

### **Guidelines for the Rules and Standards for Licensure**

The following guidelines for the University of North Carolina Board of Governors *Rules and Standards for Licensing Nonpublic Institutions to Conduct Post-Secondary Degree Activity in North Carolina (December 2004)* are to assist institutions in the preparation of applications for licensure and Annual Reports.

A. The following additional information and data shall be included in all licensure applications under the specified Standard section headings:

**Standard 3.A. Courses:** Student retention rates and graduation rates, by degree program, for the most recent three-year period, reported by year. The institution shall state how these rates are calculated, and specify the twelve-month period that defines the institution's "year."

**Standard 3.B. Distance Education:** For courses delivered electronically, a brief description of the learning management system

**Standard 8.B. Purpose of Records:** A description of how the institution defines and measures "satisfactory academic progress" for students, and how the institution enforces and utilizes its Satisfactory Academic Progress policy

**Standard 8B.D. Job Placement Assistance and Standard 10.B. Organization:** Graduating student employment rates, by degree program, for the most recent three-year period, reported by year. The institution shall state how these rates are calculated, and specify the twelve-month period that defines the institution's "year."

**Standard 10.A.(2) Adequacy:** Respond individually to each of the four items specified in this Standard:

- a. Average annual expenditures per student for educational programs (and explain how that number was calculated)
- b. Average annual income per student from educational activities (and explain how that number was calculated)
- c. The ratio of net profit, adjusted, to debt service costs (as defined in Standard 10.A.(2).(c))
- d. Financial policies, procedures, and practices adopted or utilized by the institution

**Standard 10.A.(6)(a). Bonding:** Currently licensed institutions shall provide a statement by an independent certified public accountant attesting to the adequacy of the tuition guaranty bond (a copy of which shall be sent with the licensure application), when the institutions are seeking licensure for new degree programs or for the periodic review site visits.

**Standard 10.B. Organization:** The institution shall demonstrate that it engages in continuous planning, evaluation, and improvement. Specifically, the institution shall provide information on its plans and processes for continuing to improve its student retention, graduation, and employment rates. If the institution has an Institutional Effectiveness Plan (or similar document) it should be attached. The institution shall provide evidence of institutional changes made based upon assessment of institutional effectiveness.

**Standard 11 Business Practices and Standard 12 Professional Conduct:** The institution shall provide information on any current or pending litigation or regulatory matters that relate to the institution or to a controlling or related entity or individual.

B. The following additional information and data shall be included in all Annual Reports under the specified Standard section headings:

**Standard 3.A. Courses:** Student retention rates and graduation rates, by degree program, for the most recent three-year period, reported by year. The institution shall state how these rates are calculated, and specify the twelve-month period that defines the institution's "year."

**Standard 8B.D. Job Placement Assistance and Standard 10.B. Organization:** Graduating student employment rates, by degree program, for the most recent three-year period, reported by year. The institution shall state how these rates are calculated, and specify the twelve-month period that defines the institution's "year."

**Standard 10.A.(6)(a). Bonding:** Institutions shall provide a statement by an independent certified public accountant attesting to the adequacy of the tuition guaranty bond (a copy of which shall be sent with the Annual Report).

**Standard 10.B. Organization:** The institution shall demonstrate that it engages in continuous planning, evaluation, and improvement. Specifically, the institution shall provide information on its plans and processes for continuing to improve its student retention, graduation, and employment rates. If the institution has an Institutional Effectiveness Plan (or similar document) it should be attached. The institution shall provide evidence of institutional changes made based upon assessment of institutional effectiveness.

**Standard 11 Business Practices and Standard 12 Professional Conduct:** The institution shall provide information on any current or pending litigation or regulatory matters that relate to the institution or to a controlling or related entity or individual.