

TRANSFER STUDENT ARTICULATION AGREEMENT  
BETWEEN  
SAINT FRANCIS UNIVERSITY-ADULT DEGREE & CONTINUING STUDIES  
AND  
BEDFORD COUNTY TECHNICAL CENTER'S HIGH SCHOOL PROGRAM  
FOR  
ASSOCIATE OF APPLIED SCIENCE IN HUMAN RESOURCE/COMPUTER  
TECHNOLOGY

Prepared by

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ARTICULATION AGREEMENT  
SAINT FRANCIS UNIVERSITY  
AND  
BEDFORD COUNTY TECHNICAL CENTER'S HIGH SCHOOL PROGRAMS

The Bedford County Technical Center (BCTC) and Saint Francis University (SFU) hereby establish this transfer articulation agreement for the transfer of Bedford County Technical Center high school students and alumni to Saint Francis University.

Recognizing that the missions and goals of both institutions include serving the educational and workforce needs of the West/Central region of Western Pennsylvania, the high quality of both institutions, the growth of the career education movement throughout the state and in our region, and the need to provide multiple paths to the associate degree for both traditional-aged and returning adult students, this agreement allows for seamless transition for high school students from BCTC to SFU and guarantees admittance and the Adult Degree & Continuing Studies discounted tuition rate, provided performance standards are met at the BCTC.

The primary purpose of this agreement is to enhance the transferability between the accredited high school programs at BCTC into the associate of applied science degree programs at SFU. This will be accomplished in part by having faculty and administration of both institutions more aware of programs at the other institution, and thus providing better advising and planning for the students interested in this academic path. The goal is to help high school students find a path to a college education that is readily apparent, time sensitive, easily understandable, logistically organized, and financially responsible.

The intent of this agreement is to provide a seamless transfer from identified and agreed upon high school programs offered at the BCTC into the Associate of Applied Science in Human Resource/Computer Technology Degree offered through the Adult Degree & Continuing Studies division (ADCS) of Saint Francis University.

## PRINCIPLES OF AGREEMENT

1. Bedford County Technical Center high school students are eligible to transfer into Saint Francis University's Associate of Applied Science in Human Resource/Computer Technology offered through Adult Degree & Continuing Studies. ADCS courses can be taken online, in the evening on campus or in Johnstown or Altoona, Saturdays at Saint Francis or a combination of the aforementioned. This agreement is not offered as a transfer to the traditional day-time undergraduate programs, but if an BCTC graduate wishes to apply to SFU's traditional day-time undergraduate programs (classes offered during the day on campus in Loretto), he/she may do so by contacting the Office of Admissions (814-472-3100 or [admissions@francis.edu](mailto:admissions@francis.edu)). Transfer into the Adult Degree & Continuing Studies programs can be done by contacting the office of Adult Degree & Continuing Studies at (814-472-3012 or [oce@francis.edu](mailto:oce@francis.edu)) or by visiting [www.francis.edu/adcs](http://www.francis.edu/adcs).
2. BCTC high school students are encouraged to apply for transfer admission to SFU as early as possible during their studies at the BCTC. BCTC high school students who declare the intent to transfer to Saint Francis University will receive SFU academic and career advising from that point on. Through Adult Degree & Continuing Studies, BCTC high school students will be guaranteed acceptance with a program cumulative 2.0 grade point average, provided all other requirements are met.
3. The BCTC will provide the office of Adult Degree & Continuing Studies with course requirements, curriculum outlines, learning goals and objectives, and competencies for the courses preparing the high school program students to enter into the Associate of Applied Science Degree Program. Saint Francis University will provide the Bedford County Technical Center with SFU course requirements necessary to complete the Associate of Applied Science Degree Program.
4. The determination of major program requirements for the applied science associate degree will be the responsibility of SFU. Transfer students will be held responsible for the requirements of a major, as well as general education requirements and other academic policies and procedures, as published in the Saint Francis University catalog at the time they enroll at the University.
5. Any statute of limitations on the acceptance of BCTC transfer credit towards general education and major requirements will be consistent with the statute of limitations for all SFU students. Credits accepted in transfer from BCTC will not be used by SFU in the computation of the student's grade-point-average or the awarding of academic honors.
6. BCTC high school students who transfer to SFU will be treated the same as other SFU students of equal class standing when applying for financial aid, applying for specific majors, registering for classes, participating in orientation activities, and completing all other processes.
7. The following BCTC accredited high school programs of study must be completed successfully and mastered. Each course of study of at least 900 clock hours and listed below will be accepted as the equivalent of twenty-seven (27) Saint Francis University free elective courses.

## **High School Programs included in this articulation agreement:**

**Cosmetology  
Culinary Arts**

**Administrative Assistant**

8. The high school student transferring previously earned college credits (college in high school or dual enrollment) from another regionally accredited college/university enrolling into the Associate of Applied Science Degree in Human Resource/Computer Technology will be required to complete a minimum of twenty-seven (27) credits in their particular degree program at Saint Francis University. As such, the student will be allowed to transfer in a maximum of an additional (9) previously earned credits into the degree program, along with the twenty-seven (27) credits of advanced standing transferred in from the BCTC, for a total of thirty-six (36) possible transfer credits.
9. It is the responsibility of the BCTC high school student to first seek the advice of an BCTC High School Program staff member or instructor if he/she intends to transfer to SFU. The Adult Degree & Continuing Studies staff will work with the BCTC staff and students to ensure timely and accurate dissemination of materials and information regarding the transfer from postsecondary programs of study at the BCTC into the Associate of Applied Science Degree at SFU. It is also the student's responsibility to obtain, and submit an SFU application for admission, and to submit an official BCTC transcript to SFU. Students will complete the Adult Degree & Continuing Studies online application located on the main SFU website ([www.francis.edu/adcs](http://www.francis.edu/adcs)).
10. Both BCTC and SFU will publicize and promote this agreement to potential and current students, faculty, staff, alumni, and the general public. BCTC will invite the SFU Adult Degree & Continuing Studies Office to any transfer advising sessions, career days, or open houses; and will provide SFU transfer admissions materials to students requesting such information. BCTC will announce to its current students and to its alumni when SFU is holding open houses for possible transfer students. BCTC will include SFU on its web listing and other pertinent materials regarding transfer and articulation agreement programs. The BCTC agrees to follow general guidelines/policies regarding any advertising of this agreement to the general public. Appropriate logos and other marketing materials will be provided to the BCTC for such use.
11. Each institution will designate an official who will be responsible for all aspects of the articulation program at that institution. SFU will periodically update the evaluation of BCTC catalog courses when deemed necessary by both institutions.
12. BCTC and SFU will review this agreement every two years to make any necessary adjustments. Either institution may terminate this agreement after providing written notification at least one year in advance of the effective date of termination. It is understood that such changes will not adversely impact students already covered under the provisions of the existing agreement.

The Bedford County Technical Center and Saint Francis University hereby authorize this articulation agreement for the high school programs effective immediately upon the signatures of both institutions.

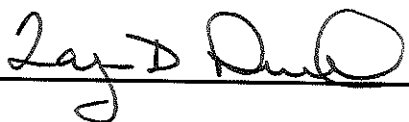
SIGNATURES

BEDFORD COUNTY TECHNICAL CENTER

  
\_\_\_\_\_  
Mark Bollman, Administrative Director 2-14-18  
Date

  
\_\_\_\_\_  
JOC Representative 2-13-18  
Date

SAINT FRANCIS UNIVERSITY

  
\_\_\_\_\_  
Dr. Wayne Powel 1/9/2018  
Date  
Provost