



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 27, 2001

TO: Presidents
Chief Academic Officers
Registrars
Deans of Student Services

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: Dual Transcripts

In response to concerns about dual transcribing, a meeting was held at the System Office in Raleigh. The meeting, convened by Ken Whitehurst, Director for Student Services, consisted of registrars and system office staff. The discussion was about concerns that students taking courses under a collaborative agreement often end up with two transcripts for the same course from two different colleges.

As a result of this meeting the state staff made changes to the requirements for applying for a collaborative agreement. Please note that changes have been made to two pages in Section 6 of the Curriculum Procedures Reference Manual. At the bottom of page 6-1, Collaborative Agreement Plan, the following statement has been included:

“ To avoid duplication of grades on transcripts, the agreement must list only one college that will record the letter grade for the students and be responsible for preparing the students transcripts. The remaining college(s) must use indicators for course credit other than a letter grade.”

The other change is to page 6-2. A line has been added to the signature page to indicate the college responsible for student transcripts.

These changes to Section 6 of the Manual can be found on the System Office web site at <http://www.ncccs.cc.nc.us/Programs/index.html> or http://www.ncccs.cc.nc.us/Programs/reference_manual.htm

If you have questions or concerns please contact Ken Whitehurst at (919) 733-7051, extension 463.

DAP/KW/ah
c: Glynda Lawrence
Mike Pittman
Ken Whitehurst

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E-mail