



ARTICULATION AGREEMENT  
BETWEEN  
SAINT FRANCIS UNIVERSITY  
DIVISION OF PROFESSIONAL STUDIES  
AND  
Career Institute of Technology

Prepared by

Mrs. Sherri Link, Director of Academic and Student Affairs  
Saint Francis University, Division of Professional Studies

&

Adrienne Jones  
Career Institute of Technology

2024-2025

ARTICULATION AGREEMENT

Saint Francis University  
and  
Career Institute of Technology

Career Institute of Technology and Saint Francis University, Division of Professional Studies (DPS) hereby establish this transfer articulation agreement for the transfer of secondary students and alumni to Saint Francis University.

Recognizing that the missions and goals of both institutions include serving the educational and workforce needs of 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 students and guarantees admittance and the Division of Professional Studies discounted tuition rate (at the time of application), provided performance standards are met at the Career Institute of Technology.

The primary purpose of this agreement is to enhance the transferability between the accredited secondary programs at Career Institute of Technology and Saint Francis University. For the 2024-2025 academic year, SFU is introducing the new Associate of Applied Science, Specialized Studies program, which provides a generous transferability of credits for specialized areas and a clear pathway to earning a degree at SFU. Students can transfer up to 48 credits earned from a specialized certificate at the technical school into this program. Additionally, students can transfer a minimum of six (6) credits into one of the Saint Francis University associate of science degree programs or a minimum of twelve (12) credits into one of our bachelor of science degree programs. The goal is to help students find a path to a college education that is readily apparent, time sensitive, easily understandable, logistically organized, and financially responsible.

## PRINCIPLES OF AGREEMENT

1. Career Institute of Technology students are eligible to transfer into one of Saint Francis University's associate of science or bachelor of science degree completion programs offered through the Division of Professional Studies. *This agreement is not offered as a transfer to traditional day-time undergraduate programs.* If a student wishes to apply to traditional day-time undergraduate programs, 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 Division of Professional Studies programs can be done by contacting the office of DPS at (814-472-3012 or [professionalstudies@francis.edu](mailto:professionalstudies@francis.edu)) or visiting [www.francis.edu/professionalstudies](http://www.francis.edu/professionalstudies).
2. Career Institute of Technology students are eligible to transfer into the Associate of Applied Science (AAS), Specialized Studies program with a transfer of a maximum of 48 credits. Transferable credits will vary based on the credits earned for a specialized certificate at the students Career Institute of Technology.
3. Career Institute of Technology students are responsible to obtain, and submit an application for admission, and to submit an **OFFICIAL** transcript to Saint Francis University indicating successful completion of the secondary or post-secondary diploma. Potential students will be required to meet the admissions requirements for the program in which they choose to apply for admission. Students applying to the AAS, Specialized Studies program will be required to provide a copy of the certificate earned while attending Career Institute of Technology.
4. This agreement provides Career Institute of Technology eligible students and employees a twenty-five (25%) percent tuition reduction in courses matriculated through DPS, applicable as of the date this agreement is fully executed by the parties below. Students and employees must identify as students or employees at the time of application. This discount **does not** apply to traditional Saint Francis University courses and programs.
5. Saint Francis University may change its tuition rates at any time at its sole discretion and the reduction will be calculated based on the current tuition in effect for the applicable academic term for the enrolled program. Eligible employees and alumni shall not be entitled to any other reduction and are subject to all other admission and continuation requirements as set forth in the respective Saint Francis University policies and catalogs.
6. The determination of major program requirements for the associate of science and the associate of applied science degrees will be the responsibility of Saint Francis University. 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 of enrollment.

7. Any statute of limitations on the acceptance of Career Institute of Technology transfer credit towards general education and major requirements will be consistent with the statute of limitations for all Saint Francis University students. Credits accepted in transfer will not be used by Saint Francis University in the computation of the student's grade-point-average or the awarding of academic honors.
8. All Career Institute of Technology accredited secondary programs of study must be completed successfully and mastered on the secondary level. Each course of study of at least 720 clock hours and listed below will be accepted as the equivalent of six (6) credits into an associate degree program and twelve (12) credits into a bachelor's degree program at Saint Francis University.
  - CTC credits are transferable as listed below, for each associate degree program offered through Division of Professional Studies
    - Associate of Business Administration
      - BUS 101 Wall Street: Business in a Global Society
      - BUS Elective
    - Associate of Early Childhood Education\*
      - EDUC250 Family, Community Relations in ECE
      - EDUC231 Child Growth and Development

*\*An evaluation of the CTC, ECE program will need to be completed to confirm that PDE competencies are being met.*
  - CTC credits earned for a specialized certificate at Career Institute of Technology are transferable for up to 48 credits for the Associate of Applied Science, Specialized Studies program offered through the Division of Professional Studies.
  - CTC credits are transferable as twelve (12) credits of free electives into any of the Bachelor of Art or Bachelor of Science programs.
9. Both Career Institute of Technology and Saint Francis University will publicize and promote this agreement to potential and current students, faculty, staff, alumni, and the general public. Saint Francis University staff will be invited to any transfer advising sessions, career days, or open houses; and will provide transfer admissions materials to students requesting such information. Career Institute of Technology will announce to its current students and to its alumni when Saint Francis University is holding open houses for possible transfer students. Saint Francis University will be included on the web listing and other pertinent materials regarding transfer and articulation agreement programs. Appropriate logos and other marketing materials will be provided to the Career Institute of Technology for such use.
10. Each institution will designate an official who will be responsible for all aspects of the articulation program at that institution. Career Institute of Technology and Saint Francis University will review this agreement every two years to make any

necessary adjustments. Either institution may terminate this agreement after providing written notification at least 90 days 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. Notwithstanding the foregoing, either party may terminate the Agreement immediately in the event that participation under the Agreement may give rise to a violation of any requirement of federal or state law or regulation or the requirements of any accrediting agency having jurisdiction.

Career Institute of Technology and Saint Francis University hereby authorize this articulation agreement effective immediately upon the signatures of both institutions.

CONTACTS FOR COORDINATION:

All notices and other communications required hereunder by either party to the other shall be in writing, delivered personally, electronically with validation of receipt, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or received when using overnight courier or three business days after being deposited in the United States mail, postage prepaid, addressed as follows:

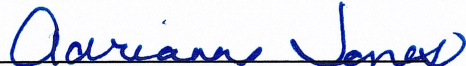
Saint Francis University:  
Mrs. Sherri Link  
Director, Academic and Student Affairs  
PO Box 600  
Loretto, PA 15940  
slink@francis.edu

Career & Technology Center  
Mr. Jonathan Rosenblum  
5335 Kesslersville Road  
Easton, PA 18040  
rosenblum@citvt.com

or to such other persons or places as either party may designate by written notice to the other.

APPROVALS:

Signature:   
Michael McGinnis (Sep 30, 2024 19:15 EDT)

Signature: 

Dr. Michael McGinnis  
Vice President for Academic Affairs  
Saint Francis University  
117 Evergreen Drive  
Loretto, PA 15940

Adrienne Jones  
Career Institute of Technology  
5335 Kesslersville Road  
Easton, PA 18040

DATE: 09/30/2024

DATE: 9/17/24