

NUMBERED MEMO CC25-090

TO: Members of the State Board of Community Colleges, Chairs of the Community College Boards of Trustees, Community College Presidents, Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Chief Financial Officers, Distance Learning, Financial Aid Officers, Personnel Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonnell Carpenter, *NCCCS General Counsel*

SUBJECT: Proposed Amendment of 2A SBCCC 400.11 – Student Records

DATE: November 25, 2025

On November 21, 2025, the State Board of Community Colleges (SBCC) initiated the rulemaking process to amend **2A SBCCC 400.11 – Student Records**. The proposed amendment would require schools to confirm the transfer of academic records to the North Carolina Archives upon final closure. This amendment will address complaints received from students who could not access their records from closed institutions. The proposed amendment is published on the NC Community College System's website, [Numbered Memos - NCCCS \(ncccommunitycolleges.edu\)](https://ncccommunitycolleges.edu). For your convenience, a copy of the proposed rule, with the adopted language indicated, is attached to this memorandum. Strikethroughs indicate deletions of existing language and underlines indicate additions of language.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits public comments on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on December 25, 2025.** Any member of the public has the right to request a hearing on the proposed rule. **Requests for a hearing must be received by no later than 5:00 p.m. on December 10, 2025.**

Written comments and requests for hearing shall be directed to the following address:
Jonnell Carpenter, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to
publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

CC25-090

Email Copy
Attachment



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: November 25, 2025

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amendment of 2A SBCCC 400.11 – Student Records
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Specify whether the SBCC proposes to amend, adopt, or repeal a rule:

Adopt
(new rule)

Amend
(change existing rule)

Repeal
(delete entire rule)

	X	
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Rationale for proposed adoption, amendment, or repeal:	The amendment requires schools to confirm the transfer of academic records to the North Carolina Archives upon final closure. This is necessary because it is not required by statute and the Proprietary Office has received complaints from students who could not access their records from closed institutions.
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Proposed Effective Date of Rule	February 1, 2026
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State Board of Community Colleges Code
TITLE 2 – PROPRIETARY SCHOOLS

CHAPTER A. PROPRIETARY SCHOOLS

SUBCHAPTER 300. GENERAL PROVISIONS

2A SBCCC 400.11 Student Records

(a) A school licensed under G.S. 115D, Article 8, shall maintain current, complete, and accurate records to show the following:

(1) An application for admission that includes the student's educational and personal background, age, and other personal characteristics.

(2) Progress and attendance including date entered, dates attended, subjects studied, and class schedule; this record shall be in a form which permits accurate preparation of transcripts of educational records for purpose of transfer and placement, providing reports to government services or agencies, or for such other purposes as the needs of the student might require. Such transcripts shall be in the form understandable by lay persons and educators alike. The grading system on such transcripts shall be explained on the transcript form. Subjects appearing on the transcripts shall be numbered or otherwise designated to indicate the subject matter covered.

(3) All student enrollment agreements shall include at a minimum, the program of study, program tuition and fees, date programs are to begin, time period covered by the tuition payment, and statement of or reference to the school's tuition refund policy.

(4) All student account ledgers shall include, at a minimum, monies owed and paid by each student, and refunds issued by the school.

(5) A copy of the student's high school transcript or certificate of high school equivalency; or a signed, notarized attestation of either graduation from a public or private high school that operates in compliance with State or local law, graduation from a state registered home high school, or receipt of a certificate

1 of high school equivalency, if the student provides the school with written
2 evidence of the student's inability to obtain a copy of the student's high school
3 transcript or certificate of high school equivalency; or for individuals beyond the
4 age of compulsory secondary school attendance who did not graduate from a
5 public, private, or state registered home high school or obtain a certificate of
6 high school equivalency, demonstration of an ability to benefit as determined
7 by any test instrument approved by the Department of Education.

8 (b) Records of students shall be open for inspection by properly authorized officials of
9 the State Board of Community Colleges.

10 (c) Financial records of the school shall be open for inspection by properly authorized
11 officials of the State Board of Community Colleges.

12 (d) Any school that closes or fails to renew its license shall transfer all students
13 records to the North Carolina Archives and confirm the record transfer in writing to
14 the Office of Proprietary Schools within forty-five (45) days of closure.

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16 *History Note: Authority G.S. 115D-89; 115D-90;*

17 *Eff. September 1, 1993;*

18 *Amended Eff. _____; [August 1, 2024](#); [August 1, 2014](#); December*
19 *1, 2004.*