



CURRICULUM PROCEDURES REFERENCE MANUAL

SECTION 11

College Transfer (AA, AS, AE, AFA, AATP, and ASTP)

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College Transfer (AA, AS, AE, AFA, AATP, and ASTP)

College transfer programs include the Associate in Arts (AA), Associate in Science (AS), Associate in Engineering (AE), Associate in Fine Arts (AFA) discipline specific degrees, Associate in Arts in Teacher Preparation (AATP) and Associate in Science in Teacher Preparation (ASTP). These programs are designed to prepare students for transfer at the junior level to institutions offering baccalaureate degrees.

The transfer of the AA and AS programs from the North Carolina Community College System to the University of North Carolina are secured under the Comprehensive Articulation Agreement (CAA). Similarly, many private institutions endorse the Independent Comprehensive Articulation Agreement (ICAA).

The transfer of the Associate in Engineering to the Bachelor of Science in Engineering (AE to BSE) is secured under the Uniform Articulation Agreement between the University of NC Baccalaureate Engineering Programs and the NC Community College Associate in Engineering Programs.

Associate of Fine Arts students must meet the general education requirements of the receiving institution.

Associate in Arts in Teacher Preparation (AATP) and Associate in Science in Teacher Preparation (ASTP) graduates must have an overall GPA of 2.7 or higher on a 4.0 scale in order to transfer with a junior status.

Location of College Transfer Documents

The CAA, AA and AS college transfer program standards, college transfer courses, and information about the Transfer Advisory Committee (TAC) may be found at the following site:

<http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements>

The AE, AFA, AATP and ASTP curriculum standards may be found at the following site:

<http://www.nccommunitycolleges.edu/academic-programs/curriculum-standards>

The AE Uniform Articulation Agreement is located at the following site:

<http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements>

Program Approval Procedure (AA, AS, AE, AFA, AATP, and ASTP)

All fifty-eight community colleges currently have approval for either the AA (A10100), AS (A10400), or AFA (A10200). 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 indicating the proposed effective term. A copy of the proposed program of study, along with an indication of the college transfer degree(s) currently approved at the institution, should accompany the letter.

Once a college receives a letter of approval for the proposed addition, the college should enter the program of study (POS) electronically. Approval of the electronic POS must be received prior to implementation of the program.

Please note that the AFA (A10200) was archived by the State Board of Community Colleges on February 19, 2016 with an end term of Summer 2017 and was replaced by AFA discipline specific programs. (CC16-006)

AFA Pre-Major Approval and Termination

The AFA pre-majors were archived by the State Board of Community Colleges on February 19, 2016 with an end term of Summer 2017 and were replaced by AFA Discipline Specific Programs. (CC16-006)

AFA Discipline Specific Programs

The AFA and the AFA pre-majors were archived by the State Board of Community Colleges on February 19, 2016 with an end term of Summer 2017 and were replaced by the following AFA Discipline Specific Programs.

- Associate in Fine Arts in Visual Arts (A10600)
- Associate in Fine Arts in Music (A10700)
- Associate in Fine Arts in Theatre (A10800)

Colleges may begin utilizing the new AFA programs (once approved) as early as Fall of 2016. Colleges must discontinue use of A10200, A1020A, A1020C and A1020D by Summer of 2017. (CC16-006)

Colleges that are currently approved for the Associate in Fine Arts (A10200) program have been approved by the State Board of Community Colleges on February 19, 2016 to receive approval to offer the selected AFA curriculum degree program(s) (A10600, A10700 and/or A10800) via a form request to the North Carolina Community College System Office (see request form on page 11-3). Following receipt of approval of the above program(s), the college must enter an electronic program of study for System Office review and approval prior to implementation of the program.

If a college does not currently have approval for the AFA (A10200) program, the college should submit a letter of request to the System Office President indicating the desired AFA specific discipline degree(s), the proposed effective term and a copy of the proposed program(s) of study, along with an indication of the college transfer degree(s) currently approved at the institution. Following receipt of approval of the program(s), the college must enter an electronic program of study for System Office review and approval prior to implementation of the program(s).

**Associate in Fine Arts (AFA) Discipline Specific
Request Form**

Community colleges must receive State Board approval to offer the Associate in Fine Arts in Visual Arts (A10600), Associate in Fine Arts in Music (A10700), and Associate in Fine Arts in Theatre (A10800) degree

Please indicate (by checking) the programs that your college would like to offer:

Associate in Fine Arts in Visual Arts (A10600)

Associate in Fine Arts in Music (A10700)

Associate in Fine Arts in Theatre (A10800)

Please indicate requested effective term:

Fall: ____ Spring: ____ Summer: ____ 202__

Note: Local Board certification is not required for this program. Your college should anticipate a two-week response time for an official letter of approval from the System Office President. Following receipt of approval of the above program(s) your college must enter an electronic program of study for System Office review and approval prior to implementation of the program.

College

Signature of President Date

Please email AFA scanned form with signature to:
Director of Academic Programs
programs@nccommunitycolleges.edu

Program Approval Procedure Associate in Engineering (AE) (A10500)

Community colleges must receive State Board approval to offer the Associate in Engineering degree. The following items should be submitted to the System Office President in order to initiate the approval process:

1. Letter of request from the President of the College indicating the proposed effective term
2. Copy of the proposed program of study which is compliance with the AE curriculum standard
3. Copy of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved
4. The following certification which is signed by the college President and Board of Trustees chair.

Associate in Engineering Institutional Certification

The Associate in Engineering A10500 curriculum program will enhance the workforce of North Carolina and will provide educational and training opportunities consistent with the mission of the college.

(Community College Name)

has assessed the need for this program and the facilities and resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the facilities and resources available to the college.

We have evidence of sufficient student demand to offer the program and will provide master's credentialed faculty for each course provided under the Associate in Engineering degree.

Signature, President of College

Date

Signature, Board of Trustees Chair

Date

5. Once a college receives a letter of approval for the proposed addition, the college should enter the program of study (POS) electronically. Approval of the electronic POS must be received prior to implementation of the program.

Please email completed AE (A10500) application materials to:

Director of Academic Programs

programs@nccommunitycolleges.edu

**Program Approval Procedure Associate in Arts in Teacher Preparation (AATP) (A1010T) and
Associate in Science in Teacher Preparation (ASTP) (A1040T)**

Community colleges must receive State Board approval to offer the Associate in Arts in Teacher Preparation (AATP) (A1010T) and Associate in Science in Teacher Preparation (ASTP) (A1040T) degree. The following items should be submitted to the System Office in order to initiate the approval process by the System President:

1. Letter of request from the President of the College indicating the proposed effective term
2. Copy of the proposed program of study which is compliance with the curriculum standard
3. Copy of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved
4. The following certification which is signed by the college President and Board of Trustees chair

AATP/ASTP Program Certification

Please indicate (by checking) the program(s) that your college would like to offer:

Associate in Arts in Teacher Preparation (AATP) (A1010T)

Associate in Science in Teacher Preparation (ASTP) (A1040T)

Please indicate requested effective term:

Fall: _____ Spring: _____ Summer: _____ 202__

The AATP/ASTP curriculum program will enhance the workforce of North Carolina and will provide educational and training opportunities consistent with the mission of the college.

(Community College Name)

has assessed the need for this program and the facilities and resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the facilities and resources available to the college. We have evidence of sufficient student demand to offer the program and will provide master's credentialed faculty for each course provided under the AATP/ASTP degree.

Signature, President of College

Date

Signature, Board of Trustees Chair

Date

5. Once a college receives a letter of approval for the proposed addition, the college should enter the program of study (POS) electronically. Approval of the electronic POS must be received prior to implementation of the program.

Please email completed AATP/ASTP application materials to:

Director of Academic Programs

programs@nccommunitycolleges.edu

College Transfer Information and Approval Procedures Editorial Revision 05/20/20; 9/7/21; Editorial Revision 3/31/22; Editorial Revision 6/14/22.

Program Termination (AA, AS, AE, AFA, AATP, and ASTP)

The curriculum termination procedure outlined in Section 5 of the *Curriculum Procedures Reference Manual* should be utilized for AA, AS, AE, AFA, AATP and ASTP termination.

Course Addition to the College Transfer List and Course Status Change

Please follow the procedure as noted in the Comprehensive Articulation Agreement (CAA). The CAA can be located at:

<http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/comprehensive-articulation-agreement-caa>