

**COMPREHENSIVE ARTICULATION AGREEMENT  
BETWEEN  
THE UNIVERSITY OF NORTH CAROLINA  
AND  
THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

**Approved by the Board of Governors of The University of North Carolina and  
the State Board of The North Carolina Community College System**

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(This document, complete with appendices, is available at <https://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/comprehensive-articulation-agreement-caa>)

**COMPREHENSIVE ARTICULATION AGREEMENT (CAA)  
BETWEEN THE UNIVERSITY OF NORTH CAROLINA  
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## **I. Legislative Overview**

The Comprehensive Articulation Agreement fulfills the provisions of House Bill 739, Senate Bill 1161 (1995 Session of the General Assembly), and House Bill 903. The original legislation is provided in Appendix A. Section 1 of HB 739 instructed the Board of Governors of The University of North Carolina and the State Board of Community Colleges to develop a plan for the transfer of credits between the institutions of the North Carolina Community College System, and between them and the constituent institutions of The University of North Carolina. Section 3 of HB 739 instructed the State Board of Community Colleges to implement common course descriptions for all community college programs by June 1, 1997. Section 1 of SB 1161 directed The University of North Carolina Board of Governors and the State Board of Community Colleges to develop a plan that ensures accurate and accessible academic counseling for students considering transfer between community colleges, and between community colleges and the constituent institutions of The University of North Carolina. Section 2 of SB 1161 required the two Boards to establish a timetable for the development of guidelines and transfer agreements for program majors, professional specialization, and associate in applied science degrees. Section 3 of SB 1161 directed the Board of Governors of The University of North Carolina and the State Board of Community Colleges to review their policies and rules and make any changes that are necessary to implement the plan for the transfer of credits.

In 2013, S.L. 2013-72 (HB 903) further emphasized the importance of the Comprehensive Articulation Agreement (CAA) by mandating compliance with its terms and requiring biannual joint reviews to assure full institutional adherence to the agreement. The bill requires that a report, summarizing the results of these reviews, including any instances of non-compliance or revision to the agreement be submitted to the Joint Legislative Oversight Committee on November 1 of each year.

## **II. Review and Revision of the Comprehensive Articulation Agreement (2013)**

Since the Comprehensive Articulation Agreement was established in 1997, there have been nearly two decades of student and faculty experience with the CAA, and considerable changes in lower-level general education requirements, and major program requirements of our North Carolina public senior institutions. Additionally, executive and legislative agencies with the state have endorsed greater participation in college level work by qualified secondary students.

After the review of the CAA within the context of these changes, this revision of CAA policies and curricula is designed to better facilitate the original purpose of the CAA to optimize the transfer of credits between the institutions of the North Carolina Community College System and the University of North Carolina institutions.

The focus of the current review of the CAA includes the following:

1. Supporting current general education requirements at senior institutions.
2. Establishing a process for maintaining currency.
3. Ensuring current information is universally accessible to students and advisors at both senior institutions and community colleges.

The revised Comprehensive Articulation Agreement serves as a current and adaptive agreement that supports more students completing both the associate and baccalaureate degrees.

### **III. Assumptions and Intent**

The Comprehensive Articulation Agreement between The University of North Carolina and the North Carolina Community College System rests upon several assumptions common to successful statewide comprehensive articulation agreements. The primary assumption is that institutions recognize the professional integrity of other public post-secondary institutions that are regionally accredited for college transfer programs. All courses designated as approved for college transfer under this agreement will be taught by faculty who meet Southern Association of Colleges and Schools Commission on Colleges (SACS) credential requirements. Another assumption is that substantial commonality exists in the lower-division general education requirements and courses currently offered at all universities and community colleges for the purpose of transfer.

The general education courses and pre-major courses offered at the institutions that comprise The University of North Carolina and the North Carolina Community College System are similar in intended outcomes and competencies, and so, transferable between institutions. The general education requirements of the receiving institutions remain in effect for all students not participating in this comprehensive articulation agreement; any upper-division general education requirements and graduation requirements remain unaffected by this agreement. Institution-wide, lower-division general education requirements serve as the starting point for determining specific general education courses in each baccalaureate major. The specific lower-level courses required for each major are the subject of the pre-majors developed by joint discipline committees. The purpose and history are provided in Appendix B.

### **IV. Policies**

The Comprehensive Articulation Agreement (CAA) applies to all fifty-eight North Carolina community colleges and all sixteen constituent institutions of The University of North Carolina. The CAA is applicable to all North Carolina community college students who successfully complete a course designated as transferable or graduate with an Associate in Arts or Associate in Science degree and transfer to a constituent institution of The University of North Carolina. The regulations for implementation of the CAA were originally approved by the Board of Governors and the State Board of Community Colleges. The Transfer Advisory Committee (TAC) oversees refinements of the regulations and minor changes. Significant changes will be brought to the Board of Governors and the State Board of Community Colleges for review at the discretion of the respective Presidents of The University of North Carolina and the North Carolina Community College System. The TAC Procedures are provided in Appendix C.

Since the CAA was first established, the state of North Carolina has encouraged high school students to maximize their time by taking college coursework under various initiatives. The CAA policies extend to high school students taking college coursework through the North Carolina Community College System and/or the constituent universities of the University of North Carolina.

## **A. Transfer Advisory Committee (TAC)**

Authority to interpret CAA policy rests with the TAC. The TAC is an eight-member committee appointed by the Presidents of the North Carolina Community College System and The University of North Carolina.

- **NCCCS Members:**

Four representatives from the North Carolina Community College System (NCCCS). These members will be appointed by the CAO of the NCCCS.

- **UNC Members**

Four representatives from the UNC System. These members will be appointed by the CAO of UNC System.

Questions concerning CAA policy interpretations should be directed to the appropriate system's chief academic officer with an explanation of the institutional policy that may (appear to) be in conflict with CAA policy. The chief academic officer will forward unresolved questions to the TAC for interpretation. Each system will appoint one ex-officio nonvoting member to support the work of the TAC.

Questions about the transferability of course work under the CAA or any proposed changes to the policies, general education courses, or pre-majors must be addressed by the TAC. Changes to the curriculum standards for the Associate in Arts and Associate in Science degree programs are the authority of the State Board of Community Colleges. The TAC will be notified of any changes.

The TAC will also provide general counsel and recommendations to the North Carolina Community College System (NCCCS) and the UNC System in matters leading to optimal transfer between the two systems.

## **B. Transfer Assured Admissions Policy (TAAP)**

The TAAP assures admission to one of the 16 UNC institutions under the following conditions:

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from a North Carolina community college with an Associate in Arts or Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of "C" or better in all CAA courses.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which they apply.
- Students must meet all application requirements at the receiving institution, including the submission of all required documentation by stated deadlines.

If a student is denied admission to a UNC institution, then he or she will be notified in writing by the institution. In this notification, the student will be directed to the College Foundation of North Carolina (CFNC) website ([www.cfnc.org](http://www.cfnc.org)) where the student will be given information regarding space availability and contacts in the respective UNC Admissions offices. It is the student's responsibility to contact each institution's admissions office to get specific information about admissions and available majors.

If the previous steps do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

### **C. Transfer Credit Appeal**

If a transfer student perceives that the terms of the CAA have not been honored, he or she may follow the Transfer Credit Appeal Procedure as outlined in Appendix E. Each UNC and community college institution will provide a link to the Transfer Credit Appeal Procedure on its website.

## **V. Regulations**

### **A. Transfer of Credits**

The CAA establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of The University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

#### **1. Eligibility**

To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

#### **2. Definition of General Education Courses and Pre-major Courses**

The Associate in Arts (AA) and Associate in Science (AS) degree programs in the North Carolina Community College System require a total of sixty or sixty-one semester hours credit for graduation (see Appendix F) and are transferable to any UNC institution. The overall total is comprised of both lower-division general education and pre-major courses. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements for the baccalaureate degree.

The Associate in Arts (AA) and Associate in Science (AS) degree programs include general education requirements that represent the fundamental foundation for success and include study in the areas of English composition, communications, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences. Within these discipline areas, community colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

The AA and AS degree programs of study are structured to include two components:

–**Universal General Education Transfer Component** comprises a minimum of 30 semester hours of credit, and

–**Additional general education, pre-major, and elective courses** that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree programs to 60-61 semester hours.

To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student’s intended major and transfer institution.

Each receiving institution will identify community college course equivalencies and publicize an equivalency course crosswalk to ensure transfer of credit uniformity and transparency.

The specific number and distribution of courses used to fulfill the requirement in each of these areas will be identified by each community college as meeting its own general education requirements. The Universal General Education Transfer Component and Other Required General Education courses will be drawn from those courses designated in the North Carolina Community College Combined Course Library as being transferable general education. This will preserve the autonomy of each community college to develop its own general education program, including those aspects that make its program unique. Students are directed to the pre-majors for specifics regarding courses and distribution.

### **3. Transfer of Associate in Arts and Associate in Science degree programs**

- a. The CAA enables North Carolina community college graduates of two-year Associate in Arts (AA) and Associate in Science (AS) degree programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.
- b. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
- c. A student who completes the Associate in Arts or Associate in Science degree prior to transfer to a UNC institution will have fulfilled the UNC institution’s lower-division general education requirements.
- d. Each UNC campus will establish and publish a campus policy/guideline outlining the campus decision whether a student who receives an Associate in Arts or Associate in Science degree through reverse transfer will have fulfilled the UNC institution’s lower-division general education requirements.
- e. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college.
- f. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of “C” or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution.
- g. Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work

to complete the baccalaureate degree, depending on requirements of the program.

- h. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements (see Appendix G). While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
- i. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a “C” will not negate the provisions of the CAA.

**4. UNC Minimum Admission Requirements (MAR) and Minimum Course Requirements (MCR)**

- a. Students who complete the Associate in Arts or the Associate in Science degree will satisfy UNC’s minimum admission requirements (MAR) and minimum course requirements (MCR).
- b. Transfer students who are at least 21 years old are exempt from both MAR and MCR.
- c. Transfer students will also be considered to have satisfied (MAR) and (MCR) if they have:
  - 1. received the baccalaureate, or any higher degree, or
  - 2. earned at least twenty-four (24) transferrable undergraduate credits from a regionally accredited postsecondary institution. Transferrable undergraduate credit counted as part of these 24 hours shall also include:
    - a. credit earned at foreign institutions deemed to have the equivalence of regional accreditation; equivalence of regional accreditation generally refers to recognition by the foreign country’s Ministry of Education and/or recognition by a credible organization offering credential evaluation services; and
    - b. credit awarded for prior learning as part of military service, with the military branch designated as the transfer institution.

Undergraduate credits awarded for AP (Advanced Placement), IB (International Baccalaureate), or other credit by exam shall not be included as part of these 24 hours.

**5. Students not completing the Associate in Arts or Associate in Science degrees**

A North Carolina community college student who satisfactorily completes, with a grade of “C” or better, courses identified in the Universal General Education Transfer Component will receive credit applied toward the university’s lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit.



**6. Certification of Universal General Education Transfer Component Courses, Associate in Arts Degree, or Associate in Science Degree Completion**

Certification of completion of the Associate in Arts or Associate in Science degree is the responsibility of the community college at which the courses are successfully completed. Transcript identification of Universal General Education Transfer Component courses is also the responsibility of the community college at which the courses are completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the receiving institution's general education requirements.

**7. Baccalaureate Degree Plan (BDP) Four-Year Degree Plan for Community College Transfer Students**

Beyond the Universal General Education Transfer Component courses, a program of study leading to the associate degree contains courses related to a student's major or program emphasis. Pre-major course tracks prepare students to succeed in their chosen field and provide students with clear pathways to completion. Each UNC institution will develop, publish, and maintain a Baccalaureate Degree Plan (BDP) four-year degree plans identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower-division general education and other degree requirements.

**8. Transfer of courses taken in other associate degree programs**

Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an Associate in Applied Science (AAS), Associate in Fine Arts (AFA) degree program, Associates in Science in Engineering, RN-BSN program and who satisfactorily completed the courses with a grade of "C" or better in all courses that are designated for college transfer (see Appendix G, CAA Transfer Course List) will receive credit for those courses. AAS or AFA students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit. Students in these programs who transfer must meet the general education requirements of the receiving institution.

Articulation of Associate in Fine Arts or Associate in Applied Science degree programs may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AFA or AAS degree programs to baccalaureate degree programs.

The TAC encourages the development of new bilateral articulation agreements among institutions; However, TAC will not maintain a current inventory of bilateral articulation agreements for AAS degree programs.

**9. Transfer of courses not originated at North Carolina community colleges**

Transfer courses that do not originate at a North Carolina community college or UNC institution may be used under the CAA with the following stipulations:

- a. Courses must be completed at a regionally accredited (e.g., SACSCOC) institution of higher education;
- b. Courses must meet general education requirements; and
- c. Courses may total no more than 14 semester hours of general education course credit.
- d. For courses not originating at a NC community college, if the courses are used to complete the AA or AS, the courses will transfer as part of the degree. Otherwise, if 14 hours or less are presented without completion of the AA or AS, then the receiving institution will consider the courses on a course-by-course basis.

**10. Transfer of Advanced Placement (AP) course credit**

Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts or Associate in Science degree under the CAA. Students who receive AP course credit at a community college but do not complete the Associate in Arts or Associate in Science degree will have AP credit awarded on the basis of the receiving institution's AP policy.

**B. Impact of the CAA on other articulation agreements**

The CAA takes precedence over bilateral articulation agreements established between constituent institutions of the University of North Carolina and the North Carolina Community College System but does not necessarily preclude such agreements. Institution-to-institution articulation agreements that fall within the parameters of the CAA and enhance transferability of students from community colleges to senior institutions are encouraged. Institutional articulation agreements conflicting with the CAA are not permitted.

**C. Compliance Procedures**

The Transfer Advisory Committee (TAC) is charged with ensuring compliance of institutional policies and practices regarding the CAA. To that end, a TAC Review Team, comprised of one UNC representative and one community college representative, will survey and review the institutional transfer credit policies and procedures of two UNC institutions per quarter. The TAC will report the findings to UNC-System and the North Carolina Community College System Office.

**D. Students enrolled prior to Fall Semester 2014**

Students officially enrolled in an AA or AS program at a North Carolina community college prior to Fall Semester 2014 are subject to the conditions and protections contained in the CAA in place at the time of their initial enrollment as long as they have remained continuously enrolled.

**Appendices**  
**Appendix A**  
**Legislation**

**HB 739, SB 1161, HB 903**

GENERAL ASSEMBLY OF NORTH CAROLINA  
1995 SESSION  
RATIFIED BILL

CHAPTER 287  
HOUSE BILL 739

AN ACT TO SIMPLIFY THE TRANSFER OF CREDIT BETWEEN NORTH CAROLINA INSTITUTIONS OF HIGHER EDUCATION.

Section 1. The Board of Governors of The University of North Carolina and the State Board of Community Colleges shall develop a plan for the transfer of credits between the institutions of the North Carolina Community College System and between the institutions of the North Carolina Community College System and the constituent institutions of The University of North Carolina. The Board of Governors and the State Board of Community Colleges shall make a preliminary report to the Joint Legislative Oversight Committee on Education prior to March 1, 1996. The preliminary report shall include a timetable for the implementation of the plan for the transfer of credits.

Sec. 2. It is the intent of the General Assembly to review the plan developed by the Board of Governors and the State Board of Community Colleges pursuant to Section 1 of this act and to adopt a plan prior to July 1, 1996, for the transfer of credits between the institutions of the North Carolina Community College System and between the institutions of the North Carolina Community College System and the constituent institutions of The University of North Carolina.

Sec. 3. The State Board of Community Colleges shall implement a common course numbering system, to include common course descriptions, for all community college programs by June 1, 1997. A progress report on the development of the common course numbering system shall be made to the Joint Legislative Oversight Committee on Education by March 1, 1996.

Sec. 4. This act is effective upon ratification.

In the General Assembly read three times and ratified this the 19th day of June, 1995.

Dennis A. Wicker  
President of the Senate

Harold J. Brubaker  
Speaker of the House of Representatives

GENERAL ASSEMBLY OF NORTH CAROLINA  
1995 SESSION  
RATIFIED BILL

CHAPTER 625  
SENATE BILL 1161

AN ACT TO IMPLEMENT THE RECOMMENDATION OF THE JOINT LEGISLATIVE EDUCATION OVERSIGHT COMMITTEE TO IMPLEMENT AND MONITOR THE PLAN FOR THE TRANSFER OF CREDITS BETWEEN NORTH CAROLINA INSTITUTIONS OF HIGHER EDUCATION.

Whereas, it is in the public interest that the North Carolina institutions of higher education have a uniform procedure for the transfer of credits from one community college to another community college and from the community colleges to the constituent institutions of The University of North Carolina; and

Whereas, the Board of Governors of The University of North Carolina and the State Board of Community Colleges have developed a plan for the transfer of credits between the North Carolina institutions of higher education; and

Whereas, the General Assembly continues to be interested in the progress being made towards increasing the number of credits that will transfer and improving the quality of academic advising available to students regarding the transfer of credits; Now, therefore,

Section 1. The Board of Governors of The University of North Carolina and the State Board of Community Colleges shall develop a plan to provide students with accurate and understandable information regarding the transfer of credits between community colleges and between community colleges and the constituent institutions of The University of North Carolina. The plan shall include provisions to increase the adequacy and availability of academic counseling for students who are considering a college transfer program. The Board of Governors and the State Board of Community Colleges shall report on the implementation of this plan to the General Assembly and the Joint Legislative Education Oversight Committee by January 15, 1997.

Sec. 2. The Board of Governors and the State Board of Community Colleges shall establish a timetable for the development of guidelines and transfer agreements for program majors, professional specializations, and associate in applied science degrees. The Board of Governors and the State Board of Community Colleges shall submit the timetable and report on its implementation to the General Assembly and the Joint Legislative Education Oversight Committee by January 15, 1997.

Sec. 3. The State Board of Community Colleges shall review its policies and rules and make any changes in them that are necessary to implement the plan for the transfer of credits, including policies and rules regarding the common course numbering system, Combined Course Library, reengineering initiative, and the system wide conversion to a semester-based academic year. The necessary changes shall be made in order to ensure full implementation by September 1, 1997.

Sec. 4. This act is effective upon ratification.

In the General Assembly read three times and ratified this the 21st day of June, 1996.

Dennis A. Wicker  
President of the Senate

Harold J. Brubaker  
Speaker of the House of Representatives

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2013

SESSION LAW 2013-72  
HOUSE BILL 903

AN ACT TO REQUIRE ALL CONSTITUENT INSTITUTIONS OF THE UNIVERSITY OF NORTH CAROLINA TO FULLY ADHERE TO THE COMPREHENSIVE ARTICULATION AGREEMENT WITH THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM REGARDING THE TRANSFER OF COURSES AND ACADEMIC CREDITS BETWEEN THE TWO SYSTEMS AND THE ADMISSION OF TRANSFER STUDENTS AND TO DIRECT THE UNIVERSITY OF NORTH CAROLINA AND THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM TO REPORT BIANNUALLY REGARDING THE AGREEMENT TO THE JOINT LEGISLATIVE EDUCATION OVERSIGHT COMMITTEE.

The General Assembly of North Carolina enacts:

Section 1. G.S. 116-11 is amended by adding a new subdivision to read:

"(10c) The Board of Governors shall require each constituent institution to adhere fully to the Comprehensive Articulation Agreement between The University of North Carolina and the North Carolina Community College System that addresses the transfer of courses and academic credits between the two systems and the admission of transfer students. The Board of Governors shall further ensure that the agreement is applied consistently among the constituent institutions. The University of North Carolina and the North Carolina Community College System shall conduct biannual joint reviews of the Comprehensive Articulation Agreement to ensure that the agreement is fair, current, and relevant for all students and institutions and shall report their findings to the Joint Legislative Education Oversight Committee, including all revisions to the Comprehensive Articulation Agreement and reports of noncompliance by November 1 of each year. The University of North Carolina and the North Carolina Community College System shall also jointly develop an articulation advising tool for students, parents, and faculty to simplify the course transfer and admissions process."

Section 2. This act is effective when it becomes law.

In the General Assembly read three times and ratified this the 5th day of June, 2013.

Daniel J. Forest  
President of the Senate  
Representatives

Thom Tillis  
Speaker of the House of

Pat McCrory  
Governor

## **Appendix B**

### **Purpose and History (1997-2014)**

#### **I. Purpose**

The CAA was developed jointly by faculty and administrators of the North Carolina Community College System and The University of North Carolina based on the proposed transfer plan approved by both governing boards in February 1996.

The provisions of the originating legislation are consistent with the strategic directions adopted by The University of North Carolina Board of Governors, the first of which is to "expand access to higher education for both traditional and non-traditional students through...uniform policies for the transfer of credit from community colleges to constituent institutions...development of electronic information systems on transfer policies, off-campus instruction, and distance education...[and] increased collaboration with other education sectors..." Similarly, the State Board of Community Colleges has established the education continuum as one of seven critical success factors used to measure the performance of programs consistent with the workforce development mission of the North Carolina Community College System. College-level academic courses and programs have been a part of the mission and programming of the North Carolina Community College System from its inception in 1963.

The Board of Governors and the State Board of Community Colleges are committed to further simplifying the transfer of credits for students and thus facilitating their educational progress as they pursue associate or baccalaureate degrees within and among public post-secondary institutions in North Carolina.

#### **II. History**

The two Boards approved a "Proposed Plan to Further Simplify and Facilitate Transfer of Credit Between Institutions" at their meetings in February 1996. This plan was submitted as a preliminary report to the Joint Legislative Education Oversight Committee in March 1996. Since that time, significant steps have been taken toward implementation of the transfer plan. At their April 1996 meetings, the Boards appointed their respective sector representatives to the Transfer Advisory Committee to direct, coordinate, and monitor the implementation of the proposed transfer plan. The Transfer Advisory Committee membership is listed in Appendix D.

Basic to the work of the Transfer Advisory Committee in refining transfer policies and implementing the transfer plan has been the re-engineering project accomplished by the North Carolina Community College System, especially common course names, numbers, credits, and descriptions. The Community College Combined Course Library includes approximately 3,800 semester-credit courses written for the associate degree, diploma, and certificate programs offered in the system. Colleges select courses from the Combined Course Library to design all curriculum programs.

Of approximately 700 arts and sciences courses within the Combined Course Library, the faculty and administrators of the community colleges recommended approximately 170 courses as appropriate for the general education transfer core. The Transfer Advisory Committee then convened a meeting on May 28, 1996, at which six University of North Carolina faculty in each of ten general education discipline areas met with six of their professional counterparts from the community colleges.

Through a very useful and collegial dialog, these committees were able to reach consensus on which community college courses in each discipline were acceptable for transfer to University of North Carolina institutions as a part of the general education core. This list of courses was distributed to all University of North Carolina and community college institutions for their review and comments. Considering the recommendations of the general education discipline committees and the comments

from the campuses, the Transfer Advisory Committee established the list of courses that constitutes the general education transfer core. This general education core, if completed successfully by a community college student, is portable and transferable as a block across the community college system and to all University of North Carolina institutions.

With the establishment of the general education core as a foundation, joint academic disciplinary committees were appointed to draw up guidelines for community college curricula that will prepare students for intended majors at University of North Carolina institutions. Each committee consisted of representatives from each UNC institution offering such major programs and eight to ten representatives from community colleges. The Transfer Advisory Committee distributed the pre-majors recommended by the faculty committees to all University of North Carolina and community college institutions for their review and comments. Considering the faculty committee recommendations and the campus comments, the Transfer Advisory Committee established pre-majors which have significant numbers of transfers from the community colleges to the University of North Carolina institutions.

The special circumstances surrounding transfer agreements for associate in applied science programs, which are not designed for transfer, require bilateral rather than statewide articulation. Special circumstances include the different accreditation criteria for faculty in transfer and non-transfer programs, the different general education requirements for transfer and non-transfer programs, and the workforce preparedness mission of the technical/community college AAS programs.

A major element in the proposed transfer plan adopted by the two boards in February 1996 is the transfer information system. Simultaneously with the work being done on the general education and professional specialization (major) components of the transfer curriculum, the joint committee on the transfer information system laid out a plan, approved by the Boards of The University of North Carolina and the North Carolina Community College System, "to provide students with accurate and understandable information regarding the transfer of credits...[and] to increase the adequacy and availability of academic counseling for students who are considering a college transfer program." In addition to the printed publications currently being distributed to students, transfer counselors, admissions directors, and others, an electronic information network provides (1) electronic access to the articulation database which will include current transfer policies, guidelines, and on-line catalogs for public post-secondary institutions; (2) computerized common application forms, which can be completed and transmitted electronically along with transcripts and other education records; and (3) an electronic mail network for transfer counselors and prospective transfer students. Access to the e-mail network is available in the transfer counselors' offices and other selected sites on campuses.

The final element of the transfer information system is the Transfer Student Academic Performance Report. This report, recently refined with suggestions from community college administrators, is sent annually to each community college and to the State Board of Community Colleges. These data permit the rational analysis of transfer issues and are beneficial to students and to educational and governmental decision-makers. This performance report provides the important assessment component necessary for evaluating and improving the transfer process.

## **Appendix C**

### **Transfer Advisory Committee Procedures**

Articulation between the North Carolina Community College System and The University of North Carolina is a dynamic process. To ensure the currency of the Comprehensive Articulation Agreement (CAA), occasional modifications to the CAA may be necessary. These modifications may include the addition, deletion, and revision of courses on the transfer list, development and/or revision of pre-majors, and changes in course designation (i.e. additions to UGETC list or changing a course from general education to elective). The TAC will receive requests for modification only upon the recommendation of the chief academic officer of the NCCCS or UNC. Additions, deletions, and modifications may be subject to faculty review under the direction of the TAC. Because the modification process involves faculty and administrative review, this process may require up to 12 months for final action.

#### **Additions to the Universal General Education Transfer Component**

*(See Form CAA-02 on page 21)*

Courses currently included on the approved transfer course list may be considered for inclusion as a Universal General Education Transfer Component (UGETC) course through the following procedures:

1. The Chief Academic Officer (CAO) of any subscribing institution submits a written request for a change in course status to the CAO of the respective system. The request should include the rationale for the revised status.
2. The system CAO then submits the request to the Director of Community College Partnerships at UNC System.
3. The Director of Community College Partnerships will send the request to the Chief Academic Officers of the universities. If all the universities approve of the addition, the recommendation will be sent to the TAC and the CAOs of the two systems.
4. If all universities do not approve the request, the Director of Community College Partnerships may assemble a discipline team comprised of university and community college faculty to see if the course can be revised in a manner that will be acceptable for inclusion in the UGETC. If so, the revised course will be sent to the university CAOs for consideration.
5. If all the universities approve of the addition of the revised course, the recommendation will be sent to the TAC and the CAOs of the two systems. If the addition request is not approved by the universities, this will be submitted to the TAC and the CAOs of the two systems for information.
6. After the TAC has taken action on the request, the North Carolina Community College System Office will distribute notification of action taken to the requesting college or to the entire North Carolina Community College System, if applicable. The UNC System will distribute notice of actions as appropriate to its campuses.



### **Addition of Courses to the Transfer List**

*(See Form CAA-01 on page 19)*

Courses in the Combined Course Library that are not on the CAA transfer list may be recommended for inclusion by a participating institution through the following process:

1. For community colleges, the CAO of the college submits a written request for inclusion on the transfer list either as a general education, a pre-major or elective course to the CAO of one of the UNC institutions. If the university will accept the course, and believes it should be recommended for statewide consideration, the CAO will endorse the request, indicating the transfer designation (General Education, Pre-major, or Elective) and forward it to the Director of Community College Partnerships and the CAOs of the two systems.
2. For universities, the CAO of the university will partner with the CAO of a community college and send the request to the Director of Community College Partnerships and the CAOs of the two systems.
3. The NCCCS Office will solicit a response from all community colleges approved to offer the course, and a two-thirds favorable response is required for the change to be pursued. The CAO at UNC may seek input from its respective campuses as he/she deems appropriate.
4. The CAO of either system may submit the request for action to the TAC a minimum of thirty days prior to the next TAC meeting.
5. The TAC reviews the request. Any member of the TAC may request that a course be referred to the Faculty Review Committee. For all courses that are approved, the committee records their action and rationale of action.
6. The NCCCS Office will distribute notification of action taken to the requesting college or to the entire North Carolina Community College System, if applicable. The UNC System will distribute notice of actions as appropriate to its campuses.

### **Deletion of a Course from the Transfer List**

*(See Form CAA-01 on page 19)*

The CAO of any participating community college or university may request that a course be removed from the CAA transfer list by following similar procedures as outlined in items 1-6 in the **Addition of Courses to the Transfer List** above. The NCCCS Office will review and recommend annually to the TAC courses on the CAA transfer list that are not taught at any community college for at least two years to be considered for removal from the transfer list.

### **Change in the CAA Designation of a Course**

*(See Form CAA-03 on page 23)*

The CAO of any participating community college or university may request a change in the designation of a course in the CAA (i.e.: Elective to General Education or Pre-Major) by sending the request and rationale to the CAOs of the two systems. Either of the system CAOs may submit the request to the TAC for action.

### **The Faculty Review Process**

Any member of the TAC may request that a course under consideration be forwarded to the Faculty Review Committee. The Faculty Review Committee will be asked to review the course and the proposed action.

1. The Faculty Review Committee will consist of the following representatives:
  - a. 3 UNC faculty members
  - b. 3 NCCCS faculty members
2. Appointments to the committee will be for three years but may be renewed.
3. The Faculty Review Committee will receive a request to review a course(s) from the assigned representative(s) of the TAC within one week of the TAC meeting where the request was made.
4. Faculty will be asked to forward their comments, suggestions, and recommendations to one faculty representative from each sector. These three faculty members will then forward a composite report and recommendation to the assigned representative(s) of the TAC prior to the next scheduled TAC meeting.

The assigned representative(s) of the TAC will report the results of the Faculty Review Committee at the next TAC scheduled meeting for action.

Approval of the requested action will require a majority of the TAC members.

## Comprehensive Articulation Agreement (CAA) Transfer Course List Course Addition/Deletion Form CAA-01

*Occasional modifications to the CAA may be necessary to ensure currency. These modifications may include the addition or deletion of courses on the transfer list. The Transfer Advisory Committee (TAC) will receive requests for additions and deletions only upon the recommendation of the Vice President of the North Carolina Community College System or University of North Carolina System. Course additions and deletions may be subject to faculty review under the direction of the TAC. Because modification of the CAA involves faculty and administrative review, this process may require up to 12 months for final action. If the request is approved, notification will be distributed to the entire North Carolina Community College System and UNC institutions. If the request is denied, the requesting party(s) will be informed.*

### Course Information:

Three-Letter Prefix: \_\_\_\_\_ Three-Letter Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Hours:            Classroom: \_\_\_\_\_            Lab \_\_\_\_\_            Clinical \_\_\_\_\_            Work Experience \_\_\_\_\_            Total \_\_\_\_\_

Prerequisites: \_\_\_\_\_            Corequisites: \_\_\_\_\_

Course Description:

The Chief Academic Officer of **any** participating community college or university may request that a course be **removed** from the CAA transfer list. **Both** a community college and a university must partner to request the **addition** of a course to the transfer list. The university endorsement signifies that the university accepts the course and believes the course should be recommended for statewide consideration.

Name of the Community College: \_\_\_\_\_

Name of UNC Senior Institution: \_\_\_\_\_

\_\_\_\_ would like for the above course to be **added** to the CAA transfer course list with a status of:

\_\_\_\_ Pre-Major/Elective

\_\_\_\_ General Education or \_\_\_\_ UGETC for the following discipline:

\_\_\_\_ Communications    \_\_\_\_ Humanities/Fine Arts    \_\_\_\_ Math

\_\_\_\_ Social/Behavioral Science    \_\_\_\_ Science

\_\_\_\_ would like for the above course to be **deleted** from the CAA transfer course list

Please provide rationale for the course addition or deletion: *(additional page may be utilized)*

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\_\_\_\_\_  
*Signature of Chief Academic Officer NCCCS College*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief Academic Officer UNC Senior Institution*

\_\_\_\_\_  
*Date*

**Please submit the completed and signed request to all of the following three representatives:**

Lisa Chapman, Ed.D.  
Senior Vice President, Programs  
Academic and Student Services  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016

Kimberly van Noort, Ph. D.  
Senior Vice President for  
Academic Affairs  
UNC System  
Post Office Box 2688  
Chapel Hill, NC 27514

Director of Community College Partnerships  
UNC System Office  
P.O. Box 2688  
Chapel Hill, NC 27515

Upon receipt of the form, either Vice President may indicate endorsement of the request and send the request to the Transfer Advisory Committee for action a minimum of thirty days prior to the TAC meeting. The NC Community College System Office will solicit a response from all community colleges approved to offer the course and include the results of the vote along with their endorsement. The CAO at UNC *may* seek input from its respective campuses as deemed appropriate.

*Please Note: New, proposed courses that are not currently in the NC Community College Combined Course Library must first be submitted to the NCCCS Curriculum Review Committee, by a community college, accompanied by a request for addition to the Combined Course Library. Please see Section 15 of the Curriculum Procedures Reference Manual at: <http://www.nccommunitycolleges.edu/academic-programs/curriculum-procedures-reference-manual-cprm>*

*Page 2 of 2- CAA01 Form*

**Comprehensive Articulation Agreement Transfer Course List  
Change of Course Status to Universal General Education Transfer Component (UGETC)  
Form CAA02**

*Occasional modifications to the CAA may be necessary to ensure currency. These modifications may include a change in a transfer course designation from general education or pre-major/elective to Universal General Education Transfer Component (UGETC). The Transfer Advisory (TAC) will receive requests for modification only upon the recommendation of the Vice President of the North Carolina Community College System or University of North Carolina-General Administration. Modifications may be subject to faculty review under the direction of the TAC. Because modification of the CAA involves faculty and administrative review, this process may require up to 12 months for final action. If the request is approved notification will be distributed to the entire NC Community College System and UNC institutions. If the request is denied, the requesting party(s) will be informed.*

**Course Information:**

Three-Letter Prefix: \_\_\_\_\_ Three-Letter Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Hours: Classroom: \_\_\_\_\_ Lab \_\_\_\_\_ Clinical \_\_\_\_\_ Work Experience \_\_\_\_\_ Total \_\_\_\_\_

Prerequisites: \_\_\_\_\_ Corequisites: \_\_\_\_\_

Course Description:

**Name of the Community College:** \_\_\_\_\_  
and

**Name of UNC Senior Institution:** \_\_\_\_\_

*would like for the above course to receive the UGETC status. The course is currently on the CAA transfer course list and is designated as:*

\_\_\_\_\_ pre-major/elective

\_\_\_\_\_ General Education under the following discipline:

\_\_\_\_\_ Communications

\_\_\_\_\_ Humanities/Fine Arts

\_\_\_\_\_ Social/Behavioral Science

\_\_\_\_\_ Mathematics

\_\_\_\_\_ Natural Science

Please provide rationale for the UGETC classification: *(additional page may be utilized)*

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\_\_\_\_\_  
*Signature of Chief Academic Officer NCCCS College*

\_\_\_\_\_  
*Date*

**and**

\_\_\_\_\_  
*Signature of Chief Academic Officer UNC Senior Institution*

\_\_\_\_\_  
*Date*

The completed and signed form should be sent to:

Director of Community College Partnerships  
UNC System Office  
P.O. Box 2688  
Chapel Hill, NC 27515

The NC Community College System Office will solicit a response from all community colleges approved to offer the course. The Director of Community College Partnerships will send the request to the Chief Academic Officers of the universities. If all of the universities approve of the UGETC designation, the recommendation will be sent to the Transfer Advisory Committee and the Vice Presidents of the two systems.

If all universities do not approve the request, the Director of Community College Partnerships may assemble a discipline team comprised of university and community college faculty to see if the course can be revised in a manner that will be acceptable for inclusion in the UGETC. If so, the revised course will be sent to the university CAOs for UGETC consideration.

If all the universities approve of the UGETC designation of the revised course, the recommendation will be sent to the TAC and the Vice Presidents of the two systems. If the request is not approved by the universities, this will be submitted to the TAC and the Vice Presidents of the two systems for information.

**Comprehensive Articulation Agreement (CAA) Transfer Course List  
Change of Course Designation to Pre-Major/Elective or General Education  
Form CAA03**

*Occasional modifications to the CAA may be necessary to ensure currency. These modifications may include a change in the transfer course designation to general education or pre-major/elective. The Transfer Advisory (TAC) will receive requests for modification only upon the recommendation of the Vice President of the North Carolina Community College System or University of North Carolina-General Administration. Modifications may be subject to faculty review under the direction of the TAC. Because modification of the CAA involves faculty and administrative review, this process may require up to 12 months for final action. If the request is approved, notification will be distributed to the entire NC Community College System and UNC institutions. If the request is denied, the requesting party(s) will be informed.*

**Course Information:**

Three-Letter Prefix: \_\_\_\_\_ Three-Letter Number: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Hours: Classroom: \_\_\_\_\_ Lab \_\_\_\_\_ Clinical \_\_\_\_\_ Work Experience \_\_\_\_\_ Total \_\_\_\_\_  
Prerequisites: \_\_\_\_\_ Corequisites: \_\_\_\_\_  
Course Description:

The above course is currently designated on the CAA transfer course list as:

\_\_\_\_\_ Pre-major/Elective  
\_\_\_\_\_ General Education or \_\_\_\_\_ UGETC under the following discipline:  
\_\_\_\_\_ Communications \_\_\_\_\_ Humanities/Fine Arts  
\_\_\_\_\_ Social/Behavioral Science \_\_\_\_\_ Mathematics \_\_\_\_\_ Natural Science

We would like to request that the designation of the course be changed to:

\_\_\_\_\_ Pre-major/Elective  
\_\_\_\_\_ General Education under the following discipline:  
\_\_\_\_\_ Communications \_\_\_\_\_ Humanities/Fine Arts  
\_\_\_\_\_ Social/Behavioral Science \_\_\_\_\_ Math \_\_\_\_\_ Natural Science

*Please note that a UGETC form (CAA02) is required for a UGETC designation request.*

Name of the:

Community College making request: \_\_\_\_\_

or

UNC Senior Institution making request: \_\_\_\_\_

Please provide rationale for the course designation change and any indications of support from partnering institution(s): *(additional page may be utilized)*

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\_\_\_\_\_  
*Signature of Chief Academic Officer NCCCS College*

\_\_\_\_\_  
*Date*

or

\_\_\_\_\_  
*Signature of Chief Academic Officer UNC Senior Institution*

\_\_\_\_\_  
*Date*

### Change in the CAA Designation of a Course

The Chief Academic Officer of **any** participating community college **or** university may request a change in the designation of a course in the CAA by sending the completed and signed request to the Vice Presidents of both systems. **Please submit the signed request to both:**

Lisa Chapman, Ed.D.  
Senior Vice President, Programs  
Academic and Student Services  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016

Kimberly van Noort, Ph. D.  
Senior Vice President for  
Academic Affairs  
UNC System  
Post Office Box 2688  
Chapel Hill, NC 27514

Upon receipt of the form, either Vice President may indicate endorsement of the request and send the form to the Director of Community College Partnerships at UNC System. The NC Community College System Office will solicit a response from all community colleges approved to offer the course and include the results of the vote along with their endorsement. The CAO at UNC *may* seek input from its respective campuses as deemed appropriate.



**Appendix D**  
**Transfer Advisory Committee 2018-2019**

**NCCCS Members:**

**Thomas Gould, Co-Chair**

Vice President, Academic Affairs  
Pitt Community College  
P.O. Drawer 7007  
Greenville, NC 28590  
Phone: 252-493-7406, Fax: 252-321-4333  
Email: [tgould@email.pittcc.edu](mailto:tgould@email.pittcc.edu)  
Term ended: 12/31/2018

**Jonathan Loss, Member**

Mathematics Department Head  
Catawba Valley Community College  
2550 Highway 70 SE  
Hickory, NC 28602  
Phone: 828-327-7000, x4526  
Fax: 828-324-5130  
Email: [jloss@cvcc.edu](mailto:jloss@cvcc.edu)

**Tracy Mancini, Member**

Vice President of Instruction and Student Support  
Carteret Community College  
3505 Arendell Street  
Morehead City, NC 28557  
Phone: 252-222-6144  
Email: [mancinit@carteret.edu](mailto:mancinit@carteret.edu)

**Jewel Cherry, Member**

Vice President, Student Services  
Forsyth Tech Community College  
2100 Silas Creek Parkway  
Winston-Salem, NC 27103  
Phone: 336-734-7520  
Email: [jcherry@forsythtech.edu](mailto:jcherry@forsythtech.edu)

**Harry Starnes, Member**

Vice President of Instruction  
Edgecombe Community College  
2009 W. Wilson Street  
Tarboro, NC 27886  
(252)-823-5251  
Email: [starnesh@edgecombe.edu](mailto:starnesh@edgecombe.edu)

**North Carolina Community College System Representative**

**Wesley Beddard, Representative**

Associate Vice President for Programs

NC Community College System Office  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
Phone: 919-807-7098, Fax: 919-807-7173  
Email: [beddardw@nccommunitycolleges.edu](mailto:beddardw@nccommunitycolleges.edu)

**University of North Carolina System Members:**

**Carlton Wilson, Co-chair**

Dean and Assoc. Professor, College of Arts & Sciences  
North Carolina Central University  
1801 Fayetteville Street  
Durham, NC 27707  
Phone: 919-530-6794, Fax: 919-560-6790  
Email: [cwilson@nccu.edu](mailto:cwilson@nccu.edu)

**Philip Cauley, Member**

Assistant Vice Chancellor for Undergraduate Enrollment  
Western Carolina University  
102 Cordelia Camp Building  
Cullowhee, NC 28723  
Phone: 828-227-2923, Fax: 828-227-7319  
Email: [cauley@email.wcu.edu](mailto:cauley@email.wcu.edu)

**Jane Rex, Member**

Director, Office of Transfer Services  
Appalachian State University  
ASU Box 32166, Boone, NC 28698  
Phone: 828-262-7465, Fax: 828-262-7462  
Email: [rexjm@appstate.edu](mailto:rexjm@appstate.edu)

**John Smail, Member**

Dean of University College & Assoc. Provost University of North Carolina at Charlotte  
9201 University City Blvd., 2100 Colvard  
Charlotte, NC 28223  
Phone: 704-687-5630, Fax: 704-687-0966  
Email: [jsmail@uncc.edu](mailto:jsmail@uncc.edu)

**University of North Carolina System Representative**

**Stephanie Bailey, Representative**

Director of Community College Partnerships  
UNC System Office  
910 Raleigh Road, PO Box 2688  
Chapel Hill, NC 27514  
Phone: 919-962-4907, Fax: 919-962-7139  
Email: [sdbailey@northcarolina.edu](mailto:sdbailey@northcarolina.edu)  
Term ended on 11/1/2018

## Appendix E

### **Comprehensive Articulation Agreement Transfer Credit Appeal Procedure**

University of North Carolina/North Carolina Community College System

**Guiding Principle:** If a student from a North Carolina Community College System (NCCCS) college believes the terms of the Comprehensive Articulation Agreement (CAA) have not been honored by a University of North Carolina (UNC) institution to which the student has been admitted, the student may invoke the CAA Transfer Credit Appeal Procedure.

#### **Steps in Filing an Appeal**

##### **Step #1:**

- **By the last day of classes of the first semester for which admission is offered**, the student must submit a CAA Transfer Credit Appeal Form along with any supporting documentation to the director of admission at the UNC campus to which the student has been admitted. Students first enrolling at the senior institution in a summer session must submit their appeal by the end of the subsequent fall semester.
- **The student must specify on the appeal form the specific CAA language that is in contention. Appeals that lack this information will not be considered.**
- The Director of Admission will review the appeal and respond in writing (email or letter) to the student within 15 business days.

##### **Step #2:**

- If the student is not satisfied with the decision of the Director of Admission, he/she may appeal on the same form to the **Chief Academic Officer (Provost)** of the University within 15 days of written notice of the director's decision.
- The Provost will review the appeal and respond in writing (email or letter) to the student within 15 business days of receiving the student's appeal.

##### **Step #3**

- If the student is not satisfied with the decision of the Provost, he/she may appeal to the Transfer Advisory Committee (TAC) subcommittee, composed of the Co-chairs, a representative from the UNC General Administration, and a representative from the NCCCS. The student must submit the appeal to the subcommittee within 15 days of the receipt of the Provost's decision. The appeal to the TAC subcommittee should be sent to:

**UNC System Transfer Advisory Committee Member CAA Appeal**

**PO Box 2688**

**Chapel Hill, NC 27515**

If a consensus is reached by the subcommittee, the student will be notified within 15 business days; if a consensus resolution is not reached, the appeal will be forwarded by the subcommittee to the full TAC within 10 business days. The TAC will review the appeal and notify the student of the final decision within 10 business days of receiving the appeal.

# Comprehensive Articulation Agreement

## Transfer Credit Appeal Procedure

University of North Carolina/North Carolina Community College System

### Section 1: Student Information *(to be completed by the student submitting the form)*

- The completed form and any supporting documentation **must be submitted to the UNC institution's Director of Admission by the last day of classes of the first semester for which admission is offered.**
- You must specify the nature of the appeal and cite the specific CAA language that is in contention. Appeals that do not include this information cannot be considered.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_  
*(Please print or type)*

Address: \_\_\_\_\_  
*(Number and Street) (City) (State) (Zip)*

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
*(Area code/Number)*

Last NC Community College Attended: \_\_\_\_\_

UNC institution offering admission: \_\_\_\_\_ beginning (semester/yr) \_\_\_\_\_

### Section 2: Basis for your appeal

- State your concern(s), citing specific language in the CAA that is applicable to your contention. Attach supporting documents.
- The CAA may be found at the North Carolina Community Colleges System website: <http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements>.

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix F

### Associate in Arts and Associate in Science Curriculum Standards

#### Associate in Arts (A10100) Curriculum Standard

Effective Term:  
Summer 2016

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

**GENERAL EDUCATION (45 SHC)**The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

#### **UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT**

*(All Universal General Education Transfer Component courses will transfer for equivalency credit.)*

##### **English Composition (6 SHC)**

*The following two English composition courses are required.*

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

*Select three courses from the following from at least two different disciplines (9 SHC)*

##### **Communications**

COM 231	Public Speaking	(3 SHC)
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##### **Humanities/Fine Arts**

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

##### **Social/Behavioral Sciences**

*Select three courses from the following from at least two different disciplines (9 SHC):*

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

**Math (3-4 SHC)**

Select one course from the following:

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Pre-calculus Algebra	(4 SHC)

**Natural Sciences (4 SHC)**

Select 4 SHC from the following course(s):

AST 111	Descriptive Astronomy (3 SHC)	and	AST 111A Descriptive Astronomy Lab (1SHC)
AST 151	General Astronomy I (3 SHC)	and	AST 151A General Astronomy Lab I (1SHC)
BIO 110	Principles of Biology		(4 SHC)
BIO 111	General Biology I		(4 SHC)
CHM 151	General Chemistry I		(4 SHC)
GEL 111	Introductory Geology		(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	and	PHY 110A Conceptual Physics Lab (1 SHC)

**ADDITIONAL GENERAL EDUCATION HOURS (13-14 SHC)**

An additional 13-14 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

**Total General Education Hours Required: 45**

**OTHER REQUIRED HOURS (15 SHC)****Academic Transition (1 SHC)**

The following course is required:

ACA 122	College Transfer Success	(1 SHC)
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An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

**\*One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.**

**Total Semester Hours Credit (SHC) in Program: 60-61\***

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

*SBCC and BOG approved 02/21/14; Revised by TAC on 12/02/15.*

**Associate in Science (A10400)  
Curriculum Standard**

Effective Term:  
Summer 2016

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

**GENERAL EDUCATION (45 SHC)** The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

**UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT**

*(All Universal General Education Transfer Component courses will transfer for equivalency credit.)*

**English Composition (6 SHC)** *The following two English composition courses are required.*

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

*Select two courses from the following from at least two different disciplines (6 SHC)*

**Communications**

COM 231	Public Speaking	(3 SHC)
---------	-----------------	---------

**Humanities/Fine Arts**

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

**Social/Behavioral Sciences (6 SHC)**

*Select two courses from the following from at least two different disciplines:*

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

**Math (8 SHC)**

*Select two courses from the following:*

MAT 171	Precalculus Algebra	(4 SHC)
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MAT 172	Pre-calculus Trigonometry	(4 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

**Natural Sciences (8 SHC)**

*Select 8 SHC from the following course(s):*

AST 151 General Astronomy I (3 SHC)	<i>and</i>	AST 151A General Astronomy Lab I (1SHC)
BIO 110 Principles of Biology		(4 SHC)
BIO 111 General Biology I (4 SHC)	<i>and</i>	BIO 112 General Biology II (4 SHC)
CHM 151 General Chemistry I (4 SHC)	<i>and</i>	CHM 152 General Chemistry II (4 SHC)
GEL 111 Introductory Geology		(4 SHC)
PHY 110 Conceptual Physics (3 SHC)	<i>and</i>	PHY 110A Conceptual Physics Lab (1 SHC)
PHY 151 College Physics I (4 SHC)	<i>and</i>	PHY 152 College Physics II (4 SHC)
PHY 251 General Physics I (4 SHC)	<i>and</i>	PHY 252 General Physics II (4 SHC)

**ADDITIONAL GENERAL EDUCATION HOURS (11 SHC)**

An additional 11 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

**Total General Education Hours Required: 45**

**OTHER REQUIRED HOURS (15 SHC)**

**Academic Transition (1 SHC)**

*The following course is required:*

ACA 122 College Transfer Success	(1 SHC)
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An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

***\*One semester hour of credit may be included in a 61 SHC associate in science program of study. The transfer of this hour is not guaranteed.***

**Total Semester Hours Credit (SHC) in Program: 60-61\***

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

*SBCC and BOG approved 02/21/14; Revised by TAC on 12/02/15.*



## **Appendix G**

### **Transfer Course List**

The Transfer Course List is located at:

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