

CO-ENROLLMENT ARTICULATION AGREEMENT

Between
APPALACHIAN STATE UNIVERSITY

And
WILKES COMMUNITY COLLEGE

Program of Study

Bachelor of Science Degree in Career and Technical Education
Concentration in Agriculture Education

INTRODUCTION

This co-enrollment articulation agreement in Career and Technical Education (CTE), a major in the Reich College of Education, formally recognizes that Appalachian State University (Appalachian) and Wilkes Community College (WCC) are active collaborative educational partners, committed to providing greater access, options and educational opportunities and services for students between institutions. The commitment strongly supports the concepts of seamless co-enrollment, as well as the articulation of transfer credit. Specifically, it assures that students from Appalachian who complete 29 hours in the prescribed Agriculture Education coursework offered at WCC with grades of “C” (2.0) or better in all WCC classes will fulfill the Agriculture Education concentration in the Bachelor of Science degree in Career and Technical Education at Appalachian.

Students intending to complete this program of study will co-enroll at both Appalachian and WCC with the intention of completing no more than six credit hours per semester of prescribed Agriculture Education coursework at WCC from first year through junior year (see Appendix B for suggested course sequence). The remainder of coursework is to be completed at Appalachian during a student’s final year, in order to address methods, curriculum, practicum, professional education, and student teaching requirements. This program, which becomes effective at the start of the 2019-20 academic year, is available to degree seeking students. A fall term of entry is recommended.

STUDENT OBLIGATIONS

- A. Students will apply for admission and be admitted to Appalachian as first-year students. Qualified students will be admitted until the class is filled, so it is important to apply as early as possible. Students will also apply to WCC no later than one month prior to the start of their first semester at WCC, including submission of transcripts and test scores, as applicable.
- B. Students will apply to Appalachian with the intention of declaring the Bachelor of Science degree in Career and Technical Education at Appalachian with an Agriculture Education concentration. To be able to register for the required WCC coursework (see Appendix B), students should enroll in the following certificate programs at WCC:

- a. C15240CT Horticulture Technology - Horticulture Concentration - Certificate
 - b. C15280CT Applied Animal Science Tech - Animal Science Conc. - Certificate
- C. Students may declare the Bachelor of Science in Career and Technical Education major (Agriculture Education Concentration) after completion of 30 Appalachian semester hours, to include R C 1000 and UCO 1200.
 - D. Students will abide by all Appalachian and WCC academic standing and student conduct policies.
 - E. Students will be billed separately by each institution and will be responsible for paying tuition and fees at Appalachian, as well as tuition and a parking fee at WCC, before their respective deadlines.
 - F. Students enrolled in 9 credit hours or more will have access to Appalachian's student health services center, as the fees are included in the full enrollment tuition and fees paid by the Student. However, Students enrolled in less than 9 credit hours who wish to utilize the Appalachian student health services center must pay an additional fee for such access.
 - G. A student who receives financial aid should be prepared to pay WCC tuition and fees up front, prior to any excess refund disbursement from Appalachian.
 - H. If a student is eligible for financial aid, s/he will be subject to the existing consortium agreement for financial aid purposes and will:
 - a. Complete the FAFSA; and
 - b. Submit a consortium agreement application (see Appendix C) for each semester of co-enrollment to the Appalachian financial aid office
 - I. Students must earn grades of "C" (2.0) or better in order for coursework to transfer to Appalachian (grades of "C –"and below will not transfer).
 - J. Students will be responsible for obtaining their own textbooks. Textbooks required for WCC coursework are not included in the Appalachian textbook rental program.
 - K. Students participating in this program must complete 50 semester hours at Appalachian.

APPALACHIAN OBLIGATIONS

- A. The Appalachian CTE program director will provide a list of student/cohort enrollment data to the WCC program director approximately one month prior to the start of each fall and spring semester and will communicate any changes in cohort enrollment from the previous semester (e.g., change in major, withdrawal from school) on or before the following dates:
 - a. July 31st - fall enrollment
 - b. November 15th - spring enrollment
 - c. April 15th - summer enrollment
- B. Appalachian will package student financial aid based on Appalachian and WCC enrollment, then disperse aid accordingly and update enrollment with the National Student Loan Data System for Students (NSLDS). If applicable, Appalachian will issue an excess aid refund to the student or parent (if parent plus loan is taken out) for any aid provided beyond Appalachian's costs.

- C. The Appalachian financial aid counselor will communicate with the WCC program coordinator on a monthly basis to confirm active participation/enrollment. Final disbursed awards are contingent upon course participation in all classes.
- D. First-year students in this program will be afforded the same advantages and opportunities as other Appalachian first-year students (e.g., required on-campus housing, first-year scholarship consideration).

WCC OBLIGATIONS

Whereas WCC will assume responsibility for delivering instruction of courses that make up the concentration requirement in the CTE Agriculture Education concentration at Appalachian, WCC will ensure the following:

- A. The WCC point of contact for the CTE concentration (Dean of Applied Career Technologies) will coordinate all transactions regarding the articulation agreement with the program director of the CTE program at Appalachian and the Office of Transfer Services.
- B. The sequencing of approved courses will be available at WCC for each group of entering Appalachian students, regardless of class size (see Appendix B), but in varying orders. Students who follow the WCC course sequence will be able to complete the required 29 hours within 3 years of entry into the program but each incoming class will have a different starting point, as WCC does not offer all required courses each academic year.
- C. The WCC coordinator/faculty of record who provides oversight to the program will maintain the same faculty credentials as that of Appalachian faculty (Bachelor degree-granting institutions per SACS).
- D. WCC will enroll Appalachian students in appropriate coursework and provide to the Appalachian CTE program director the student schedule. The WCC point of contact will provide an initial information session regarding the WCC registration process. Appalachian students will register themselves for each subsequent semester.
- E. WCC will provide to the Appalachian Office of Transfer Services an official transcript for each co-enrolled student within four weeks of the end of each academic semester.
- F. WCC will verify enrollment (via e-mail) on a monthly basis—reporting the last date of attendance for any dropped coursework or withdrawal, as well as any refund of tuition and fees. In accordance with WCC refund policy, a student will receive a full refund for any courses dropped before the first day of class and a 75% refund for a course dropped on or before the 8th day of the semester.
- G. For the purposes of this articulation agreement, the following WCC certificates may be earned by a student upon completion of classes: Applied Animal Science Technology concentration certificate; and/or Horticulture Technology concentration certificate.

JOINT OBLIGATIONS

- A. Appalachian students will be considered co-enrolled students at both Appalachian and WCC and will retain an e-mail account at both institutions.

- B. Appalachian and WCC program directors will meet annually to discuss student and/or institutional concerns found to impact the effectiveness and/or academic integrity of this agreement.
- C. Program directors will identify and share strategies to promote the co-enrollment program outside of both institutions (e.g., state Future Farmers of America, state CTE).
- D. Program directors will collaborate to determine the most appropriate days and times for course offerings which complement the existing Appalachian CTE curricular offerings.

EVALUATION

- A. It is understood by both educational partners that there will be an evaluation and assessment of this Articulation Agreement between Appalachian and WCC every three years—the first of which will occur in June 2022. The information obtained from the evaluation will be used to improve and enhance the overall effectiveness of the program for the benefit of students.
- B. Appalachian and WCC agree to: exchange relevant and appropriate data and documents that will help to identify and track students who take advantage of this educational partnership opportunity; contribute to the maintenance of this Articulation Agreement; and promote effective cooperation between both parties.

AMENDMENTS

Amendments to this Articulation Agreement must be in writing, signed by authorized representatives of each party. The courses of study subject to this Articulation Agreement may be changed or expanded periodically by addendum mutually agreeable to both parties.

LONGEVITY

This Articulation Agreement shall be effective from the date last signed below until it is cancelled by either educational partner by submitting written notification to the other partner at least one year prior to the identified cancellation date in order to allow students that have been admitted to Appalachian to complete the Agriculture Education concentration requirements. The matriculation of this agreement begins at the start of the fall 2019 semester.

Appalachian and WCC enter into this Articulation Agreement in the spirit of cooperation and mutually recognize each other as quality institutions of higher learning. Each institution, furthermore, is dedicated to serving students from all walks of life, regardless of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

Name	Date	Name	Date
Blair M. Hancock Vice President of Instruction Wilkes Community College		Dr. Darrell Kruger Provost & Executive Vice Chancellor Appalachian State University	

Appendix A – CTE Courses to be offered at WCC (29 hours)

** Note: None of the following WCC courses have prerequisites. WCC courses are 3 credit hours, with the exception of AGR 111 (2 credits), for a total of 29 credit hours.

Animal Science Concentration

WCAG 1100 – Animal Science (3) | WCC Course: ANS 110 *

WCAG 1160 – Intro. to the Equine Industry (3) | WCC Course: ANS 116 *

WCAG 1200 – Beef Production (3) | WCC Course: ANS 120 *

WCAG 1300 – Poultry Production (3) | WCC Course: ANS 130 *

WCAG 1110 – Basic Farm Maintenance (2) | WCC Course: AGR 111 *

Horticulture Concentration

WCAG 1340 – Greenhouse Operations (3) | WCC Course: HOR 134 * +

WCAG 1600 – Plant Materials I (3) | WCC Course: HOR 160 *

WCAG 1660 – Soil Science (3) | WCC Course: AGR 170 *

WCAG 2350 – Greenhouse Production (3) | WCC Course: HOR 235 * +

WCAG 1400 – Hort Pest Management (3) | WCC Course: HOR 164 * +

* Course must be taken at WCC

+ Course will double-count with second academic concentration

Appendix B - Suggested Appalachian & WCC Course Sequences

** Note: The following are suggested course sequences for students, as they progress through the program.

Suggested 4-Year Appalachian Course Sequence (91 total credit hours)

1st Year Fall 9 hours

Appalachian CTE 1750 (1)
Appalachian General Education (8)

1st Year Spring 10 hours

Appalachian General Education (10)

2nd Year Fall 11 hours

Appalachian General Education (9)
Appalachian CI 2300 (2)

2nd Year Spring 9 hours

Appalachian General Education (9)

3rd Year Fall 13 hours

Appalachian PSY 3010 (3)
Appalachian FDN 2400 (2)
Appalachian Gen Ed (5)
Appalachian SAC (3)

3rd Year Spring 15 hours

Appalachian SAC (3)
Appalachian CTE 4629 (3)
Appalachian CTE 4750 (3)
Appalachian SAC (3)
Appalachian CTE 4650 (3) - Summer Only

4th year Fall 12 hours

Appalachian CTE 4660 (3)
Appalachian CTE 4619 (3)
Appalachian CTE 4910 (1)
Appalachian CI 3400 (2)
Appalachian SPE 3300 (3)

4th year Spring 12 hours

Appalachian CI 4900 (12)

Suggested 3-Year WCC Course Sequence (29 total credit hours)

** Note: WCC does not offer each set of courses listed below every academic year. Therefore, students will take whichever set of WCC courses are offered upon entry and then progress through the sequence, accordingly. Students who follow the WCC course sequence will be able to complete the required 29 hours within 3 years of entry into the program but each incoming class will have a different starting point.

Fall 6 hours

WCC HOR 160 Plant Materials 1 (3)
WCC ANS 110 Animal Science (3)

Spring 5 hours

WCC HOR 134 Greenhouse Operations (3)
WCC AGR 111 Basic Farm Maintenance (2)

Fall 6 hours

WCC AGR 170 Soil Science (3)
WCC ANS 130 Poultry Production (3)

Spring 6 hours

WCC HOR 235 Greenhouse Production (3)
WCC ANS 116 Intro to Equine Industry (3)

Fall 3 hours

WCC ANS 120 Beef Production (3)

Spring 3 hours

WCC HOR 164 Pest Management (3)

Consortium Agreement Application

A Consortium Agreement is a contract between two colleges, universities, or community colleges that recognizes the registration of a student at each site for financial aid purposes. App State will be your *Home School* and the other colleges, universities, or community colleges you attend will be your *Host School*.

To be eligible, 1.) Your courses at App and/or your Host School must be **required** for your degree, 2.) your courses must be **approved** by the Office of Transfer Admissions & Engagement, and 3.) you must agree to **submit your transcripts** from your Host School to the Office of Transfer Admissions & Engagement at the end of the term.

Please remember:

- **You are responsible for paying your Host School.** Appalachian will not make payments to your host school on your behalf.
- If you drop classes at your host school without beginning attendance, completely withdraw from all summer classes, or fail to submit your transcripts to the Office of Transfer Admissions & Engagement you must notify the Office of Student Financial Aid. **Failing to attend, dropping, or not providing a transcript may cause an adjustment to your aid. This could result in a balance due with Appalachian.**

Application Process

- Complete the Free Application for Federal Student Aid (FAFSA). It will take four to six weeks to process the results of the FAFSA.
- Check your AppalNet account to determine if any additional documents are required to complete the processing of your FAFSA.
- Contact the Office of Transfer Admissions & Engagement to complete the **Visiting Course Request Form**. Please submit a copy of the emailed letter approving your visiting coursework with your Consortium Agreement Application.
- Complete the following Consortium Agreement Application and submit it to the Office of Student Financial Aid (financialaid@appstate.edu) for approval.
- If Appalachian does not already have a standing agreement with your Host School, we will submit a request to participate to your Host School. If your Host School does not agree to participate, Appalachian will be unable to move forward with a consortium agreement.
- All courses at your host school must be transferable to Appalachian State University to meet your degree requirements. Be aware that only grades of "C" or better in your community college courses will transfer to Appalachian.

Financial Aid Awarding and Disbursement

- Your financial aid award package will be developed according to all federal, state, and institutional student eligibility requirements, policies and procedures and the hours of enrollment that you report on this form.
- Your financial aid award package will be posted on your AppalNet account. Read the Terms and Conditions before accepting your financial aid.
- Your financial aid will be disbursed according to the appropriate policies and procedures. Generally, if financial aid requirements are complete prior to the beginning of classes, your financial aid will be credited to your student account to satisfy your Appalachian State University tuition and fees. (Be aware that financial aid refunds are generally not available before community college billing due dates. You may need to pay your Host School before your financial aid refund is available to you.)
- At the end of the drop/add period for the Host School and Appalachian State University, your hours of enrollment must match the hours on which your financial aid award package was developed. The Host

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School will be required to notify Appalachian's Office of Student Financial Aid of your actual hours of enrollment. If you are enrolled in fewer hours than anticipated, your financial aid award package will be revised. This could require a repayment of some or all of the funds disbursed.

- If you stop attending all of your classes, you are required to officially withdraw from the University. When you withdraw from the University, the Return of Financial Aid Funds for Students Who Withdraw Policy will be used to determine the amount of financial aid to be returned to the respective programs.

At the End of the Term

- Within three weeks after the end of your exams at your Host School, submit a copy of your transcript to the Office of Transfer Admissions & Engagement, John Thomas Hall, ASU Box 32166, Boone, NC 28608- 2054. Failure to do so within the three-week timeframe may indicate that you are an unofficial withdrawal and the Return of Financial Aid Funds for Students Who Withdraw Policy will be used to determine the financial aid that must be returned to the programs.

Once your approved agreement and an approval email from the Office of Transfer Admissions & Engagement has been submitted, you may view your application status by logging onto your AppalNet account and clicking on *Self Service* and *Financial Aid*.

We look forward to working with you as you work toward your educational goals.

Sincerely,

Office of Student Financial Aid & University Scholarships

Keep this information for future reference.

Notes:

Office of Student Financial Aid & University Scholarships

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Consortium Agreement Application

To be eligible to apply for a Consortium Agreement you must:

- Not be receiving financial aid at any other institution.
- Complete the Free Application for Federal Student Aid (FAFSA). It will take four to six weeks to process the results of the FAFSA.
- Contact the Office of Transfer Admissions & Engagement to complete the **Visiting Course Request Form**. Please submit a copy of the email from the Office of Transfer Admissions & Engagement with *your Consortium Agreement Application*. (All courses at your host school must be transferable to Appalachian State University to meet your degree requirements. Be aware that only grades of "C" or better in your community college courses will transfer to Appalachian.)
- Complete the following *Consortium Agreement Application* and submit it to the Office of Student Financial Aid (financialaid@appstate.edu) for approval. Be sure to list all of your classes at Appalachian and your Host School. Understand that if the actual courses you register for are different from those listed on this form, you may be required to repay part or all of the financial aid previously awarded
- If Appalachian does not already have a standing agreement with your Host School, we will submit a request to participate to your Host School. If your Host School does not agree to participate, Appalachian will be unable to move forward with a consortium agreement.
- Notify the Office of Student Financial Aid if you stop attending any or all of your classes.
- Submit your transcript to the Appalachian State University Office of Transfer Admissions & Engagement, ASU Box 32166, Boone, NC, 28608-2054 **within three weeks after the last day of exams for the term.**

Name _____
Last
First
Middle

Banner ID (900) _____

Address _____
Street
City
State
Zip

Email Address _____

Expected Graduation Date _____

Name of the community college or university you plan to attend _____

Address of Host School _____

Telephone Number of Financial Aid Office at Host School _____

Email Address of Financial Aid Office at Host School _____

Course Number	ASU or Community College Course	First Day of Classes (Month/Day/	Last Day of Exams (Month/Day/ Year)	Credit Hours	Seated, Web- based or Hybrid Course?
Example: MAT 1020	ASU	08/21/2006	12/13/2006	3	Seated

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Course Number	App or Host School	First Day of Classes (Month/Day/)	Last Day of Exams (Month/Day/ Year)	Credit Hours	Seated, Web-based or Hybrid Course?

Please initial the following:

- I certify that I have read and agree to abide by Consortium Agreement Application
- I have submitted a copy of the email from the Office of Transfer Admissions & Engagement approving the classes at my host school.
- I will submit my transcripts from my host school to the Office of Transfer Admissions & Engagement no later than 3 weeks after the summer session ends.
- I will notify the Office of Student Financial Aid if my enrollment at my Host School changes and understand that changes to my enrollment by lead to the recalculation of my aid and a balance due with the university.
- I understand that Appalachian will not pay my Host School on my behalf.

Signed _____ Date _____

You may mail, or email documents to:
 Appalachian State University, Office of Student Financial
 Aid ASU Box 32059, Boone, NC 28608
Email: financialaid@appstate.edu