



Transfer Success Checklist for NC Community Colleges

The recommendations below are based on state and national research and feedback from the Transfer Advisory Committee (TAC), NC Community College System leaders, UNC System advisors, attendees at regional ACA 122 workshops in 2017, and interviews with transfer students at UNC institutions.

Make transfer an institutional priority.

Provide ongoing information and training about transfer processes and requirements of the

- Comprehensive Articulation Agreement (CAA) with the UNC System,
- the Independent Comprehensive Articulation Agreement (ICAA) with the NC Independent Colleges and Universities (NCICU), and
- Uniform Articulation Agreements for Associate in Fine Arts-Visual Arts (AFAVA), Associate in Engineering (AE), and RN-to-BSN programs.

Provide ongoing and specialized professional development for transfer advisors.

Share transfer success communications frequently with students, faculty, and staff.

Create clear (and frequently updated) four-year pathways with program maps.

Include baccalaureate degree plans (BDPs) and make these available on your college website for all degrees that transfer, including 2+2 programs and the AFA and AE.

Implement Self-Service, an app in Colleague/Ellucian, for students and advisors.

Use this system to track progress toward the BDP. Use flags to identify students who are off-track or need advice/coaching and possible change of major if needed.

Establish strong partnerships with regional universities.

Align student learning outcomes (benchmark comparable courses) and support co-teaching and networking between NCCCS and university faculty. Assist students with effective advising, financial planning for the four-year degree, and visits to universities.

Encourage students to complete the associate degree before transfer.

With few exceptions (architecture, for example), students are more likely to complete their baccalaureate degree if they complete the AA, AS, or AFA degrees prior to transfer.

- **Communicate CAA requirements often, including the 139-hour tuition surcharge rule and the appeals procedure.**

NC law requires a tuition surcharge of 50% after 139 credit hours have been earned toward a baccalaureate degree at a NC public university. *Share this information widely with students, advisors, faculty, and staff.*

- **Eliminate “D” grades for General Education courses that transfer.**

Since “D” grades do not transfer, the CAA transfer guarantee is nullified if a student graduates with a grade of “D” in a course for transfer credit.

- **Require completion of ACA 122 during the student’s first year.**

Ensure transfer success by helping students (and instructors and advisors) create *at least four BDPs (in two majors for two different institutions.)* Redesign the course as a semester-long advising opportunity.

- **Require extensive and ongoing ACA 122 instructor training.**

Use the course content for professional development. Provide ongoing support through an online course with materials, activities, and shared learning for all ACA 122 instructors and transfer advisors.

- **Regularly review and share UNC transfer data for your college.**

The [UNC Transfer Dashboard](#) compares data for transfer and non-transfer students for each community college and university by program of study, GPA, and graduation. Use these data to guide alignment and improvement efforts.

- **Help everyone on campus understand transfer success.**

Create opportunities for ongoing communication, resources, and support for students, faculty, and staff. Stay informed about the activities of the TAC, regional university partners, and transfer success initiatives across the NC Community College System.

Sources:

[Comprehensive Articulation Agreement \(2014\)](#)

[UNC Transfer Dashboard](#)

[Important Facts about the CAA](#)

[Tracking Transfer: New Measures of Institutional and State Effectiveness in Helping Community College Students Attain Bachelor’s Degrees \(2016\)](#)

[Tackling Transfer: A Guide to Convening Community Colleges and Universities to Improve Transfer Student Outcomes \(2017\)](#)