

# 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 31<sup>st</sup> - fall enrollment
  - b. November 15<sup>th</sup> - spring enrollment
  - c. April 15<sup>th</sup> - 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)

<u>1<sup>st</sup> Year Fall</u>	<u>9 hours</u>	<u>1<sup>st</sup> Year Spring</u>	<u>10 hours</u>
Appalachian CTE 1750 (1)		Appalachian General Education (10)	
Appalachian General Education (8)			

<u>2<sup>nd</sup> Year Fall</u>	<u>11 hours</u>	<u>2<sup>nd</sup> Year Spring</u>	<u>9 hours</u>
Appalachian General Education (9)		Appalachian General Education (9)	
Appalachian CI 2300 (2)			

<u>3<sup>rd</sup> Year Fall</u>	<u>13 hours</u>	<u>3<sup>rd</sup> Year Spring</u>	<u>15 hours</u>
Appalachian PSY 3010 (3)		Appalachian SAC (3)	
Appalachian FDN 2400 (2)		Appalachian CTE 4629 (3)	
Appalachian Gen Ed (5)		Appalachian CTE 4750 (3)	
Appalachian SAC (3)		Appalachian SAC (3)	
		Appalachian CTE 4650 (3) - Summer Only	

<u>4th year Fall</u>	<u>12 hours</u>	<u>4th year Spring</u>	<u>12 hours</u>
Appalachian CTE 4660 (3)		Appalachian CI 4900 (12)	
Appalachian CTE 4619 (3)			
Appalachian CTE 4910 (1)			
Appalachian CI 3400 (2)			
Appalachian SPE 3300 (3)			

### 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.

<u>Fall</u>	<u>6 hours</u>
WCC HOR 160 Plant Materials 1 (3)	
WCC ANS 110 Animal Science (3)	

<u>Spring</u>	<u>5 hours</u>
WCC HOR 134 Greenhouse Operations (3)	
WCC AGR 111 Basic Farm Maintenance (2)	

<u>Fall</u>	<u>6 hours</u>
WCC AGR 170 Soil Science (3)	
WCC ANS 130 Poultry Production (3)	

<u>Spring</u>	<u>6 hours</u>
WCC HOR 235 Greenhouse Production (3)	
WCC ANS 116 Intro to Equine Industry (3)	

<u>Fall</u>	<u>3 hours</u>
WCC ANS 120 Beef Production (3)	

<u>Spring</u>	<u>3 hours</u>
WCC HOR 164 Pest Management (3)	

## Appendix C - Consortium Agreement Application



CNAG\_FA/SP/SU

Dear Appalachian Learning Alliance Student,

Congratulations on your decision to seek a degree through the Appalachian Learning Alliance. At times you will be taking Community College courses and Appalachian State University courses during a semester and/or summer term. During those semesters/terms you will be eligible to apply for financial aid through the Appalachian Learning Alliance Consortium Application.

When you apply for financial aid through the Appalachian Learning Alliance Consortium Application, you should complete these steps:

### **Application Process**

- Complete the appropriate 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.
- Apply for acceptance or be enrolled in one of the Office of Distance Education Undergraduate Degree Programs.
- The Appalachian Learning Alliance institutions are: Caldwell Community College, Catawba Valley Community College, Cleveland Community College, Forsyth Technical Community College, Isothermal Community College, Mayland Community College, McDowell Technical Community College, Surry Community College, Western Piedmont Community College and Wilkes Community College.
- You may receive financial aid for coursework at a North Carolina community college that is not part of the Appalachian Learning Alliance with approval from the Office of Distance Education, Appalachian's Office of Student Financial Aid, and the financial aid office at the community college you wish to attend.
- Complete the following *Consortium Agreement Application* and submit it to Appalachian State University's Office of Distance Education.
- All Community College courses 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 for the semester, 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.) Note that if your transcript for a previous term at a community college has not been received, your financial aid will not be disbursed until those grades have been received and have been posted to your academic transcript.
  
- At the end of the drop/add period for the community college and Appalachian State University, your hours of

- At the end of the drop/add period for the community college and Appalachian State University, your hours of enrollment must match the hours on which your financial aid award package was developed. The community college will be required to notify the Appalachian State University Office of Student Financial Aid of your actual hours of enrollment in the community college courses. 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 Semester**

- Within three weeks after the end of your exams at the community college, submit a copy of your transcript to the Office of Transfer Services, 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.
- Plan to submit the *Consortium Agreement Application* for the next enrollment period that you will be taking courses at an Appalachian Learning Alliance Community College and Appalachian State University courses. Submit your *Consortium Agreement Application* to Distance Education for approval. Distance Education will forward your approved agreement to the Office of Student Financial Aid.
- Complete the Renewal FAFSA at the appropriate times.

Once your approved agreement 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

*Keep this information for future reference.*

**Notes:**

## **Appalachian Learning Alliance Consortium Agreement**



Students in the Appalachian Learning Alliance who will be taking a combination of Appalachian Learning Alliance Community College courses and Appalachian State University courses must complete this Consortium Application each semester or summer term for which they wish to receive financial aid.

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

- Be enrolled in a participating North Carolina Community College course and an Appalachian State University course during the same semester.
- Take a course at a participating North Carolina Community College that is transferable to your degree program at Appalachian State University.
- You may receive financial aid for coursework at a North Carolina community college that is not part of the Appalachian Learning Alliance with approval from the Office of Distance Education, Appalachian's Office of Student Financial Aid, and the financial aid office at the community college you wish to attend.
- Complete this form by listing the Appalachian State University courses **AND** the community college courses for which you plan to enroll. 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. It is your responsibility to send your agreement to Distance Education. If approved, Distance Education will forward your agreement to the Office of Student Financial Aid.
- Not be receiving financial aid at any other institution.
- Notify the Office of Distance Education and the Office of Student Financial Aid if you stop attending any or all of your classes.
- Submit your community college transcript to the Appalachian State University Office of Transfer Services, ASU Box 32166, Boone, NC, 28608-2054 **within three weeks after the last day of exams for each semester.**

Name \_\_\_\_\_  
*Last*
*First*
*Middle*

Banner ID   (900)  

Address \_\_\_\_\_  
*Street*
*City*
*State*
*Zip*

Email Address \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

For which semester/year are you completing this form?  
Spring
Summer  
 Fall \_\_\_\_\_  
Year
Year
Year

Name of the Community College you plan to attend \_\_\_\_\_

Cohort Degree Program in which you will be enrolled \_\_\_\_\_

List all courses you will be taking for the semester (ASU and Appalachian Learning Alliance Community College Courses):

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

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?

Contact the Office of Student Financial Aid at 828-262-2190 or [financialaid@appstate.edu](mailto:financialaid@appstate.edu) if your plans for enrollment change after you submit this application. Your eligibility will be recalculated if you do not enroll in the courses you have listed and you may be required to repay part or all of the financial aid you received.

*To check the status of this application, log onto your AppalNet account and click "Self Service" and "Financial Aid."*

I certify that I have read and agree to abide by the Appalachian Learning Alliance Financial Aid Consortium Application Guidelines.

Signed \_\_\_\_\_ Date \_\_\_\_\_

You may fax, mail, email, or hand-deliver documents to:

Appalachian State University  
 Distance Education  
 ASU Box 32054  
 Boone, NC 28608  
[University Hall, 2nd Floor](#)  
**Fax Number:** 828-265-8673  
**Email:** distance@appstate.edu