

TRANSFER STUDENT ARTICULATION AGREEMENT
BETWEEN
SAINT FRANCIS UNIVERSITY
AND
DUBOIS BUSINESS COLLEGE

Prepared by

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&

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ARTICULATION AGREEMENT

SAINT FRANCIS UNIVERSITY
AND
DUBOIS BUSINESS COLLEGE

Dubois Business College (DBC) and Saint Francis University (SFU) hereby establish this transfer articulation agreement for the transfer of Dubois Business College 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 business college movement throughout the state and in our region, and the need to provide multiple paths to the baccalaureate degree for both traditional-aged and returning adult students, this agreement allows for seamless transition for students from DBC to SFU and guarantees admittance and transfer scholarships to SFU provided performance standards are met at DBC.

The primary purpose of this agreement is to enhance the transferability between the associate degree programs at DBC into the baccalaureate 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 students find a path to a college education that is readily apparent, time sensitive, easily understandable, logistically organized, and financially responsible.

Upon approval of this agreement, DBC and SFU will identify and develop articulated programs to allow for seamless transfer from associate to baccalaureate programs.

PRINCIPLES OF AGREEMENT

1. Dubois Business College (DBC) students are eligible to transfer into Saint Francis University (SFU) traditional day-time undergraduate programs by contacting the Office of Admissions (814-472-3100 or admissions@francis.edu), or into the adult student undergraduate programs including online, Saturday and evening programs offered by the Office of Adult Degree & Continuing Studies (814-472-3012 or oce@francis.edu).
2. DBC students are encouraged to apply for transfer admission to SFU as early as one year before they would begin courses. DBC students who declare the intent to transfer to Saint Francis University will receive SFU academic and career advising from that point on. For the traditional day programs, they will be guaranteed acceptance into SFU and have their application fee waived if they have earned a cumulative grade-point-average of at least 2.500; DBC students with a lower grade-point-average will be considered for acceptance on an individual basis. Through Adult Degree & Continuing Studies, DBC students will be guaranteed acceptance with a 2.0 grade point average and the Adult Degree has no application fee.
3. DBC students applying for the traditional day-time undergraduate programs who have earned at least a 3.000 cumulative grade-point-average will be guaranteed a transfer academic scholarship. The transfer scholarships range from \$2,500 - \$10,000 and are renewable until completion of a baccalaureate degree. DBC students with a lower grade-point-average will be considered for transfer academic scholarships on an individual basis. The tuition for the Adult Degree & Continuing Studies program is already discounted at a lower rate (50% reduction) so there are no scholarships available. However, all DBC transfer students applying to SFU who file a Free Application for Federal Student Aid (FAFSA) will also be eligible for SFU need-based grants, and all federal and state financial aid programs if they take 6 or more credits through SFU. The SFU Financial Aid Office (814-472-3010 or finaid@francis.edu) will assist DBC transfer students in affording an SFU degree.
4. The maximum number of transfer credits from DBC to SFU is 64 semester credits into most of the day-time traditional programs; a minimum of 128 credits are required for a baccalaureate degree at SFU and at least 64 must be completed at SFU. However, for adult students transferring into the degree completion programs administered through the SFU Office of Adult Degree & Continuing Studies, a maximum of 98 credits may be transferred in, provided other program requirements are met. However, the accounting and management degrees through the Adult Degree program allows 64 credits of transfer leaving 64 credits to complete through SFU. In either case, students seeking a bachelor's degree at SFU must complete the last 30 credits through SFU. And, for all transfer courses, students must have earned at least a C grade at DBC for a course to be considered for transfer to SFU. DBC employs quarter credits and the conversion to semester credits is three (3) quarter hours is equal to two (2) semester hours. For example, ninety (90) quarter credits would be equivalent to sixty (60) semester credits at Saint Francis University. Attached is a conversion chart to be used in computing the number of corresponding credits.
5. The determination of major program requirements for a baccalaureate 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. If students change majors, they are responsible for the requirements of the major as published in the SFU catalog during the year in which they changed the major.

6. Any statute of limitations on the acceptance of DBC 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 DBC will not be used by SFU in the computation of the student's grade-point-average or the awarding of academic honors.

7. DBC 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, applying for campus housing, and completing all other processes.

8. DBC students will be eligible for graduation honors on the same basis as all SFU students. Students completing at least 64 credits completed at SFU will be eligible for graduation with Latin honors, depending on the cumulative grade point average; students with less than 64 credits but at least 48 credits will be eligible to graduate with Honors in Adult Degree & Continuing Studies; and students with less than 48 credits completed at SFU will not be eligible for graduation with honors.

9. It is the responsibility of the DBC student to first seek the advice of a DBC academic advisor if he/she intends to transfer to SFU. Ideally, this discussion will take place at the beginning of the student's academic career at DBC so that they can schedule DBC courses that maximize the transferability of credits from a DBC program to an SFU program. It is also the student's responsibility to obtain, and submit an SFU application for admission, and to submit an official DBC transcript to SFU. All applications for admissions are now online. For traditional day programs, students will complete the transfer application located on the main SFU website and for the degree completion/Adult Degree programs, students will complete the Adult Degree & Continuing Studies online application located on the main SFU website (www.francis.edu/adcs)

10. Once DBC students indicate their intention to attend SFU (by paying their tuition deposit in the traditional day-time undergraduate programs and by applying or enrolling in a program through the Office of Adult Degree & Continuing Studies with no deposit required), they will receive an identification card that enables them to participate in all activities on the SFU campus, including access to the library and campus events like all SFU students. If a distant ed/online student, the library and other services are available via off-campus remote.

11. Both DBC and SFU will publicize and promote this agreement to potential and current students, faculty, staff, alumni, and the general public. DBC will invite the SFU Admissions Office and 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. DBC will announce to its current students and to its alumni when SFU is holding open houses for possible transfer students. DBC will include SFU on its web listing and other pertinent materials regarding transfer and articulation agreement programs.

Dubois Business College and Saint Francis University hereby authorize this articulation agreement effective immediately upon the signatures of both institutions.

SIGNATURES

DUBOIS BUSINESS COLLEGE



JACKIE D. SYKTICH, President

2-17-14

Date

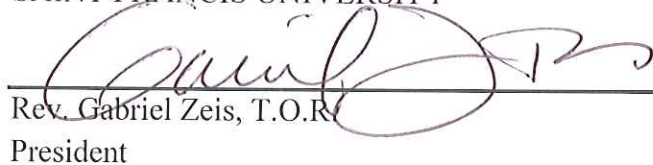


MARY O. JONES, Academic Dean

2-17-14

Date

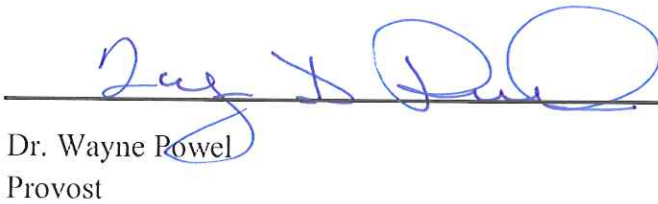
SAINT FRANCIS UNIVERSITY



Rev. Gabriel Zeis, T.O.R.
President

2-20-14

Date



Dr. Wayne Powel
Provost

2.20.14

Date