



UNIVERSITY OF  
SAN FRANCISCO

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## **University of San Francisco Transfer Agreement with Honors Transfer Council of California**

### **PURPOSE**

The purpose of this agreement is to maintain collaboration between the University of San Francisco and members of the Honors Transfer Council of California in order to facilitate the smooth transition, according to standards consistent with the transfer policy of the University of San Francisco, of exceptional students from member community colleges to the University of San Francisco for completion of students' bachelor's degrees.

### **MEMBERSHIP**

This agreement includes all member colleges of the HTCC.

### **GOALS**

- Encourage exceptional HTCC honors students to enroll at the University of San Francisco.
- Assist transfer students in the transition from HTCC honors programs to academic degree programs at the University of San Francisco.
- Promote student academic preparation and transfer planning.
- Support and promote the value and benefits of community college transfer.
- Expedite baccalaureate degree completion by HTCC honors students.

### **COMMITMENT BY UNIVERSITY OF SAN FRANCISCO**

As part of this agreement, the University of San Francisco will:

1. Offer campus visits.
2. Consider a transfer applicant's completion of an honors program at an HTCC-member community college to be evidence of enhanced rigor in academic preparation for transfer.
3. Consider a transfer applicant's completion of an honors program at an HTCC-member community college as a positive factor in evaluation of a student's qualification for merit aid within the academic and financial aid eligibility criteria of the University of San Francisco's Undergraduate Admission and Financial Aid Offices.

4. Prioritize on-campus housing for admitted transfer students with 40 or fewer transferable semester units. In addition, the university will provide significant resources to assist transfer students in locating off-campus housing in San Francisco.
5. With the announcement of admission, provide (i) notification of merit aid awards and (ii) a preliminary evaluation of transferable credit and progress toward satisfying the University of San Francisco's general education requirement.
6. Provide orientation for newly enrolled transfer students.
7. Designate admissions liaison to HTCC and member colleges. The initial liaison will be Abigail Jelavich, Associate Director of Undergraduate Admission and Recruitment.
8. Work with HTCC member colleges and the HTCC Chair of Transfer Relations toward the goal of articulating course patterns that would enable HTCC students to fulfill the University of San Francisco's general education requirement to the greatest extent possible before transfer. Applicants providing documentation of full IGETC completion prior to enrollment will have all University of San Francisco Core Curriculum requirements waived with the exception of USF core curriculum areas A1 (Public Speaking), A2 (Rhetoric and Composition), D1 (Philosophy), D2 (Theology), D3 (Ethics), SL (Service Learning) and, if applicable, FL (Foreign Language).
  - a. Students may use specific IGETC-approved courses to fulfill the requirements of all excepted areas other than A2 and SL, as determined by USF's Core Curriculum Courses list.
  - b. Students may be guided toward appropriate course selection for USF's Core Curriculum by referring to the articulation agreement between USF and their community college.
  - c. The index page for the Core Curriculum Courses list and the articulation agreements is <https://www.usfca.edu/admission/undergraduate/transfer/transfer-credit>.
  - d. Areas A2 (Rhetoric and Composition) and SL (Service Learning) must be completed at USF.

### **COMMITMENT BY PARTICIPATING HTCC COLLEGES**

As part of this agreement, participating HTCC community colleges will:


1. Provide an organized structure for development and offering of honors courses. Such a program will be represented in each member college's governance structure and will be directed or coordinated by a member of the college's instructional faculty.
2. Identify an honors/scholar counselor from each member college to serve as primary liaison between the University of San Francisco and student members of HTCC honors programs.
3. Work with the Office of Admissions at the University of San Francisco to ensure the completeness of each applicant's admission file.
4. Encourage periodic review of the transfer curriculum to ensure that it is feasible for its honors students to transfer to the University of San Francisco. HTCC member colleges will ensure that their eligible honors graduates have completed the honors program with at least 15 units of an honors curriculum involving intensive writing and critical thinking.
5. Provide the University of San Francisco with the names of those students who have allowed sharing of their information and are expected to complete the college's honors program so that The University of San Francisco can contact them regarding transfer opportunities.

6. Provide students in its own honors program with information about the University of San Francisco's requirements, so that those students can consider the advantages of selecting classes with the objective of successful transfer through this partnership.

**COMMITMENT BY THE HONORS TRANSFER COUNCIL OF CALIFORNIA**

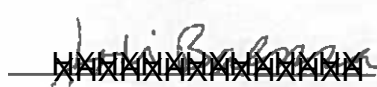
1. Require the Chair of Transfer Relations to be continually available in order to facilitate communication among the University of San Francisco, the HTCC, and HTCC member colleges.
2. Require the Chair of Transfer Relations to annually review the lines of communication and accuracy of the contact information of all parties to this agreement.
3. Require the Chair of Transfer Relations to work with the University of San Francisco toward the goal of articulating course patterns that would enable HTCC students to fulfill the University of San Francisco's Core Curriculum requirement to the greatest extent possible before transfer.

AGREED:

  
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April Crabtree

Director of Undergraduate Admission & Recruitment  
University of San Francisco

August 25, 2016  
Date

  
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Jodi Balma  
President  
Honors Transfer Council of California

August 25, 2016  
Date