

21 NCAC 30 .0630 SCHOOL CATALOG

An approved school shall publish a catalog or bulletin that shall be certified by an official of the school as being current, true, and correct in content and policy. All school catalogs or bulletins, in print or online, shall be current and accurate. Updates shall be provided to maintain current information. Printed catalogs or bulletins shall contain addendums of the updates; and online sources, such as websites, shall be continuously updated. The catalog shall include the following information:

- (1) school name, location address, and phone number;
- (2) volume number and date of publication;
- (3) ownership structure, including type of legal entity and names of owners, Board of Directors members, or academic officers at public institutions;
- (4) names and titles of all instructional and key administrative staff;
- (5) statement of school mission, philosophy, and educational program objectives;
- (6) school history and identification of all licenses, approvals, or accreditations that the school maintains;
- (7) definition of measurement of program, whether in clock hours or credit hours;
- (8) course descriptions, including number of hours for each course;
- (9) graduation requirements, including type of credential issued upon graduation;
- (10) requirements for licensure, certification, or registration of therapists in the State;
- (11) standards for admission, description of the school's admissions process, and requirement of a signed Student Enrollment Agreement;
- (12) school calendar, including beginning and ending dates of all programs, all holidays and days off;
- (13) length of time required for completion of the program;
- (14) program tuition and all associated costs, including textbooks, supplies, and other expenses;
- (15) refund policy;
- (16) description of facilities and learning resources;
- (17) student services;
- (18) policy regarding prohibition of compensation to student for performing massage and bodywork therapy;
- (19) Academic policies, including the following:
 - (a) grading system;
 - (b) standards of satisfactory academic progress;
 - (c) description of disciplinary procedures, including conditions for probation, suspension, dismissal or expulsion, and conditions of reentrance for students dismissed;
 - (d) transfer of credit from other institutions;
 - (e) attendance requirements, make-up work, tardiness, leave of absence;
 - (f) standards of conduct, including a sexual harassment policy; and
 - (g) complaint policy, process for complaint resolution, name and address of the school regulatory agency for filing complaints when institutional process does not bring resolution; and
- (20) Statement pursuant to G.S. 90-629.1 that the North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

History Note: Authority G.S. 90-626(9); 90-631;
Eff. October 1, 2007;
Amended Eff. February 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. November 12, 2014;
Amended Eff. April 1, 2017.