

**CURRICULUM PROCEDURES REFERENCE MANUAL**

**SECTION 11**

**College Transfer Information  
and  
Approval Procedures**

## SECTION 11

### College Transfer Information and Approval Procedures

College transfer programs include the Associate in Arts (AA), Associate in Science (AS) and Associate in Fine Arts (AFA). There are twenty-two pre-major programs under the AA; ~~six~~ five pre-major programs under the AS and three pre-major programs under the AFA. These programs are designed to prepare students for transfer at the junior level to institutions offering baccalaureate degrees.

The transfer of these programs from the North Carolina Community College System to the University of North Carolina is secured under the Comprehensive Articulation Agreement (CAA). Many private institutions also endorse this agreement.

#### Location of College Transfer Documents

The CAA, college transfer program standards, college transfer courses, list of private institutions that endorse the CAA and information about the Transfer Advisory Committee (TAC) may be found at the following site:

[http://intranet.northcarolina.edu/docs/assessment/caa/caa\\_manual.pdf](http://intranet.northcarolina.edu/docs/assessment/caa/caa_manual.pdf)

#### Program Approval Procedure (AA, AS or AFA)

All fifty-eight community colleges currently have approval for either the AA, AS or AFA. Therefore, all that is required to add an additional college transfer degree program is the submission of a letter of request to the System Office President. A copy of the proposed program of study should accompany the letter along with an indication of the college transfer degree currently approved at the institution.

Once a college receives a letter of approval, the college should enter an electronic program of study for the program. Approval must be received prior to implementation of the program.

#### Program Termination (AA, AS or AFA)

The curriculum termination procedure outlined in Section 5 of the *Curriculum Procedures Manual* should be utilized for AA, AS or AFA termination.

#### Pre-Major Approval

Once a college has approval for the AA, AS or AFA, the college is considered primarily approved for all the pre-majors under the respective degree. All that is required to complete the approval process for an additional pre-major is the filing of an electronic program of study for the specific pre-major. This approval must be received prior to implementation of the program.

#### Pre-Major Termination

Termination of pre-major programs offered under the AA, AS or AFA do not require official notification to the System Office.

### **Transfer Core Diploma**

On October 1, 2006, an amendment to 23 NCAC 02E.0204 became effective which permits colleges to award diplomas for the successful completion of the Associate in Arts (AA) or Associate in Science (AS) general education core. The diploma is an optional offering for each college approved to offer the AA or AS; however, it is believed that the diploma will encourage students to complete the general education core. The core is the first level of completion that allows students to take advantage of the terms of the CAA.

The process for offering the diploma is similar to that for offering a diploma from an approved Associate in Applied Science degree. Colleges will not be obligated to file an electronic program of study with the System Office as long as the applicable AA, AS or pre-major has been approved by the System Office. Only courses on the approved, higher-level degree should be utilized for the diploma.

### **Course Addition to the College Transfer List**

A college may request that a course be added to the college transfer list. The college should prepare a letter of request that includes clear rationale for adding the course to the college transfer list. This letter should be signed by the President of the college and submitted to the Vice President of Academic and Student Services.

Following the receipt of the request, a vote form will be sent by System Office staff to each college approved to offer the course. The Vice President of Academic and Student Services will forward the request and the voting ~~these~~ results to the Transfer Advisory Committee. If all ~~nine~~ TAC members agree or if all ~~nine~~ TAC members disagree with the request, then action may be taken. If approval or rejection is not unanimous; then the request may be forwarded to a faculty review committee.

*Please note that if a new Combined Course Library course is being requested with the intention of inclusion in the college transfer list, the Curriculum Review Committee process must be utilized prior to submission of the course request to the Transfer Advisory Committee. (See Section 15 of the Curriculum Procedures Manual.)*

### **Pre-Major/Elective Course Status to Core Course Status**

A college may request that a course status be changed from a pre-major/elective college transfer course to a general education core college transfer course. The college should prepare a letter of request that includes clear rationale of why the course status should be changed. This letter should be signed by the President of the college and submitted to the Vice President of Academic and Student Services.

Following the receipt of the request, a vote form will be sent by System Office staff to each college approved to offer the course. The Vice President of Academic and Student Services will forward the request and the voting results to the Transfer Advisory Committee. If all TAC members agree or if all TAC members disagree with the request, then action may be taken. If approval or rejection is not unanimous, then the request may be forwarded to a faculty review committee.