

TRANSCRIPT POSTING/PROCESSING
SERVICE AGREEMENT BETWEEN
ST. PHILIP'S COLLEGE AND CENTER
FOR STUDENT INFORMATION

St. Philip's College (SPC) and the Center for Student Information (CSI) enter into this agreement in the interest of promoting cooperation and to facilitate the timely processing of student transcripts by CSI. This agreement is established to foster collaboration, student centeredness and success. As such, SPC grants permission to CSI to process incoming and outgoing SPC transcripts.

I. Incoming Transcripts

SPC approves CSI to:

- a. Download incoming electronic transcripts into the Banner student information system
- b. Update student records to reflect receipt of electronic transcripts
- c. Post test scores from electronic transcripts
- d. Post existing course equivalents (See SPC Procedures for Transfer Course Posting Processing)
- e. End relevant holds


II. Outgoing Transcripts

SPC approves CSI to:

- a. Process outgoing SPC transcript requests
- b. Monitor and ensure successful delivery of outgoing SPC transcripts
- c. Produce SPC transcripts that reflect the approved criteria outlined in the Transcript Standards Agreement among the colleges of the Alamo Community Colleges District (ACCD) which include: Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College.
 - i. Transcripts are reviewed and approved by the SPC Director of Enrollment (or designee), who serves as the official college registrar. The Director of CSI may sign and distribute the transcript upon approval.

III. Term

The term of this agreement begins Monday, October 10, 2016. The SPC Vice President for Student Success will review the agreement and make recommendations to the SPC President on at least a biennial basis for continuous improvement. This agreement remains valid until superseded by a revised agreement mutually endorsed by the primary stakeholders.



Dr. Adena Williams Loston, President, St. Philip's College

Date: 10/10/16



Dr. Adeline S. Silva, vice Chancellor for Student Success

Date: 10/10/16