



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

DATE: January 13, 2003

TO: Planners

FROM: J. Keith Brown
Associate Vice President, Planning & Research

SUBJECT: Submission of Completer/Non-Completer Survey Data

Performance Measures and Standards requires colleges to survey program completers and non-completers (early leavers) annually. These data are submitted to the Planning and Research section of the North Carolina Community College System Office in February of each year. We are now in the process of collecting these data from the colleges.

Attached to this email you will find an Excel spreadsheet that is to be used in submitting your data. **DO NOT** modify the spreadsheet in any manner, as this will cause problems in the data compilation at the System Office. You will notice areas in blue that may look strange if you are not familiar with Excel. These are cells in which formulas have been inserted. Once you have entered your data, the formulas will perform the appropriate calculations for you to review. **DO NOT** modify the formulas.

The due date for these data is **February 7**.

If you have any questions regarding this requirement, please contact me.

Attachment

c: Presidents

CC03-006
Email Only