

**APPENDIX B**  
**LETTER SENT TO EACH INTERVIEWEE**

## Letter Sent to Each Interviewee

July, 1997

Professor  
North Carolina A & T State university  
Greensboro, North Carolina

Dear Professor:

Thank you for agreeing to participate in my dissertation research. As we discussed on the telephone, the purpose of my research is to determine the differences and similarities in the defining characteristics of a college-level course as perceived by two-year and four-year college faculty. The defining characteristics of "college-level" must be identified if transfer of course credit is to be equitable and if transfer students are to be prepared academically to continue their baccalaureate studies.

For this research, I have selected individuals who offer the most theoretical relevance to the situation and concepts under study. During this interview I will ask you to describe the defining characteristics of a college-level course, in all the detail that you can provide. The interview should last approximately one hour.

Again thank you for offering your time for this project. I look forward to meeting with you. I have confirmed our meeting time and place at the closing of this letter.

Sincerely,

Norwood McMillian  
Research Associate (Articulation)

Appointment time:  
place: