

## **21 NCAC 57B .0210 COURSE RECORDS**

Schools and course sponsors shall:

- (1) retain on file for five years copies of all grade and attendance records for each approved course and shall make such records available to the Board upon request;
- (2) retain on file for two years a master copy of each final course examination, which shall include the answer key, course title, course dates, and name of instructor. Examination file copies shall be made available to the Board upon request;
- (3) within 15 days of course completion, submit to the Board a roster of all students who completed the course; and
- (4) provide each student with contact information for the Appraisal Board so that students may contact the Board with questions or concerns regarding the course.

*History Note: Authority G.S. 93E-1-8(a); 93E-1-10;  
Eff. July 1, 1994;  
Amended Eff. January 1, 2013; January 1, 2008; March 1, 2007; July 1, 2005; July 1, 2003;  
August 1, 2002;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 3,  
2017;  
Amended Eff. July 1, 2022.*