

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

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

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<https://www.nccommunitycolleges.edu/students/enrollment-and-registration/university-transfer/articulation-agreements/comprehensive-articulation-agreement/>)

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

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## **I. Legislative Overview**

The Comprehensive Articulation Agreement (CAA) 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 (BOG) of the University of North Carolina (UNC) System and the State Board of Community Colleges (SBCC) to develop a plan for the transfer of credits between the institutions within the North Carolina Community College System (NCCCS), and between them and the constituent institutions of the UNC System. Section 3 of HB 739 instructed the SBCC to implement common course descriptions for all community college programs by June 1, 1997. Section 1 of SB 1161 directed the UNC System BOG and the SBCC to develop a plan that ensures accurate and accessible academic advising for students considering transfer between community colleges, and between community colleges and the constituent institutions of the UNC System. 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 UNC System BOG and the SBCC 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 CAA by mandating compliance with its terms stating:

"(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 agreement advising tool for students, parents, and faculty to simplify the course transfer and admissions process."

The Transfer Advisory Community (TAC) will develop and establish a procedure for conducting the biannual joint reviews of the CAA.

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

Since the CAA was established in 1997, there have been many years of student and faculty experience with the CAA and considerable changes in general education requirements and major program requirements of the UNC System institutions. Additionally, executive and legislative agencies within the state have promoted participation in college-level courses through the Career and College Promise (CCP) program for qualified secondary students.

After the review of the CAA within the context of these changes, the 2014 revision of CAA policies and curricula was designed to better facilitate the original purpose of the CAA to optimize the transfer of credits between the institutions of the NCCCS and the UNC System. The focus of the 2014 review of the CAA included the following:

- Supporting general education requirements at UNC System institutions
- Establishing a process for maintaining currency
- Ensuring information is universally accessible to students and advisors at public institutions of higher education in North Carolina

The 2025 CAA revision focuses on clarifying the language and policies to promote broader understanding and ease-of-use. The revised CAA serves as a current and adaptive agreement which supports more students completing both the associate and baccalaureate degrees.

As part of the biannual review of the CAA, the TAC, with the approval of the SBCC and the UNC System BOG, reviews, revises, and adapts the CAA to the needs of students and public institutions. If any changes are approved, updates to the CAA are shared across the state.

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

The CAA between the NCCCS and the UNC 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 accredited for college transfer programs. Another assumption is that substantial commonality exists in the 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 NCCCS and the UNC System are similar in intended outcomes and competencies, and so, transferable between institutions. Graduation requirements at the universities remain unaffected by this agreement.

### **IV. Policies**

The CAA applies to all 58 NCCCS institutions and all 16 constituent institutions of the UNC System. The CAA is applicable to all NCCCS students who successfully complete a course designated as transferable or graduate with an Associate in Arts (AA) or Associate in Science (AS) degree and transfer to a constituent institution of the UNC System. The regulations for implementation of the CAA were originally approved by the UNC System BOG and the SBCC. The TAC oversees refinements of the regulations and minor changes. Significant changes will be brought to the UNC System BOG and the SBCC for review at the discretion of the respective Presidents of the NCCCS and the UNC System. The TAC procedures are provided in Appendix B.

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 NCCCS and/or the constituent universities of the UNC System.

## **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 NCCCS and the UNC System (or their designees).

- Four representatives from the NCCCS
- Four representatives from the UNC System

Questions concerning CAA policy interpretations should be directed to the appropriate system's chief academic officer (CAO) with an explanation of the institutional policy that may (appear to) be in conflict with CAA policy. The CAO 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 coursework 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 AA and AS degree programs are under the authority of the SBCC. The TAC will be notified of any changes.

The TAC will also provide general counsel and recommendations to the NCCCS and the UNC System in matters leading to optimal transfer between the two systems.

A directory of current TAC members can be found at:

<https://www.ncccommunitycolleges.edu/students/enrollment-and-registration/university-transfer/articulation-agreements/comprehensive-articulation-agreement/>

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

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

- Admission is not assured to a specific campus, program, or major
- Students must have graduated from an NCCCS institution with an AA or AS degree
- Students must meet all requirements of the CAA
- Students must have an overall grade point average (GPA) of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated
- 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 System institution, the College for North Carolina's (CFNC) website ([www.cfnc.org](http://www.cfnc.org)) is a helpful resource for students to find information about the admissions requirements of other UNC System institutions. It is the student's responsibility to contact these other institutions' admissions offices to receive specific information about admissions and available majors at those other institutions.

## **C. Transfer-Related Appeals**

If a transfer student believes the terms of the CAA have not been honored, they may follow the Transfer Credit Appeal Procedure via the Transfer Student and Credit Appeals Portal as outlined in Appendix D. Each NCCCS and UNC System institution will provide a link to the Transfer Student and Credit Appeals Portal 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 NCCCS institution to a UNC System institution.

#### **1. Agreement Benefits**

Students who graduate from a NCCCS institution with an AA or AS degree and have an overall GPA of at least 2.0 on a 4.0 scale are guaranteed the following benefits:

- Admission to a UNC System institution as outlined above in section IV.B.
- Fulfillment of the UNC System's Minimum Eligibility Requirements (MER) and Minimum Course Requirements (MCR)
- A General Education Waiver at any UNC System institution to which a student is admitted
- Transfer credit for all courses (regardless of delivery method) originating at the NCCCS institution (completed with a "C-" or higher) found on the CAA Transfer Course List used in earning the AA or AS degree
- Fulfillment of the Foundations of American Democracy course, as defined in the UNC Policy Manual 400.1.5 and 400.1.5 [R]

Students who do not complete the AA or AS degree prior to transferring are not guaranteed the same benefits of the CAA; however, they shall receive transfer credit for all courses found on the CAA Transfer Course List completed with a grade of "C-" or higher.

#### **2. Explanation of Agreement Benefits**

- a. The CAA guarantees graduates from a NCCCS institution with an AA or AS degree to receive a General Education Waiver at the UNC System to which they are admitted. The number of credits awarded at the UNC System institution will vary depending on:
  1. Whether the coursework used to complete the associate degree was completed with a grade of C- or higher at the NCCCS institution

- ii. Whether the receiving university accepts credit by exam (AP, IB, CLEP, etc.) in the same manner as the NCCCS institution
- iii. Whether any other previously completed college coursework accepted by the NCCCS institution is transferable in the same manner to the UNC System institution

Under the provisions of the CAA, credit-by-exam course credits are acceptable as part of a student's successfully completed AA or AS degree. It is suggested that universities award equivalent course credit that aligns with the NCCCS institution's course awarded for credit-by-exam course credits, as if the course credit had been earned through regular study at the community college. However, universities can determine course equivalencies for AP credit and other credits by exam based on their institutional policies as stated in UNC System Policy (700.10.1).

UNC System institutions have institutional equivalency policies for accepting credit by exam and other university/college credits and therefore may award credit for these differently than NCCCS institutions. Students are responsible for reviewing university policy to understand how credit by exam and any previously earned college credit is accepted by a UNC System institution.

- b. A student who completes the AA or AS degree prior to transfer to a UNC System institution will receive a General Education Waiver at the receiving UNC System institution, regardless of total credits transferred (e.g., less than 60) or how the community college applied any previously earned credit (e.g., AP or CLEP exams, previous college/university coursework, etc.) toward associate degree completion. This General Education Waiver exempts a student from any requirement specified as part of the General Education curriculum outlined in the UNC System institution's Undergraduate Catalog but does not exempt a student from any major-specific or institutional graduation requirements.

### **3. Additional Parameters**

- a. Admission to university major programs may require additional courses not available at the community college. Time to earn a baccalaureate degree may be impacted for students entering such programs, and students should plan accordingly.
- b. A UNC System institution cannot place requirements on students transferring under the CAA that are not required of students that begin their higher education journeys at the university.
- c. Each UNC System institution will establish and publish an institutional policy/guideline outlining whether a student who receives an AA or AS degree through reverse transfer will have fulfilled the UNC System institution's general education requirements.
- d. CAA courses in which the student received less than a "C-" will not negate the provisions of the CAA, outlined in section V.1.A; however, individual course

credit will not be awarded at UNC System institutions for NCCCS courses completed with a grade less than C-.

#### **4. Associate Degree Structure**

The AA and AS degree programs in the NCCCS require a total of 60 or 61 semester hours of credit for graduation (see Appendix E) and are transferable to any UNC System institution. The AA and AS degree requirements are in alignment with baccalaureate degree curricula across UNC System institutions. The AA and AS degree programs represent the fundamental foundation for general education 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, AA and AS degree earners will obtain competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

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

- **Universal General Education Transfer Component (UGETC) courses:** NCCCS courses that constitute a minimum of 30 semester hours within the AA and AS degree programs and that award one-to-one equivalency credit toward general education requirements at any UNC System institution, and
- **Additional general education, pre-major, and elective courses:** NCCCS courses that prepare students for successful transfer into selected majors at UNC System institutions that will bring the total number of hours in the degree programs to 60-61 semester hours. These courses will transfer with one-to-one equivalency if an equivalent course is offered at UNC System institutions; otherwise, elective transfer credit will be awarded.

To ensure maximum transferability of credits, students should identify intended transfer major(s) and institution(s) as soon as possible and no later than the end of the first semester at the community college. Students should follow the Transfer Guide(s) (see section V.A.5) in an effort to select the most meaningful general education, pre-major, and elective courses recommended by the student's intended major(s) and transfer institution(s).

Students will receive instruction, guidance, and assistance in making these selections when enrolled in the NCCCS course ACA 122 – Transfer & Career Success. ACA 122 is a required course within both the AA and AS degree programs. To promote effective and efficient transfer, NCCCS institutions should enroll AA and AS degree students in ACA 122 during their first semester of enrollment.

Each UNC System institution will identify NCCCS course equivalences and publicize an equivalency course crosswalk to ensure transfer of credit uniformity and transparency.

#### **5. Transfer Guides**

To help students select transferable and applicable coursework while pursuing an associate degree, each UNC System institution will develop, publish, and maintain Transfer Guides. Transfer Guides are academic guides for NCCCS students to identify applicable NCCCS courses that lead to associate degree completion and that align with their intended university and major. Transfer Guides are designed to prepare students for admission into their intended major and



baccalaureate degree completion at a receiving university. Transfer Guides are updated by universities annually and community colleges are expected to ensure students are accessing and following the most updated Transfer Guide each academic year. If NCCCS course recommendations on a Transfer Guide change during a student's time at the community college, the student should contact the university for more information. For AA and AS degree completers, universities will honor NCCCS course recommendations published on Transfer Guides for up to 4 academic years, if the student has been continuously enrolled since the Transfer Guide was published. Students who complete the AA or AS degree and follow the Transfer Guides published by a UNC System institution will have met the university's General Education requirements upon transferring and will receive NCCCS course transfer credit/have transfer credit applied toward university degree programs as outlined on the Transfer Guide. See UNC System Policy 400.1.5.3 [R] (Regulation to Foster Undergraduate Transfer Student Success) for more information.

## **B. Impact of the CAA on Other Articulation Agreements**

The CAA takes precedence over uniform and bilateral articulation agreements established between constituent institutions of the NCCCS and the UNC 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 NCCCS institutions to UNC System institutions are encouraged. Institutional and uniform articulation agreements conflicting with the CAA are not permitted.

## **C. Compliance Procedures**

TAC is charged with ensuring compliance of institutional policies and practices regarding the CAA. To that end, TAC will survey and review the transfer credit policies and procedures of each UNC System once every four years. Similarly, the TAC will review the transfer practices supporting the CAA of each NCCCS institution once every four years. The TAC will report the findings of all such reviews to the NCCCS and the UNC System offices.

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 agreement 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

Thom Tillis  
Speaker of the House of Representatives

Pat McCrory  
Governor

## **Appendix B**

### **Transfer Advisory Committee Procedures Related to Transfer Courses**

Articulation between the NCCCS and the UNC System is a dynamic process. To ensure the currency of the CAA, occasional modifications to the CAA may be necessary. These modifications may include updates to the language of the CAA; addition, deletion, and revision of courses on the transfer course list; development and/or revision of pre-majors; and changes in course designation (i.e., additions to the UGETC list or changing a course from general education to elective). TAC will receive requests for modification only upon the recommendation of the CAO of the NCCCS or UNC System. 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 of Courses to the Universal General Education Transfer Component Designation on the Transfer Course List**

(See Appendix C, Form CAA-02 on page 20)

Courses currently included on the approved transfer course list may be considered for inclusion as a UGETC course through the following procedures:

1. The CAO of a NCCCS institution and a UNC System institution submit a written request for a change in course status to the CAOs of the NCCCS and UNC System. The request should include the rationale for the revised status.
2. The system CAOs then submit the request to the UNC System TAC ex-officio member who shares with TAC for discussion at the next scheduled meeting.
3. The NCCCS ex-officio member will solicit a response from all community colleges approved to offer the course. The UNC System ex-officio member will send the request to the CAOs of the universities. If all the universities approve of the addition, the recommendation will be sent to TAC and to the CAOs of the two systems.
4. If all universities do not approve the request, the NCCCS and UNC System ex-officio TAC members may assemble a discipline team composed 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 course list. If so, the proposed course revisions 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. The NCCCS ex-officio member will lead the formal process of formalizing course changes across the system. In the event that the proposed courses changes are not approved by the universities, this will be submitted to TAC and the CAOs of the two systems for information.
6. After TAC has acted on the request, the NCCCS Office will distribute notification of action taken to the requesting college and to the entire NCCCS, if applicable. The UNC System will distribute notice of actions as appropriate to its campuses.

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

(See Appendix C, Form CAA-01 on page 19)

Courses in the NCCCS Combined Course Library that are not on the CAA transfer course 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 course list either as a general education, pre-major, or elective course to the CAO of one of the UNC System 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 UNC System ex-officio TAC member and to 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 UNC System ex-officio TAC member and to 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 the UNC System 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 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 the rationale of action.
6. The NCCCS Office will distribute notification of action taken to the requesting college and to the entire NCCCS, if applicable. The UNC System will distribute notice of actions as appropriate to its campuses.

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

(See Appendix C, Form CAA-01 on page 18)

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

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

(See Appendix C, 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 TAC for action.

## **The Faculty Review Process**

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

1. The Faculty Review Committee will consist of the following representatives:
  - a. 2 UNC System faculty members
  - b. 2 NCCCS faculty members
2. Appointments to the committee will be determined by the UNC System and NCCCS Offices.
3. The Faculty Review Committee will receive a request to review a course(s) from the assigned representative(s) of 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 two faculty members will then forward a composite report and recommendation to the assigned representative(s) of TAC prior to the next scheduled TAC meeting.

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

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



## **Appendix C**

### **CAA Transfer Course List Change Forms**

1. Form CAA-03: Course Addition/Deletion
2. Form CAA-02: Change of Course Status to Universal General Education Transfer Component (UGETC)
3. Form CAA-03: Change of Course Status to Pre-Major/Elective or General Education

## **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 course list. TAC will receive requests for additions and deletions only upon the recommendation of the CAO of the NCCCS or the UNC System. Course additions and deletions may be subject to faculty review under the direction of TAC. Because modification of the CAA can involve 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 NCCCS and UNC System institutions. If the request is denied, the requesting party(s) will be informed.

#### **Course Information:**

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

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

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

Total: \_\_\_\_\_

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

Course Description:

The CAO 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 course 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 System 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 \_\_\_\_\_ Natural 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)

\_\_\_\_\_  
Signature of CAO at a NCCCS Institution

Date

\_\_\_\_\_  
Signature of CAO at a UNC System Institution

Date

Please submit the completed and signed request to the following representatives:

- CAO, North Carolina Community College System
- CAO, The University of North Carolina System

Upon receipt of the form, either CAO may indicate endorsement of the request and send the request to TAC for action a minimum of thirty days prior to the TAC meeting. The NCCCS 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 the UNC System may seek input from its respective campuses as deemed appropriate.

Please Note: New, proposed courses that are not currently in the NCCCS Combined Course Library must first follow the procedures outlined in Section 15 of the Curriculum Procedures Reference Manual at: <https://www.nccommunitycolleges.edu/college-faculty-staff/academics/programs/curriculum-procedures/>

**Comprehensive Articulation Agreement Transfer Course List  
Change of Course Status to Universal General Education Transfer  
Component (UGETC)  
Form CAA-02**

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 UGETC. TAC will receive requests for modification only upon the recommendation of the CAO of the NCCCS or the UNC System. Modifications may be subject to faculty review under the direction of TAC. Because modification of the CAA can involve 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 NCCCS and UNC System institutions. If the request is denied, the requesting party(s) will be informed.

**Course Information:**

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

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

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

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

Course Description:

**Name of NCCCS Institution:** \_\_\_\_\_  
**AND**

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

*would like for the above course to receive 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
  - \_\_\_\_\_ Math
  - \_\_\_\_\_ Social/Behavioral Science
  - \_\_\_\_\_ Natural Science

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

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Signature of CAO at a NCCCS Institution

Date

*and*

---

Signature of CAO at a UNC System Institution

Date

The completed and signed form should be sent to the following representatives:

- CAO, North Carolina Community College System
- CAO, The University of North Carolina System

The NCCCS Office will solicit a response from all community colleges approved to offer the course. The UNC System Office will send the request to the CAOs of the universities. If all of the universities approve of the UGETC designation, the recommendation will be sent to TAC and the CAOs of the two systems.

If all universities do not approve the request, the UNC System Office 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 UGETC designation. 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 TAC and the CAOs of the two systems. If the request is not approved by the universities, this will be submitted to TAC and the CAOs of the two systems for information.

**Comprehensive Articulation Agreement Transfer Course List  
Change of Course Status to Pre-Major/Elective or General Education  
Form CAA-03**

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 UGETC. TAC will receive requests for modification only upon the

recommendation of the CAO of the NCCCS or the UNC System. Modifications may be subject to faculty review under the direction of TAC. Because modification of the CAA can involve 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 NCCCS and UNC System institutions. If the request is denied, the requesting party(s) will be informed.

**Course Information:**

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

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

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

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

Course Description:

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

\_\_\_\_ Pre-Major/Elective  
\_\_\_\_ General Education or \_\_\_\_ UGETC for the following discipline:  
                    \_\_\_\_ Communications    \_\_\_\_ Humanities/Fine Arts    \_\_\_\_ Math  
                    \_\_\_\_ Social/Behavioral Science    \_\_\_\_ Natural Science

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

\_\_\_\_ Pre-Major/Elective  
\_\_\_\_ General Education or \_\_\_\_ UGETC for the following discipline:  
                    \_\_\_\_ Communications    \_\_\_\_ Humanities/Fine Arts    \_\_\_\_ Math  
                    \_\_\_\_ Social/Behavioral Science    \_\_\_\_ Natural Science

Please note that a UGETC form is required for a UGETC designation request.

**Name of NCCCS Institution:** \_\_\_\_\_

*or*

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

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

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Signature of CAO at a NCCCS Institution

Date

***OR***

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Signature of CAO at a UNC System 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 CAOs of both systems. Please submit the signed request to the following representatives:

- CAO, North Carolina Community College System
- CAO, The University of North Carolina System

Upon receipt of the form, either CAO may indicate endorsement of the request and send the form to the UNC System Office. The NCCCS 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 the UNC System may seek input from its respective campuses as deemed appropriate.



## **Appendix D**

### **CAA Transfer Credit Appeal Procedure University of North Carolina/North Carolina Community College System**

Guiding Principle: If a student from a NCCCS institution believes the terms of the CAA have not been honored by UNC System institution to which the student has been admitted, the student may invoke the CAA Transfer Credit Appeal Procedure.

Steps in Filing an Appeal: Students must complete the steps below and start the appeals process by the last day of classes of the first semester for which admission is offered (Students enrolling at a university in a summer semester must submit their appeal by the end of the subsequent fall semester).

#### **Step #1: Appeal to University**

Submit a formal appeal through the receiving university's established transfer appeals process. Ensure that the appeal contains the specific CAA language that is in contention.

#### **Step #2: Appeal to Transfer Advisory Committee**

If the student is not satisfied with the decision rendered by the institution's appeals process, they may appeal to TAC via the Transfer Student and Credits Appeal Portal within 15 business days of receiving the resolution from the institution's appeal process. Using the portal, students must complete a secondary electronic appeal form and upload supporting documentation, including details from the university's transfer appeals process, to be reviewed by TAC Members. To complete the appeal to the TAC, students must:

1. Access the Transfer Student and Credit Appeals Portal:  
<https://transferappeal.northcarolina.edu/>
2. File an appeal using university log-in credentials or by creating a log-in using a personal email address
3. Submit appeals-related documentation within the Transfer Student and Credit Appeals Portal. All appeal documentation and communication from TAC's review will be maintained within the portal

TAC members will make every effort to review the appeal and notify a student of a response within 15 business days of receiving the appeal in the Transfer Student and Credits Appeal Portal. In some instances, an appeal may take longer than 15 business days to review by TAC. In these instances, the appeal will remain open and under review until a final decision is rendered. The student will be notified by TAC should additional time be needed to review the appeal. Students should note that appeal decisions from TAC are final.

#### **Appeal Procedure Contact:**

Any questions regarding the Comprehensive Articulation Agreement Transfer Credit Appeal Procedure can be emailed to [transferappeal@uncsystem.com](mailto:transferappeal@uncsystem.com).

The CAA can be accessed on the NCCCS website:

<https://www.nccommunitycolleges.edu/students/enrollment-and-registration/university-transfer/articulation-agreements/comprehensive-articulation-agreement/>

## **Appendix E**

### **CAA Related Documents**

#### **Associate in Arts Curriculum Standard**

The current Associate in Arts Curriculum Standard can be found under “College Transfer” at <https://www.nccommunitycolleges.edu/college-faculty-staff/academics/programs/curriculum-standards/>

#### **Associate in Science Curriculum Standard**

The current Associate in Science Curriculum Standard can be found under “College Transfer” at <https://www.nccommunitycolleges.edu/college-faculty-staff/academics/programs/curriculum-standards/>

#### **CAA Transfer Course List**

The current CAA Transfer Course List can be found at:

<https://www.nccommunitycolleges.edu/students/enrollment-and-registration/university-transfer/articulation-agreements/comprehensive-articulation-agreement/>