



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
*Dr. R. Scott Ralls, President*

March 10, 2009

**MEMORANDUM**

TO: Basic Skills Directors  
Adult High School Coordinators

FROM: Lou Ann Parker, Director of Adult High School Program

SUBJECT: Adult High School Affiliation Agreement and Adult High School Diploma

The Basic Skills State Leadership Advisory Board asked me to research the Adult High School Affiliation Agreement renewal process and issuance of the Adult High School Diploma. The Adult High School Affiliation Agreement must be reviewed for "policy and procedural compliance every three years or when changes occur." (*Adult High School Diploma Program Procedures Manual, 1994, page 22.*) *The North Carolina Community College System Adult High School Diploma Program Agreement of Affiliation* must be signed when the joint parties of the community college and administrative unit of the local Board of Education meet. Any additional agreement must be signed by both parties.

I met with our General Counsel, Shante Martin, on the issuance of the AHS Diploma. The diploma shall be awarded in cooperation between the local board of education and trustees with appropriate signatures representing both educational systems. The following signatures should be present on the AHS Diploma: College President, Chairman of the College Board of Trustees, Superintendent, and Chairman of the Board of Education. Collaboration must take place and colleges should not be acting unilaterally by giving their own diploma. Minors shall not be issued a diploma prior to the graduation date of their high school class unless they have reached their eighteenth birthday. The local superintendent may waive this requirement in writing. (*NCCCS AHSDS Program Agreement of Affiliation, page 5, Program Procedures item number, 10.*)

If you have any questions about this policy, please do not hesitate to e-mail me at [parkerl@nccommunitycolleges.edu](mailto:parkerl@nccommunitycolleges.edu).

**CC09 - 006**  
**E-Mail**

C: Presidents  
Senior Continuing Education Administrators