

Constituent Universities

Appalachian
State University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

University of
North Carolina
School of the Arts

Western Carolina
University

Winston-Salem
State University

Constituent High School

North Carolina
School of Science
and Mathematics

An Equal Opportunity/
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January 24, 2017

Mr. Jay Conison, Dean
Charlotte School of Law
201 South College Street
Suite 400
Charlotte, NC 28244
Email: jconison@charlottelaw.edu

Required Documentation of Compliance with Licensure Standards

Dear Dean Conison:

Pursuant to North Carolina General Statutes Section 116-15 and the *Rules and Standards for Licensing Nonpublic Institutions to Conduct Post-Secondary Degree Activity in North Carolina*, any institution that acquires licensure shall be subject at any time to review by the University of North Carolina Board of Governors to determine whether the institution continues to meet the standards for licensure.

Our discussion on January 20, 2017, along with the communications that my office has had with the U.S. Department of Education concerning its recent adverse action against the Charlotte School of Law, and a submission to the North Carolina Post-Secondary Education Complaints have raised questions about the School's compliance with the license standards.

Therefore, I am requesting that the Charlotte School of Law provide to the Licensure Division at the University of North Carolina-General Administration the documentation/information listed below to demonstrate its continued compliance with the license standards.

The documentation/information must be submitted for review no later than January 31, 2017.

Please be advised that based on staff recommendation, "Any institution holding a license to conduct post-secondary degree activity in North Carolina that is found by the Board of Governors not to satisfy these licensure requirements shall have its license to conduct post-secondary degree activity revoked by the Board."

I am available to answer any questions that you may have concerning this compliance review.

Sincerely,

Tim Gallimore

Tim Gallimore, Ph.D.
**Associate Vice President for Academic
Planning and State Authorization**

Office: (919) 843-4538
Email: tagallimore@northcarolina.edu

Charlotte School of Law -- Required Documentation

Current organizational chart showing any controlling entities and their relationship to the Charlotte School of Law (CSL)

List of current governing board members and their contact information

Policies and articulation agreements for transferring academic credit and copies of the policies and agreements as publicized in recruitment materials and in the institution's catalog

Description of curriculum approval procedures

Description of course approval methods

Description of course evaluation procedures

Copies of contractual agreements with other libraries

Copies of lease agreements for facilities not owned by the institution

Faculty qualifications, size, and stability (complete faculty matrix form)

Definition/description of faculty responsibilities

Description of faculty role in governance and decision-making of the School

Description of official action/procedure by which faculty is appointed

Procedure for annual evaluation of faculty

Published policies on academic freedom

Evidence/examples of ongoing professional development for faculty

Resumes showing the qualifications of all senior administrators/officers of CSL

Copy of policy and description of practices for verifying and issuing program completion credentials

Copy of policies for determining amount of credit awarded for each course

Copy of record-keeping procedures

Evidence that student attendance, progress, and performance standards are enforced

Copy of admissions policy and copies of recruitment, advertisement, and marketing materials describing that policy

Copies of policies and procedures regarding financial aid administration and distribution

Graduation and job placement rates (2014-2017) and explanation of how rates were calculated

Job placement records for students who graduated in 2014-2017 and copies of recruitment, advertising, and marketing materials mentioning CSL job placement record

Description of job placement assistance provided by CSL and copies of recruitment, advertising, and marketing materials containing that description

Description of health care services provided by CSL

Copies of counseling and guidance policies

Report of student satisfaction with all student services and education quality

Copy of annual Compliance Report

Policies and compliance record concerning the Americans with Disabilities Act

Copy of Clery Act Reporting (2014-2017)

Copy Title IX Reporting (2014-2017)

List of any significant correspondence with regulatory agencies and officials

Statement about any record of non-compliance/violations of health and safety laws/ordinances

Evidence of financial stability (current financial statement, detailed description of any material changes contained in the audit report, financial development plan)

Tuition guaranty bond – based on all current student charges & fees as well as enrollment

Signed statement/description of how the bond amount was calculated

Statement from an Independent CPA attesting to accuracy of tuition bond

Evidence of Adequate Casualty and Liability Insurance

Detailed disclosure of binding legal relationship with any parent or subsidiary corporation or institution

Plan for short-term financial management

Evidence of adequate casualty and liability insurance

Copies of policy and process for monitoring conflicts of interest

Policy describing and distinguishing administration and policy-making functions of the governing board, academic administration, and faculty

Description of the role of the governing board, academic administration, faculty, and students in determining policy and resolving issues

Institutional Effectiveness Plan

Current catalog and all required disclosures to students and the public

Copies of financial policies and procedures governing business practices

Advertising, marketing, recruiting and promotional materials

Bar examination pass rate and other indicators of student/graduates' success

Statement about ongoing and pending litigation

Description of all adverse regulatory and accreditation actions for last 3 years

Statements about any record of unprofessional conduct by School personnel

Copy of student complaint process

Record/log of student complaints for last 3 years and summary of resolution

Copies of cancellation and refund policies

Statements about any record of unprofessional conduct by vendors and contractors

Copies of policies and procedures for determining credit hours awarded in courses and programs and three examples of the application of these policies and procedures in courses and programs