**Organization**

The Course Directory is divided into four sections of discrete program offerings:

Section 1 - AGSC Articulation Transfer Disciplines and Academic Support Disciplines;

Section 2 - Occupational/Technical Disciplines;

Section 3 - Health-Related Professions Disciplines;

Section 4 - Developmental Studies

#### Transfer Code:

The **STARS** System is a web-based database that allows students, advisors, faculty, and administrators to obtain the most current AGSC approved transfer information.

**Transfer Code Designations**

Code A = AGSC approved transfer courses in Areas I-IV that are common to all institutions.  
Code B = Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.  
Code C = Potential Area V transfer courses that are subject to approval by respective receiving institutions.

*Note: If a transfer code is not entered for a course it is a Code C by default.*

**Areas I - V**

NOTE: The following five areas outline the minimum general academic content that is covered in the freshman and sophomore years prior to transfer to a four-year institution in Alabama. All the transfer guides (except for Engineering) follow these area guidelines.

AREA I - Written Composition

AREA II - Humanities & Fine Arts

AREA III - Natural Sciences & Mathematics

AREA IV - History, Social, & Behavioral Sciences

AREA V - Pre-Professional, Major, & Elective Courses

**Course Additions and Changes:**

1. All new or revised courses must be approved by the appropriate department head or division chair, dean, and president at the local college before submitting via email to Abigail Carter ([Abigail.carter@accs.edu](mailto:Abigail.carter@accs.edu)) and Natalie Thornton (natalie.thornton@accs.edu).
2. Complete and submit the ACCS course submission request form in Microsoft Word ©. Incomplete forms will be returned for additional information.
3. A final copy (including signatures) must be sent to the Abigail Carter ([Abigail.carter@accs.edu](mailto:Abigail.carter@accs.edu)) and Natalie Thornton (natalie.thornton@accs.edu).
4. Course proposals will be reviewed by staff. Once approved, the information will be included in the appropriate course directory.
5. Colleges may not implement the course until publication of the updated course directory.

*Colleges must complete the*[*AGSC/STARS Course Proposal Form*](http://stars.troy.edu/forms/Course_Proposal_Form.pdf)*to request consideration for inclusion of a course in the Articulation and General Studies Committee (AGSC) database. The request will be reviewed by AGSC.*

Submit all forms to Abigail Carter ([abigail.carter@accs.edu](mailto:abigail.carter@accs.edu)) and Natalie Thornton (natalie.thornton@accs.edu)

***Note:****A course can be approved for inclusion on the Alabama Community College System Course Directory without being approved by AGSC/STARS.*

#### For additional information refer to: Requests for New Instructional Programs, State Board of Education Policy 702.01

**Documents and Forms:**

* Guidelines for program submission
* Intent to Submit a New Program
* New Program Request
* Short Certificate addition – New Program
* Short Certificate addition – Existing Program