

21 NCAC 36 .0323 RECORDS AND REPORTS

- (a) The program shall maintain a system for maintaining official records consistent with the policies of the controlling institution. Current and permanent student records shall be stored in a secure manner that prevents physical damage and unauthorized access.
- (b) Both permanent and current records shall be available for review by Board staff.
- (c) The official permanent record for each graduate shall include documentation of graduation from the program and a transcript of the individual's achievement in the program.
- (d) The record for each currently enrolled student shall contain up-to-date and complete information, including the following:
 - (1) documentation of admission criteria met by the student;
 - (2) documentation of high school graduation, high school equivalent, or earned credits from post-secondary institution approved pursuant to G.S. 90-171.38(a); and
 - (3) a transcript of credit hours achieved in the classroom, laboratory, and clinical instruction for each course that reflects progression consistent with program policies.
- (e) The program shall file an annual report with the Board by November 1 of each year. The annual report shall be available to the program director through the Board's website at www.ncbon.com and shall include the following:
 - (1) accreditation status;
 - (2) academic calendar;
 - (3) faculty composition;
 - (4) student enrollment;
 - (5) graduation rate;
 - (6) formal remediation process; and
 - (7) use of simulation.
- (f) In addition to the annual report in Paragraph (e) of this Rule, non-accredited programs shall file a program description report with the Board at least 30 days prior to a scheduled review by the Board. The program description report shall be available on the Board's website at www.ncbon.com.
- (g) The program shall concurrently submit to the Board all communications regarding accreditation that are submitted to the accrediting body.
- (h) The Board may require additional records and reports for review at any time to provide evidence and substantiate compliance with the rules in this Section by a program and its controlling institutions.
- (i) The program shall notify the Board of any change of the program director at least 10 business days prior to the change.
- (j) The program director shall verify to the Board in writing all students who have completed the program no later than one month following completion of the Board-approved program.

*History Note: Authority G.S. 90-171.23(b)(8); 90-171.38;
Eff. February 1, 1976;
Amended Eff. December 1, 2016; January 1, 2015; December 1, 2005; January 1, 2004; June 1,
1992; January 1, 1989; January 1, 1984;
Readopted Eff. January 1, 2019;
Amended Eff. March 1, 2024; November 1, 2020.*