetings per annum; format of official minutes of board meetings; and all matters related to duties, responsibilities, and procedures of the governing board and its members. The institution should operate under control of a governing board. The board should be responsible for formulation of institutional policy, including policies concerning related and affiliated corporate entities and all auxiliary service(s), selection and evaluation of a chief executive officer, appointment of subordinate staff and professional personnel, fiscal stability of the institution, the institutional mission, development and maintenance of bylaws consistent with the institution's mission and specifying the number, manner of appointment, and terms of officers and members of the board; frequency of minimum meetings per annum; format of official minutes of board meetings; and all matters related to duties, responsibilities, and procedures of the governing board and its members. If the governing board delegates any of its policymaking or other powers, duties, or responsibilities to other parties, such delegations must be approved by a majority of the membership of the board, be in writing, be recorded

~~in the minutes, and not compromise the institution's present or future financial stability and/or capability of fulfilling commitments to students.~~

c. Management and Administration. There must be a clear and appropriate distinction between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy. The institution must have a chief executive officer whose primary responsibility is to the institution and who is not the presiding officer of the board. The governing board must have a policy and a process to monitor and resolve conflicts of interest. The institution must develop and maintain a policy or policies regarding the roles of the governing board, administrators, faculty, and students in resolution of issues and determination of the policies. ~~Management.~~ The institution shall have a governing board with specific policy-making authority over the institution. There must be a clear and appropriate distinction, in writing and practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy. The institution shall have a chief executive officer whose primary responsibility is to the institution and who is not the presiding officer of the board. The governing board shall have a policy and a process to monitor conflicts of interest. Business and financial management must be centralized and administered in a qualified and bonded business office responsible to the chief executive officer charged with supervision of the budget.

3. Teachout.

a. An institution must provide the Board a teachout plan when:

(1) For accredited institutions, the institution is notified that its institutional accreditation is or will be terminated;

(2) For institutions participating in Federal Student Aid programs pursuant to Title IV of the Higher Education Act of 1965 (Title IV funding), the institution is notified that its Program Participation Agreement will not be renewed, or that the United States Department of Education (the Department) will bring an action against the institution to limit, suspend, or terminate its Title IV funding, or that the Department has or will institute an emergency action against it pursuant to 34 C.F.R. § 668.83;

(3) For institutions authorized in other states or jurisdictions, notification that another state or jurisdiction has or will suspend or terminate the institution's authorization;

(4) The filing of bankruptcy or receivership of the institution or of a corporate parent; and

(5) When otherwise requested by the UNC System Office;

b. A teachout plan must contain:

- (1) The projected date of closure;
- (2) An explanation of how students, faculty, and staff will be informed of the closure;
- (3) An explanation, on a student-by-student basis, of the institution will help affected students to complete their programs of study with minimal disruption;
- (4) Copies of signed teachout agreements with other institutions, if any;
- (5) A description of how faculty and staff will be redeployed or helped to find new employment;
- (6) Confirmation that the institution has contacted the North Carolina State Archives to begin transferring student records;
- (7) When required by the UNC System Office, confirmation that the institution has ceased new enrollments and refunded any monies paid by prospective students who had not yet matriculated; and
- (8) Other information and representations required by the UNC System Office.

c. The UNC System Office will not release the institution's tuition guaranty bond held pursuant to G.S. 116-15(f1) until the institution's teachout plan is approved by the UNC System Office and the institution has completed the plan.

~~d. Administration. Administrative responsibilities and concomitant authority must be clearly stated in writing. Organizational charts showing lines of authority and relationships among component units, positions, and personnel must be communicated and continuously updated. The role of each group comprising an institution (i.e., governing board, administrators, faculty, students) and the nature and extent of the involvement of each group in resolution of issues and determination of the policies must be available in writing for distribution to all constituent groups. The institution must substantively follow all of its internal policies and procedures.~~

L. Standard 11 (Business Practices). The institution, through itself or those with whom it may contract, must not engage in promotion, sales, collection, credit, or other practices of any type which are false, deceptive, misleading, or unfair. [G.S. 116-15(f)(11)]

M. Standard 12 (Professional Conduct). The chief executive officer, trustees, directors, owners, administrators, supervisors, staff, instructors, and employees of the institution must not have a record of unprofessional conduct or incompetence that would reasonably call into question the overall quality of the institution. [G.S.116-15(f)(12)]

- N. Standard 13 (Student Housing). Any student housing owned and maintained or approved by the institution, if any, must be appropriate, safe, and adequate. [G.S. 116-15(f)(13)] All federal, state, and local laws and regulations must be complied with respect to the safety and health of occupants and visitors to student housing.
- O. Standard 14 (Cancellation and Refund Policy). The institution must have a fair and equitable cancellation and refund policy. [G.S. 116-15(f)(14)] The institution must have and maintain a fair and equitable cancellation and refund ~~policy which applies~~policy that applies equally to all students. Such policy must be published in a manner accessible to students, prospective students, and the public.
- P. Standard 15 (Institutional Agent). No person or agency with whom the institution contracts may have a record of unprofessional conduct, or incompetence that would reasonably call into question the overall quality of the institution. [G.S. 116-15(f)(15)] Appropriate information must be readily available for review concerning any person or agency with whom the institution contracts for academic or support services.
- V. License and Interim Permit. To be issued a license, the institution ~~shall~~must satisfy the Board that standards enumerated in section IV., above, are met. An institution which meets standards for licensure except for having conducted postsecondary degree activity for at least two years immediately prior to submitting an application for licensure may be granted an interim permit to conduct postsecondary degree activity if the institution can demonstrate a quality of stability, experience, reputation, and performance which two years of operation would normally denote. Before the end of the period of the interim permit, the institution will be re-evaluated to determine if it qualifies for a license. Procedural regulations regarding licenses and interim permits, including without limitation rules regarding reviewing, revoking, suspending, and modifying licenses and interim permits, ~~shall will~~ be promulgated by the UNC System Office. These procedural regulations may include regulations allowing the president or the president's designee to grant licenses to be later ratified by the Board. Unless issued a license or interim permit, or declared exempt from licensure, postsecondary degree activity may not be undertaken in North Carolina by nonpublic institutions.
- VI. Enforcement. The UNC System Office shall ~~call will~~ to the attention of the Attorney General, for such action as the Attorney General may deem appropriate, any institution failing to comply with these requirements for licensure.
- VII. Licensure Fees. All institutions applying for or receiving licensure to conduct educational activities in North Carolina must pay licensing fees and annual fees as set by the UNC System Office.
- VIII. Other Matters
- A. Effective Date. The requirements of this policy shall be effective on the date of adoption of this policy by the Board of Governors.
- B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.
- C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

*Supersedes Section 400.4.1, originally entitled, "Policy on Licensing Nonpublic Institutions to Conduct Postsecondary Degree Activity in North Carolina," adopted February 8, 1974, and last amended May 27, 2016.

700.1.1

Adopted 02/10/84

Amended 04/12/00

Amended 04/11/03

Amended 07/01/07

Amended 01/11/08

Amended 02/27/15

Amended 04/15/16

Amended 07/29/16

Amended 03/30/20

Policy on Minimum Eligibility Requirements for Undergraduate Admission for First-time Undergraduate Admissions Minimum Course Requirements for the University of North Carolina

I. Purpose. ~~In addition to the requirement that students should hold a high school diploma or its equivalent, the University of North Carolina (UNC) Board of Governors has, since 1988, established minimum reourse requirements for undergraduate admission, including a fourth unit of mathematics to any constituent institution.~~ These requirements serve to provide a common set of minimum standards to be considered for admission as an undergraduate student. Exceptions and special considerations to these minimum entranceeligibility requirements are provided in Section 700.1.1.1[R], 700.1.1.2[R], 700.7.1, and 700.7.1[R] –of the UNC Policy Manual. Any constituent institution may set admissions requirements that exceed the minimums established in this policy upon the approval of their Board of Trustees. are summarized below.

II. High school diploma. All students should hold a high school diploma or its equivalent.

~~I-III.~~ Minimum Course Requirements. The following courses must be completed at the high school level, although those courses may be completed at an earlier time (e.g., middle school).

A. English: four course units emphasizing grammar, composition, and literature.

~~A-B.~~ Mathematics: four course units in any of the following combinations:¹

1. Algebra I, algebra II, geometry, and one unit beyond algebra II; or
2. Algebra I, algebra II, and two units beyond algebra II; or
3. Common core math I, II, and III, and one unit beyond common core math III; or
4. Integrated math I, II, III, and one unit beyond integrated math III; or-
5. NC Math 1, 2, 3, and one unit beyond NC Math 3 identified as meeting the 4th level mathematics requirement for admission to UNC System Institutions

~~B-C.~~ Science: three course units, including:

1. Life or biological science (e.g., biology); and
2. Physical science (e.g., chemistry, physical science, physics); and
3. One Laboratory course.

~~C-D.~~ Second language: two course units of a language other than English.

~~E.~~ Social Studies: two course units, ~~5,~~ including one unit in U.S. history.²

~~II-IV.~~ High School Grade Point Average and Standardized Test Scores. Students must meet either the minimum high school grade point average (GPA), or standardized test score in order to be considered for admission. All applicants for admission, except those exempted by current UNC policy or regulation, must submit a standardized test score, even if they satisfy the minimum eligibility requirement through the high school GPA.

A. High school GPA: A minimum weighted GPA of 2.5; or

B. Standardized test scores: A composite ACT score of 19, or combined SAT (mathematics and evidence-based reading and writing) of 1010.

C. Chancellor's Exceptions: The maximum number of chancellor's exceptions is limited to one percent of the total number of applicants accepted as first-time undergraduates each year. A chancellor's exception may be applied to the SAT/ACT minimum requirement or the high school HSGPA minimum requirement.

~~III.~~—

~~IV.~~—

~~V.~~—

~~VI.~~—Six course units in language, including:

~~VII.~~—four units in English emphasizing grammar, composition, and literature, and

~~VIII.~~—two units of a language other than English.

~~IX.~~—

~~X.~~—Four course units of mathematics, in any of the following combinations:

~~XI.~~—common core I, II, III

~~XII.~~—algebra I and II, geometry, and one unit beyond algebra II,

~~XIII.~~—algebra I and II, and two units beyond algebra II, or

~~XIV.~~—integrated math I, II, and III, and one unit beyond integrated math III.

~~XV.~~—*(The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.)* It is recommended that prospective students take a mathematics course unit in the twelfth grade.

~~XVI.~~—

~~XVII.~~—Three course units in science, including:

~~XVIII.~~—at least one unit in a life or biological science (for example, biology),

~~XIX. at least one unit in physical science (for example, physical science, chemistry, physics), and~~
~~XX. at least one laboratory course.~~
~~XXI.~~
~~XXII. Two course units in social studies, including one unit in U.S. history, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.~~

~~XXIV.~~

~~XXV.~~

~~XXVI. II. Articulation with Graduation Requirements in the North Carolina Public High Schools.~~

~~XXVII.~~

~~XXVIII. Following the Board's change in minimum course requirements, the North Carolina State Board of Education revised the requirements for high school graduation by offering four courses of study: (1) career, (2) college tech prep, (3) college prep, and (4) occupational. These requirements are summarized below. Option 3 tracks the UNC minimum course requirements closely.~~

~~XXIX.~~

~~XXX.~~

XXXI. NC Course of Study Graduation Requirements				
XXXIII.	XXXIV.	XXXV.	XXXVI.	XXXVII.
XXXIX.	XLII.	XLV.	XLVIII. COLLEGE	LI.
XL.	XLIII. CAREER	XLVI. COLLEGE	PREP	LII.
XLI. Content-	XLIV. Course of	TECH PREP	XLIX. Course of	LIII. OCCUPATIONAL
Area	Study	XLVII. Course of	Study (UNCLIV. Course of Study	
LVI. English	LVIII. 4 credits	LX. 4 credits	LXII. 4 credits	LXIV. This course of
LVII. I, II, III, IV	LIX. I, II, III, IV	LXI. I, II, III, IV	LXIII. I, II, III, IV	study shall
				be
				made available
				for certain
				students with
				disabilities who
				have an IEP,
				beginning with
				first time ninth
				graders in 2000-
				2001.
LXVI. Mathemati	LXVII. 3 credits	LXVIII. 3 credits	LXXV. 3 credits	LXXVIII.
es	Including	LXIX. Alg. I,	LXXVI. Alg. I,	
	Algebra I	Geometry,	Alg. II,	
		LXX. Alg. II or	Geometry	
		LXXI. Alg. I,	(or higher	
		Technical-	level math	
		Math I & II	course for	
		LXXII. or	which Alg. II	
		Integrated	is	
		LXXIII. Mathemati	prerequisite)	
		es I, II	(Recommen	

LXXX. Science	LXXXI. 3 credits LXXXII. a physical science course Biology earth/env. science	LXXXIII. 3 credits LXXXIV. a physical science course LXXXV. related to career pathway	LXXXVI. 3 credits LXXXVII. a physical science course LXXXVIII. a life or biological course	LXXXIX.
XCI. Social Studies	XCII. 3 credits Govt./Econ. (ELPS) XCIII. US History World Studies	XCIV. 3 credits Govt./Econ. (ELPS) XCIV. US History World Studies	XCVI. 3 credits Govt./Econ. (ELPS) XCVII. US History World Studies XCVIII. (UNC admission policy requires 2 courses to	XCIX.
CI. Second Language	CII. Not Required	CIII. Not Required	CIV. Not Required Recommended at least 2 course units in one second	CV.
CVII. Computer Skills	CVIII. A specific course is not required but students must demonstrate	CIX. A specific course is not required but students must demonstrate	CX. A specific course is not required but students must demonstrate proficiency through state testing	CXI.
CXIII. Health & Physical Ed.	1 credit Health/Phys.	CXV. 1 credit Health/Phys. Ed.	CXVI. 1 credit Health/Phys. Ed.	CXVII.
CXIX. Career/Technical	CXX. 4 units of credits CXXI. Select courses appropriate for career pathway	CXXII. 4 units of credits Select courses appropriate for career pathway to include	CXXIII. Not required	CXXIV.

CXXVI. Arts Ed. (Visual Arts, Ed.)	CXXVII. Not required (local decision)	CXXVIII. Not required (local decision)	CXXIX. Not required (local decision)	CXXX. —
CXXXII. Electives or other requirements	CXXXIII. 2 Elective Credits and other credits designated by the LEA	CXXXIV. 2 Elective Credits and other credits designated by the LEA	CXXXVI. 6 Elective Credits and other credits designated by the LEA	CXXXVIII. —
CXL. Total	CXLI. Depends on local	CXLII. Depends on local	CXLIII. Depends on local	CXLIV. —

~~CXLVI. —~~

~~CXLVII. —~~

~~CXLVIII. III. — Minimum Admissions Requirements (MAR). —~~

~~CXLIX. All applicants for first-time admission must meet minimum high school GPA and SAT/ACT scores. The minimum SAT (mathematics and critical reading) required for admissions is 800 on tests administered prior to March 2016 and the corresponding concordance score, as determined by the College Board, for versions administered March 2016 and beyond, or a composite ACT score of 17. The minimum high school GPA for first-time undergraduates is 2.5 (weighted).~~

~~CL. —~~

~~CLI. — IVII. — Chancellor's Exceptions. —~~

~~CLII. — The maximum number of chancellor's exceptions is limited to one percent (1%) of the total number of applicants accepted as first-time undergraduates each year. A chancellor's exception may be applied to the SAT/ACT minimum requirement and/or the HSGPA minimum requirement.~~

~~CLIII. —~~

~~CLIV. — IV. — Graduates of Cooperative Innovative High Schools (Early College). —~~

~~CLV. V. — Beginning with the 2016-2017 admissions application cycle for enrollment in the 2017-2018 academic year, each UNC constituent institution must offer to any student who graduated from a cooperative innovative high school program with an associate degree and who applies for admission to a constituent institution the option of being considered for admission as a first-time (freshman) or as a transfer student.~~

A. — The constituent institution shall also provide written information to the student regarding the consequences that accompany each option and any other relevant information that may be helpful to the student when considering which option to select.

B. — Beginning March 1, 2017, the Board of Governors shall report annually regarding the number of students who graduated from a cooperative innovative high school program with an associate degree and which option was chosen by those students when applying for admission to a constituent institution.

~~C.B. —~~

~~VI. — Other Admissions Requirements. —~~

~~All applicants for admission to any campus, except those exempted by current campus and/or UNC policies and regulations, must submit a standardized test score. For additional information on admissions, see Sections 700.1.1.1 [R], 700.1.1.2 [R], and 700.7.1 [R] of the UNC Policy Manual.~~

VII. Notification of Stakeholders and Educational Policymakers.

The president is directed to develop plans and further recommendations to inform key stakeholders and education policymakers of the changes in requirements. ~~The president may establish regulations to implement this policy.~~

VIII. Other Matters

A. Effective Date. The requirements of this policy shall be effective for first-time students enrolling in the fall of 2021 (including students who attended the institution for the first time in the prior summer term) and beyond.

B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

A.C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

¹ Students applying to the University of North Carolina School of the Arts must only complete three mathematics courses in order to be eligible for admission.

² An applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject be passed by the end of the sophomore (second) year.

700.1.1.1[R]

Adopted 08/06/87

Amended 09/21/87

Amended 08/30/89

Amended 08/21/95

Amended 02/21/97

Amended 04/12/00

Amended 03/05/02

Amended 03/15/04

Amended 12/01/04

Amended 04/03/06

Amended 12/06/10

Amended 01/20/15

Amended 04/02/20

Regulations on Minimum Eligibility Requirements for Undergraduate Admission for the University of North Carolina System

I. Purpose. This regulation ~~confirms~~ implements the minimum eligibility requirements undergraduate course requirements to be in effect at all constituent institutions established in Section 700.1.1 of the UNC Policy Manual for baccalaureate degree-seeking applicants for first-time undergraduate¹ admission.

III. Minimum Course Requirements (MCR) ~~for Undergraduate Admissions~~. Applicants must complete the set of courses defined in Section 700.1.1 of the UNC Policy Manual, which includes four English courses, four mathematics courses, three science courses, two social science courses, and two foreign language courses.

~~For degree-seeking applicants for first-time undergraduate² admission, the following courses will be required. An institution may add specific requirements.~~

~~A. MCR shall include:~~

Six course units³ in **language**, including four units in **English** emphasizing grammar, composition, and literature, and ~~two consecutive units of a language other than English.~~

-

Four course units of **mathematics**, in any of the following combinations: common core I, II, and III, and one unit beyond common core III; algebra I and II, geometry, and one unit beyond algebra II; or integrated math I, II, and III, and one unit beyond integrated math III.

~~(The fourth unit of math affects applicants to all institutions except the University of North Carolina School of the Arts.)~~ In some cases, students may combine math courses from the different combinations listed above to meet the requirement. It is recommended that prospective students take a mathematics course unit in the twelfth grade.

Three course units in **science**, including at least one unit in a life or **biological science** (for example, biology), at least one unit in **physical science** (for example, physical science, chemistry, physics), and at least one **laboratory course**.

~~Two course units in social studies, including one unit in U.S. history, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.~~

~~B. For any individual who receives admission by this exception and has not met the requirement for the fourth unit of mathematics, then the student will have 12 months from the first day of the first semester of the first year to fulfill the requirement.~~

~~The course taken to fulfill this mathematics requirement may count as elective or general education credit.~~

III. Minimum ~~Admissions~~ Admissibility Requirements (MAR). ~~(MAR).~~

~~All degree-seeking applicants for first-time admission as undergraduates~~ Applicants must have achieve either :

~~A. a~~ A minimum 2.5-weighted high school grade point average (GPA);⁴ ~~and or~~

~~B. a~~ A minimum SAT of ~~800-1010~~ or ACT of ~~197~~.

A. The SAT score scale on which this minimum standard is based is the sum of the critical reading and mathematics subtests, a sum that has a possible range of 400-1600. The ACT score scale on which this minimum standard is based is the average (rounded to the nearest whole number) of the four subtests, and the possible range is 1-36.

A.

B. The ~~standards-test score minimum~~ may be met by a “superscore,” defined as a combination of subtests from more than one administration of the same test. However, the SAT scores may not be calculated by conversion of ACT scores, or vice versa.

IVII. ~~Campus Criteria.~~

~~Any campus may set admissions requirements that exceed minimums established by the Board of Governors upon the approval of their campus board of trustees.~~

C.B.

IV. ~~Supplemental Institutional Requirements.~~

IV. Supplemental Institutional Requirements. In instances where an admissions officer requires supplemental information about academic performance in order to satisfy the Board of Governors standards, the ACT with writing or SAT III achievement tests shall be considered acceptable. This regulation limits the supplemental information an admissions officer may request to one of the two tests. Admissions officers should refrain from setting any minimum scores on these tests unless and until they have been validated for predicting graduation and retention and found to be nondiscriminatory with regard to these applicants.⁵ Additional information can be found in Section 700.1.2.1[R] of the UNC Policy Manual.

V. Exemptions. The following groups of applicants are exempt from some portion of the MCR or MAR, although institutions may set alternative undergraduate admissions requirements for these populations. Students in these categories are not counted as chancellor’s exceptions.

A. Applicants who are at least 21 years old at the start of their first undergraduate term are exempt from both MAR and MCR;

- B. Applicants who have earned at least 24 transferrable credits from a regionally accredited postsecondary institution⁶ are exempt from both MAR and MCR;
- C. Graduates of home schools are exempt from the minimum GPA requirement but must meet the minimum test score and MCR;
- D. Graduates of non-traditional high schools that do not have grades or operate on a scale other than that on which the policy and regulation are based are exempt from the minimum GPA requirement but must meet the minimum test score and MCR;
- E. Graduates of foreign high schools (excluding American high schools in foreign countries) for which high school GPA and/or required admissions test scores are not provided, or are provided on a scale that is not comparable to the GPA scale on which this admissions policy is based, may be exempted from the MCR and MAR.

VI. Applicants Who May Require Special Consideration or Exceptions to Policies.

~~Each campus shall establish policies describing the admission of students requiring special consideration with regard to MCR or students for whom chancellor's exceptions are made to MAAR. Such students would not otherwise be ~~admissible~~ eligible for admission at the institution, and f. Further evaluation of their records is necessary. Any student admitted ~~who would not otherwise be admissible~~ under special consideration or chancellor's exception must show demonstrable promise for academic success at the institution. Policies must include faculty participation in the decision-making process and must be approved by the campus board of trustees.~~

~~A. Special Considerations for MCR. A. Students Applying for Admission as First-Time Undergraduates.~~

~~Institutions may waive some minimum course requirements for applicants who have superior academic records in high school, as measured by grades, rank in class, test scores, or the rigor of courses taken, or who demonstrate special talents. These applicants must have completed the eleventh grade and met virtually all of the minimum course requirements as well as requirements for high school graduation. Any student being admitted under the fourth math exception must comply with section II.B., above. In instances where an admissions officer requires supplemental information about academic performance in order to enforce the Board of Governors standards, the ACT with writing or SAT II achievement tests shall be considered acceptable. This regulation limits the supplemental information an admissions officer may request to one of the two tests. Admissions officers should refrain from setting any minimum scores on these tests unless and until they have been validated for predicting graduation and retention and found to be nondiscriminatory with regard to these applicants.⁷~~

~~B.~~

~~1. The following groups of first-time, undergraduate applicants are exempt from one or both of the MAR criteria (grade point average and test scores), although institutions may set alternative undergraduate admissions requirements for these populations. Students in these categories are not counted as cChancellor's eExceptions.~~

A. Institutions may waive some minimum course requirements for applicants who have superior academic records in high school, as measured by grades, rank in class, test scores, or the rigor of courses taken, or who demonstrate special talents. These applicants must have completed the eleventh grade and met virtually all of the minimum course requirements as well as the requirements for high school graduation.

~~a. Applicants who are at least 21 years old at the start of their first undergraduate term are exempt from both MAR and MCR;~~

~~D.B. Chancellor's Exceptions for MAR. The maximum number of chancellor's exceptions is limited to one percent (1%) of the total number of first-time undergraduate applicants accepted in the academic year of admittance. The calculation of this one percent shall exclude the populations described in paragraphs V., or VI.A., above.~~

~~b. Applicants who have earned at least 24 transferrable credits from a regionally [DEI] accredited postsecondary institution⁸ are exempt from both MAR and MCR;~~

~~c. Graduates of home schools are exempt from the minimum GPA requirement but must meet the minimum test score and MCR;~~

~~d. Graduates of non-traditional high schools that do not have grades or operate on a scale other than that on which this admissions policy is based are exempt from the minimum GPA requirement but must meet the minimum test score and MCR; and~~

~~e. Graduates of foreign high schools for which high school GPA and/or required admissions test scores are not provided, or are provided on a scale that is not comparable to the GPA scale on which this admissions policy is based, may be exempt from the MAR.~~

~~2. In instances where an admissions officer requires supplemental information about academic performance in order to enforce the Board of Governors standards, the ACT with writing or SAT II achievement tests shall be considered acceptable. This regulation limits the supplemental information an admissions officer may request to one of the two tests. Admissions officers should refrain from setting any minimum scores on these tests unless and until they have been validated for predicting graduation and retention and found to be nondiscriminatory with regard to these applicants.⁹~~

~~B. Chancellor's Exceptions~~

~~1. A Chancellor's eException may be applied to any first-time undergraduate who does not meet either the SAT/ACT minimum requirement¹⁰ or the high school GPA minimum requirement.~~

~~÷~~

~~a. Does not meet the SAT/ACT minimum requirement;¹¹ and/or~~

~~2. Students admitted through Summer Bridge or other summer enhancement programs must meet MAR or be counted as a chancellor's exception~~

~~b. Does not meet the minimum high school GPA requirement.~~

~~2. The maximum number of cChancellor's eExceptions is limited to one percent (1%) of the total number of first-time undergraduate applicants accepted in the academic year of admittance.¹² The calculation of this one percent shall exclude the populations described in paragraph IV.A.2.¹³~~

~~a. Graduates of home schools shall only be excluded from GPA requirements, not test score requirements.~~

~~b. Graduates of high schools that do not have grades shall only be excluded from GPA requirements, not test score requirements.~~

~~c. Graduates of high schools with grades on a scale other than that described in II.A., of this regulation shall be excluded from GPA requirements for the purposes of calculating this percentage.~~

~~However, campuses shall be responsible for applying consistent methodologies for determining applicant admissibility and shall report the alternative grading scales and grade averages to General Administrationthe UNC System Office. General AdministrationThe UNC System Office shall monitor the distribution of those alternative grades.~~

~~3. —Students admitted through Summer Bridge or other summer enhancement programs must still meet MAR or otherwise be counted as cChancellor's eExceptions.~~

~~VIII.~~ ~~IV.~~ Campus Criteria. Any campus may set admissions requirements that exceed minimums established by the Board of Governors upon the approval of their campus board of trustees.

VIII. Reporting Requirements.

~~—~~A report of the admission of students requiring special consideration ~~to the MCR and cChancellor's eExceptions to the MAR~~ must be made annually to the board of trustees at each respective campus. Notation of any special consideration or exceptions~~s~~ shall be required annually as a part of student data reported to ~~the UNC System OfficeGeneral Administration~~. Responsibility for oversight rests with the chancellor.

IX. Other Matters

A. —Effective Date. —The requirements of this regulation shall be effective on the date of adoption of this regulation by the president, and comply with the effective dates included in Section 700.1.1 of the UNC Policy Manual.

~~t.~~

B. —Relation to Federal and State Laws and Policies. —The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern or relate to the subject matter of this regulation.

¹A first-time undergraduate shall be defined as a degree-seeking student with no prior post-secondary experience (after high school) attending any institution for the first time at an undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer.

~~²A first-time undergraduate shall be defined as a degree-seeking student with no prior post-secondary experience (after high school) attending any institution for the first time at an undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer.~~

~~³"Course units" as defined in these requirements may include those high school level courses taken and passed by an applicant after graduating from high school, as well as those taken while enrolled as a high school student. For some transfer students and students who graduated from high school prior to 1990, special considerations have been made.~~

⁴The weighted GPA, as calculated from an unweighted base scale of four points, where added weighting is applied to accelerated, honors, and dual enrollment coursework.

⁵Validation can be either through national, UNC System, or campus data.

⁶Transferrable undergraduate credit counted as part of these 24 hours shall also include credit earned at foreign institutions deemed to have the equivalence of regional accreditation. Equivalence of regional accreditation generally refers to recognition by the foreign country's Ministry of Education and/or recognition by a credible

organization offering credential evaluation services. Undergraduate credits awarded for AP, IB, or other credit by exam may not be included as part of these 24 hours.

⁷~~Validation can be either through national, UNC System, or campus data.~~

⁸~~Transferrable undergraduate credit counted as part of these 24 hours shall also include credit earned at foreign institutions deemed to have the equivalence of regional accreditation. Equivalence of regional accreditation generally refers to recognition by the foreign country's Ministry of Education and/or recognition by a credible organization offering credential evaluation services. Undergraduate credits awarded for AP, IB, or other credit by exam may not be included as part of these 24 hours.~~

⁹~~Validation can be either through national, UNC System, or campus data.~~

¹⁰Mapping from a below-threshold score on one test to an above-threshold score on another test by means of concordance tables or other methodologies is not permitted.

¹¹~~Mapping from a below-threshold score on one test to an above-threshold score on another test by means of concordance tables or other methodologies is not permitted.~~

¹²~~Calculation of the exceptions for an academic year will include students granted admission and requiring exception in the summer terms preceding the fall term of that academic year.~~

¹³~~Specifically, populations for whom neither GPA nor test scores are required will be excluded from both numerator and denominator in calculating the percentage of Chancellor's Exceptions, and populations for whom one of those components (GPA or test score) is not required will be included in the calculation and assumed to have met the requirement for the non-required component.~~

Report on Technical Corrections to *The Code* /UNC Policy Manual

<i>The Code</i> /UNC Policy Manual	UNC Policy Manual - Chapter	Policy/ Regulation/ Guideline	Section(s)	Technical Correction(s)	Effective Date (Posted to Webpage)
<i>The Code</i>	Chapter VI, Academic Freedom and Tenure	N/A	611, Review of Personnel Actions Affecting Specified Employees Exempt from the State Personnel Act (EPA)	Update references made to "General Administration" and to the "State Personnel Act." Technical changes made to align with UNC Style Guide, and later amendments to the UNC Policy Manual.	2/27/2020
UNC Policy Manual	Chapter 300, Personnel Policies	Policy	300.2.15, UNC Pandemic and Communicable Disease Emergency Policy	Clarify policy, including UNC System and constituent institution, and statutory references. Technical changes made to align with UNC Style Guide, and later amendments to the UNC Policy Manual.	2/28/2020

CHAPTER VI- ACADEMIC FREEDOM AND TENURE

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SECTION 611. REVIEW OF PERSONNEL ACTIONS AFFECTING SPECIFIED EMPLOYEES EXEMPT FROM THE STATE HUMAN RESOURCES PERSONNEL ACT (~~EPA~~EHRA)

(1) Review Processes. Certain non-faculty employees, as described in subsection (1)(b) below, who are exempt from the State Human Resources Personnel Act, may seek review under procedures provided for by this section in the event that the employee is discontinued, terminated, or discharged from employment, suffers other adverse personnel action, or is not appointed following the end of a term appointment. Each constituent institution shall develop procedures applicable to employees of the constituent institution, and ~~General Administration~~the UNC System Office shall develop procedures applicable to those of its employees who are covered by this section. Such procedures shall, at a minimum, provide for the following:

(a) A reasonable time within which a covered employee or former employee may file a request for review, after receiving notice of a personnel action covered by this section. If a covered person does not timely file a written request for review, then the personnel action is final without recourse to any institutional review, appeal or grievance procedure.

(b) Covered persons may seek review of personnel actions based on allegations that:

(i) Notice

(A) For Senior Academic and Administration Officers defined only in ~~UNC Policy~~Section 300.1.1 I.B., for discontinuations, expiration of term appointments, or terminations of employment with notice, such review may be sought only upon allegations of violations of applicable notice requirements set out in ~~policies-Section~~Section 300.1.1. III.B. 1., 2., and 3., of the ~~University-UNC~~ Policy Manual; and

(B) For other employees exempt from the State Human Resources Personnel Act, as described only in ~~UNC Policy~~Section 300.2.1, for discontinuations, expiration of term appointments, or terminations of employment with notice, such review may be sought only upon allegations of violations of applicable notice requirements set out in ~~policies-Section~~Section 300.2.1 III. A., B., and C. of the ~~University-UNC~~ Policy Manual; or

(ii) Equal Employment Opportunity and Protected Activity

(A) For the Senior Academic and Administrative Officers defined in subsection (i) above, for violations of any provision of subsections III.D. or E. of ~~Policy-Section~~Section 300.1.1 of the ~~University-UNC~~ Policy Manual;; and

(B) For the other employees exempt from the State ~~Personnel~~ Human Resources Act defined directly above in subsection (ii), for violations of any provision of sections V., or VI., of ~~Policy Section~~ 300.2.1 of the ~~University-UNC~~ Policy Manual; or

(iii) Discharge for Cause, Other Discipline, Policy Interpretation/Application

(A) For the Senior Academic and Administrative Officers defined in subsection (i) above, for discharge for cause or other disciplinary action, or for interpretation and application of a policy provision, all pursuant to and limited by ~~policy Section~~ 300.1.1 III.C. of the ~~University-UNC~~ Policy Manual; ~~and~~

(B) For the other employees exempt from the State ~~Personnel~~ Human Resources Act defined above in subsection (ii), for discharge for cause or other disciplinary action, or for interpretation and application of a policy provision, all pursuant to and limited by ~~policy Section~~ 300.2.1 IV. of the ~~University-UNC~~ Policy Manual; or

~~e~~Except that for both groups such review may be sought only if the employee alleges the discharge, discipline, or policy interpretation or application was illegal or violated a policy of the Board of Governors.

(c) If the employee or former employee timely files a written request for review, the president (as to an employee of ~~General Administration~~ the UNC System Office) or chancellor (as to an employee of a constituent institution), shall ensure a process is in place so that a hearing is timely accorded before a hearing committee.

(d) In reaching decisions on which its written recommendations to the president (as to an employee of ~~the UNC System Office~~ General Administration) or chancellor (as to an employee of a constituent institution), as appropriate, shall be based, the committee shall consider only the evidence presented at the hearing and such written or oral arguments as the committee, in its discretion, may allow. The employee or former employee has the burden of proof. In evaluating the evidence, the committee shall use the standard of preponderance of the evidence (which is the same as the “greater weight of the evidence.”)

(2) Appeal to the Board of Trustees or Board of Governors.

(a) For employees of a constituent institution, if the chancellor concurs in a recommendation of the committee that is favorable to the employee, the chancellor’s decision shall be final. If the chancellor either declines to accept a committee recommendation that is favorable to the employee or concurs in a committee recommendation that is unfavorable to the employee, the employee may appeal within 14 calendar days after receiving the chancellor’s written decision, by filing with the chancellor for transmission to the ~~B~~board of ~~T~~rustees a written notice of appeal, including a brief statement of the basis for the appeal, by certified mail, return receipt requested, or by another means that provides proof of delivery, and alleges as set out in subsection (1)(b), above. The decision of the ~~b~~Board of ~~t~~rustees is final with no further appeal.

(b) For employees of ~~General Administration~~the System Office, if the president concurs in a recommendation of the committee that is favorable to the employee, the president's decision shall be final. If the president either declines to accept a committee recommendation that is favorable to the employee or concurs in a committee recommendation that is unfavorable to the employee, the employee may appeal within 14 calendar days after receiving the president's written decision, by filing with the president for transmission to the Board of Governors a written notice of appeal, including a brief statement of the basis for appeal, by certified mail, return receipt requested, or by another means that provides proof of delivery, and alleges as set out in subsection (1)(b) above. The decision of the Board of Governors is final with no further appeal.

300.2.15

Adopted 10/17/08

Technical Correction 02/28/20

Policy on UNC System Pandemic and Communicable Disease Emergency~~Policy~~

I. Purpose. The purpose of this policy is to outline provisions covering the following human resource areas in case of (1) a communicable disease, or (2) other serious public health threat that is declared by the public health officials to be a public health emergency:¹

A. Purpose:

- a) Designation of ~~mandatory employees~~ Mandatory Employees.
- b) Compensation for ~~mandatory employees~~ Mandatory Employees.
- c) Accounting for ~~absences~~ Absences.
- d) Emergency ~~lay-off provisions~~ Layoff Provisions.

This policy applies to University of North Carolina System (UNC) non-faculty employees who are exempt from the North Carolina State Personnel~~Human Resources~~ Act (~~EPA~~—~~EHRA~~). For employees subject to the North Carolina State Human Resources Act (SHRA), see the policy on Communicable Disease Emergency in the State Human Resources Manual.

II. Definitions:

A. Constituent Institution. One or more of the public educational institutions that make up the UNC System, including University affiliates.

B. Epidemic. A disease occurring suddenly in a community, region or country in numbers clearly in excess of normal. This includes the occurrence of several cases of a disease associated with a common source.

C. Pandemic. The worldwide outbreak of a serious communicable disease in numbers clearly ~~in~~ excess of normal.

D. Incubation Period. The time, usually in days, between exposure to an illness and the onset of symptoms.

E. Isolation: ~~[Authority: G.S. 130A-2(3a)] Restriction. The authority to issue an order to limit the freedom of movement and/or action of individuals persons or animals that are infected with a communicable disease to reduce the chance of spreading disease or communicable condition for the period of communicability to prevent the direct or indirect conveyance of the infectious agent from the person or animal to other persons or animals who are susceptible or who may spread the agent to others. G.S. 130A-2(3a).~~

F. Quarantine ~~[Authority: (G.S. 130A-2(7a)] Restriction.~~ The authority to issue an order to limit:

1. The freedom of movement and/or action of individuals who are known to persons or animals which have been exposed to or may are reasonably be suspected to have of having been exposed to a communicable disease and who do not yet show signs or symptoms of infection or communicable condition for a period of time as may be necessary to prevent the spread of that disease;

2. Access by any person or animal to an area or facility that may be contaminated with an infectious agent; or

3. The freedom of movement or actions of persons who have not received immunizations against a communicable disease when the state health director or a local health director determines that the immunizations are required to control on an outbreak of that disease. G.S. 130A-2(7a).

G. Mandatory Employees: Employees who are required to work during a public health emergency because their positions have been designated by ~~their agencies~~ the UNC System Office or a constituent institution as mandatory to ~~agency~~ institutional operations during the emergency.

H. Social Distancing: Actions taken to reduce the opportunities for close contact between people in order to limit the spread of a disease.

~~The University: The University of North Carolina or any of its constituent institutions or affiliated entities.~~

III. Responsibility:

A. In case of a public health emergency, the Governor ~~governor~~ has broad powers to issue an emergency order to protect the public health. In accordance with ~~General Statute~~ the North Carolina Emergency Management Act, G.S. Chapter 166A-6, Article 1A, the ~~Governor~~ governor may close and/or evacuate all schools, community colleges, and universities, ~~childcare and adult day care facilities~~ and order that no public events shall be held where large numbers of people are gathered in one physical location. The ~~Governor~~ governor may also close all non-mandatory ~~State~~ state services and order mandatory services to remain operational.

B. In case of a public health emergency, while awaiting a decision by the Governor ~~governor~~ or ~~State~~ state or ~~Local Public Health Director~~ local public health director, the ~~President~~ president of the ~~University of North Carolina~~ UNC System has the authority to make emergency closing decisions ~~he/she~~ the president deems appropriate for the ~~University. (For employees subject to the State Personnel Act (SPA), see the policy on Communicable Disease Emergency in the State Personnel Manual.) He/she~~ UNC System. The president may delegate such authority to the chancellors of constituent institutions ~~and the heads of university affiliated entities.~~ If circumstances permit, the ~~University President~~ president or ~~Chancellor~~ chancellor shall confer with local/~~State~~ state public health officials to determine the severity of the individual situation and to determine what actions shall be taken (including closure of the ~~University~~ UNC System Office or constituent institution). However, the UNC System Office and each University campus ~~constituent institution~~ shall adhere to any communicable disease orders of the ~~State~~ state or local public health agencies to prevent transmission of a communicable disease. All closings shall be reported

to the ~~State Personnel Director~~state human resources director and the ~~Governor~~governor within five days after the occurrence.

C. If the ~~President~~president of the ~~University~~UNC System, or one of ~~his~~the president's designees, issues an emergency closing decision, the ~~University~~UNC System Office shall notify public health officials as soon as reasonably possible. Management shall inform employees and employees shall inform management of any evidence of a communicable disease that could seriously endanger the health of others in the workplace. Management shall immediately notify the local health department. Each constituent institution shall define this protocol within their continuity of operations plan guidelines.

D. In accordance with ~~North Carolina General Statute~~G.S. 130A-145, the ~~State Health Director~~state health director and local health director are empowered to exercise quarantine and isolation authority.— Quarantine and isolation authority shall be exercised only when and so long as the public health is endangered, all other reasonable means for correcting the problem have been exhausted, and no less restrictive alternative exists.

~~Note: The most recent list of reportable diseases as compiled by the State Health Commission is found in the Administrative Code 10A NCAC 41A.0101. The list is constantly updated as new diseases emerge.~~

IV. Possible Actions During a Pandemic:

. During a communicable disease outbreak, any of the following may occur:

a)~~A.~~ Closing of one or more ~~universities~~constituent institutions or parts of a ~~university~~constituent institution by order of the ~~Governor~~governor;

b)~~B.~~ Closing of one or more ~~universities~~constituent institutions or parts of a ~~university or affiliate~~constituent institution as authorized by the ~~University President~~UNC System president or the ~~Chancellor~~chancellor, while awaiting a decision by the ~~Governor~~governor or state or ~~State or Local Public Health Director~~local public health director;

c)~~C.~~ Closing of ~~a university~~one or more constituent institutions or parts of a ~~university~~constituent institution by agreement between ~~Public Health~~public health officials and a University authority or by order of ~~Public Health~~public health officials;

d)~~D.~~ Concurrence by ~~Public Health~~public health officials and/or the ~~university~~University authority that an employee~~(s)~~ or group of employees should be excluded from the workplace;

e)~~E.~~ Isolation of ~~an~~-ill or symptomatic ~~employee(s)~~employees by ~~Public Health~~public health officials; or

f)~~F.~~ Quarantine of ~~an~~-exposed or potentially ill ~~employee(s)~~employees by ~~Public Health~~public health officials.

V. Social Distancing:

. In order to minimize transmission from person to person, the Pandemic and Communicable Disease Emergency Plan for the UNC System Office and each constituent institution ~~or affiliate~~ should have in

place social distancing provisions to implement immediately upon orders from the ~~Governor~~governor and/or ~~Public Health~~public health officials.

A. ~~_____~~ A constituent institution ~~or affiliate~~ may choose to practice social distancing by use of alternate worksites or teleworking. ~~The University President or Chancellor is~~The UNC System president and chancellors are authorized to establish immediate telework arrangements, bypassing the normal requirements, as outlined in the University internal teleworking policy and procedures, during the declared emergency. Employees required to work under social distancing provisions shall receive regular pay.

B. ~~_____~~ Social distancing is designed to limit the spread of a disease by reducing the opportunities for close contact between people. It can be accomplished by administrative and engineering controls. Examples include:

- a) ~~_____~~reducing^{1.} Reducing face-to-face exposure by using conference calls and video conferencing;
- b) ~~_____~~avoiding^{2.} Avoiding unnecessary travel;
- c) ~~_____~~canceling^{3.} Canceling meetings, workshops, training sessions, and scheduled events;
- d) ~~_____~~requiring^{4.} Requiring employees to work from home to reduce exposure in the workplace;
- e) ~~_____~~establishing^{5.} Establishing flexible working hours to avoid mass transportation, at least during peak hours;
- f) ~~_____~~installing^{6.} Installing protective barriers between work stations or increasing space between workers;
- g) ~~_____~~reinforcing^{7.} Reinforcing hand washing and requiring the use of protective equipment such as hand sanitizers and masks (provided by the agency);
- h) ~~_____~~scheduling^{8.} Scheduling employees in shifts;
- i) ~~_____~~controlling^{9.} Controlling access to buildings; and
- j) ~~_____~~requiring^{10.} Requiring asymptomatic individuals traveling to affected countries/areas not to return to work until one incubation period has passed after returning home.

VI. Mandatory Employees:

A. ~~_____~~ The ~~University President~~UNC System president and ~~Chancellor~~chancellors shall predetermine and designate mandatory operations in case of a pandemic ~~emergency~~ or communicable disease emergency, and designate the employees to staff these operations.

B. ~~_____~~ The ~~University~~UNC System Office and constituent institutions shall each maintain a list of mandatory employees by position, including current employee name and contact information.

The ~~University President~~UNC System president and ~~Chancellor~~chancellors shall develop an alternative plan for personnel in case the designated personnel are quarantined or ill. Alternative workers may include current employees who are not designated as mandatory but who possess the skills to fill in for mandatory employees, retirees, contract workers, or other temporary employees. This will be especially important in a pandemic that may last for several weeks or months.

C. Employees designated as mandatory personnel shall be notified of such designation and the requirement to report for, or remain at, work in emergency situations, and receive appropriate information and training as may be needed. If mandatory personnel are required to remain at the worksite for an extended period of time, the University will provide adequate housing and food.

VII. Compensation of Mandatory Employees:

A. When management determines that only mandatory employees are required to report to work, subject to the availability of funds, all permanent ~~EPA~~EHRA non-faculty employees shall be granted time and one-half pay for all hours worked with the exception of the following:

1) ~~Faculty;~~

~~2) Senior officers of the University of North Carolina~~UNC System who are subject to the provisions of Section ~~300.1.1. II.~~ of the UNC Policy Manual, Policy on Senior Academic and Administrative Officers ~~(The UNC Policy Manual: 300.1.1);~~

3) ~~Associate and assistant vice chancellors;~~

4) ~~Associate and assistant provosts;~~ and

5) ~~Associate and assistant deans.~~

B. However, at the discretion of the ~~President~~president or ~~Chancellor~~chancellor, employees in positions listed above may be eligible for pay at time and one-half, or may be granted compensatory time in lieu of time and one-half pay, following the emergency event.

C. Only eligible ~~EPA~~EHRA non-faculty employees who are required to work on-site at their regular work location or at an assigned work location, other than the employee's home, shall be eligible for time and one-half pay. This compensation provision applies to employees who are exempt and non-exempt under the Fair Labor Standards Act (FLSA). It does not include temporary employees under any circumstances unless they are deemed mandatory for purposes of this policy. In that event, the leave and compensation policies shall not apply.

D. When necessary and available, payment of salaries normally funded from non-~~State~~state funds may be made from ~~State~~state funds. Administrators shall aggressively pursue reimbursement from other funding sources where possible.

VIII. Leave:

Employees will not be penalized for using leave, in order to encourage those with symptoms associated with a communicable disease to stay home so that they do not infect other employees, and to allow employees with ill family members to stay home to care for them.

a)A. Quarantined by a Public Health ~~official~~:Official. When an employee is quarantined, the employee shall be granted paid administrative leave until the specified period of time ends or the employee becomes ill with the communicable disease, whichever comes first.

b)B. Employee is ~~required~~Required by the University to ~~stay home~~:Stay Home. If the ~~university administration~~UNC System president or chancellor believes that an employee has symptoms associated with a communicable disease, the UNC System Office or constituent institution-~~or affiliate~~ may require the employee not to report to work and to use compensatory leave, sick leave, vacation leave, or bonus leave.

c)C. If the University is ~~closed~~:Closed. Although all efforts should be made to allow non-mandatory employees to work from an alternative location, it may not always be possible. When the UNC System Office or a University constituent institution is closed or when the ~~university administration~~UNC System president or chancellor determines that only mandatory employees are required to report to work, the ~~non-mandatory~~nonmandatory employees who are not required to work shall, at the discretion of the ~~University President or Chancellor~~UNC System president or chancellor, be granted paid administrative leave (i.e., not charging leave) for up to 30 calendar days. The employee's pay shall continue at the same rate the employee would have received had the employee been working ~~(including any premium pay normally received)~~. If adjustments need to be made, they shall be made in the next paycheck after returning to work.

d)D. If an ~~employee becomes ill~~:Employee Becomes Ill. If the employee becomes ill and it is determined to be work-related ~~(exposure is greater than that of the general public)~~ in accordance with the Workers' Compensation Act, ~~the Workers' Compensation Policy (that is, the nature of the employee's work resulted in a greater chance of exposure than that of the general public), the workers' compensation policy~~ applies. If the employee is isolated or becomes ill as a result of off-the-job exposure, the ~~Sick Leave Policy~~sick leave policy applies. The provisions of the ~~Family~~family and ~~Medical Leave Policy~~medical leave policy and the ~~Family Illness Leave Policy~~family illness leave policy shall also apply.

e)E. Advisory Note:-. Should an employee not have sufficient sick leave available, the University may work with the employee to advance a reasonable amount of leave or make arrangements for the employee to make up the time if the University determines that the work situation will allow it.

IX. Verification:

Employees who have symptoms of a communicable disease and are required to stay home or who are ill with the communicable disease should be cautioned not to return to work until they are sure they are fully recovered.

A. The ~~University~~UNC System Office or constituent institution may require certification of fitness to work from a health care provider.

B. _____ If quarantined, it is the employee's responsibility to provide the University or constituent institution with a written verification of his or her status from a ~~Public Health~~public health official.

X. Day ~~care~~Care or ~~public~~Public and ~~private school closings~~Private School Closings/Elder Care:

A. _____ When the University or constituent institution is open but an employee who is a parent (or guardian) is required to stay home with a child (as defined in the FMLA) because of the closure of a day care facility or a public or private school, the non-mandatory employee may, with approval of the appropriate supervisor, be allowed to work at home or elect to:

a) _____ ~~use~~ 1. Use vacation leave;_i

b) _____ ~~use~~ 2. Use bonus leave;_i

c) _____ ~~use~~ 3. Use sick leave;_i

d) _____ ~~use~~ 4. Use compensatory leave;_i

e) _____ ~~take~~ 5. Take leave without pay;_i or

f) _____ ~~make~~6. Take up time in accordance with the parameters for making up time during adverse weather. The University or constituent institution may extend the make-up time to 24 months if necessary.

B. _____ These provisions also apply for eldercare.

C. _____ The ~~University~~UNC System Office or constituent institution has the right to request appropriate documentation to substantiate need.

XI. -Review of Policy Provisions:

A. _____ In the event this policy is triggered, the ~~President~~president or ~~Chancellor~~chancellor must review the compensation and leave provisions every ~~thirty (30)~~ days and, as appropriate, take any of the following steps:

a)1. Renew the compensation and leave provisions for another 30 days.

b)2. Revise the compensation and leave provisions for up to another 30 days.

c)3. Terminate the compensation and leave provisions if the public health emergency has ended.

B. _____ Any changes in ~~the~~ compensation and leave provisions must be communicated to employees in a timely manner. Pending a renewal or revision, the employee may be allowed to take leave (compensatory, sick, vacation, bonus) until a decision is made.

XII. Emergency Furlough: An emergency furlough (temporary layoff from which employees are expected to be recalled) may be declared if the UNC System Office or constituent institution remains totally closed or partially closed for an indefinite period of time.

~~An emergency furlough (temporary lay-off from which employees are expected to be recalled) may be declared if the constituent institution or affiliate remains totally closed or partially closed for an indefinite period of time.~~

A. During an emergency furlough, employees who are furloughed are entitled to participate in the State Health Plan. ~~The University~~ The UNC System Office or constituent institution shall continue paying the employer contribution on behalf of the employee. The University or constituent institution also may pay the employee contribution for the pay period following the furlough, with the provision that the employee shall repay the State for any contribution made on his or her behalf.

B. An employee will continue to accrue vacation and sick leave while on emergency furlough.

C. An employee will continue to receive total State service while on emergency furlough.

D. An employee may be eligible for unemployment benefits through the North Carolina Employment Security Commission while on emergency furlough. Employees should contact the North Carolina Employment Security Commission for further details. If, at the end of the emergency furlough period it is determined that the University no longer requires the services of these employees, normal University lay-off provisions would apply.

XIII. Other Provisions:

A. ~~Hiring.~~ During the communicable disease emergency, if new hires are needed to cover emergency operations, the ~~University President or Chancellor~~ UNC System president or chancellor is authorized to execute the immediate hiring of an individual who is determined to be qualified and able to do the work by:

- i) ~~waiving~~ 1. Waiving the posting policy;
- ii) ~~waiving~~ 2. Waiving the minimum qualifications policy; and
- iii) ~~waiving~~ 3. Waiving the hiring of relatives (nepotism) policy.

B. Employees hired under these conditions should be given a temporary or time-limited permanent appointment.

C. The ~~University President~~ UNC System president or ~~Chancellor~~ chancellor is also authorized to offer competitive salaries for the duration of the emergency.

XIV. Other Matters

A. Effective Date. The requirements of this policy shall be effective upon the date of its adoption the Board of Governors.

B. Relation to State Laws. The foregoing policies as adopted by the Board of Governors are meant to supplement, and do not purport to supplant or modify, those statutory enactments which may govern the activities of public officials.

C. Regulations and Guidelines. These policies shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

¹The most recent list of reportable diseases as compiled by the State Health Commission is found in the Administrative Code 10A NCAC 41A.0101. The list is constantly updated as new diseases emerge.