North Carolina State Authorization
Application for Licensure Highlights

The following guidelines in 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. The following 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 distance/online courses, give a brief description of the learning management system, and a description of how the institution meets federal requirements and the best practices for online/distance education identified by C-RAC, Quality Matters, and distance education accreditors.

**Standard 5. Faculty and Other Personnel Qualifications:** Provide a matrix showing the academic degrees held by faculty who will teach the courses in the programs being reviewed. Include faculty rank, employment status (full/part-time), length of employment, research and publications, theses supervised. Provide CVs for course designers and others who developed the curriculum showing academic and professional qualifications. The goal is to verify and confirm the stability and quality of faculty.

**Standard 8. Student Records, C. Disposition of Records:** Provision should be made for the disposition of permanent and other critical student records in the event that the institution discontinues operations. The records must be disposed of in accord with regulations of the State Archives of North Carolina in Raleigh. You may contact them at [www.ncdcr.gov/archives/Home.aspx](http://www.ncdcr.gov/archives/Home.aspx) or at (919) 807-7310.

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

**Standard 8.B.D. Job Placement Assistance:** Give the 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 expenditure per student for educational programs (explain how average was calculated)
b. Average annual income per student from educational activities (explain how average 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. The bond must have an independent CPA attestation. The Oblige for the bond is “The Board of Governors of the University of North Carolina”.

**Standard 10.B. Organization:** The institution shall provide information on its plans and processes for continuing to improve its student retention, graduation, and employment rates. An Institutional Effectiveness Plan (or similar document) may 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 (i.e. Title IX, student complaint process, Cleary Act Report, accreditor issues, etc.); and a statement about any unprofessional conduct by senior administrators, members of the board of trustee, a controlling or related entity or individual that might impact the integrity or quality of the institution.