



University of San Francisco

Undergraduate Transfer Policies and Procedures

Summer 2006

Evaluation of undergraduate transfer credit is conducted in the Office of Admission by the University Evaluators. This manual is intended to provide guidelines regarding the awarding of transfer credit in most, but not all, situations. Additional information about transfer policies can be found in the USF catalog.

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Sources of Transfer Credit

Institutions within the United States

The University of San Francisco evaluates and transfers credit from post secondary institutions that are accredited or candidates (as defined in the Handbook of Accreditation published by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges) for accreditation by the regional accrediting associations:

- Western Association of Schools and Colleges (WASC-Jr, WASC-Sr)
- Middle States Association of Colleges and Schools (MSA)
- North Central Association of Colleges and Schools (NCA)
- Northwest Commission on Colleges and University (NASC)
- New England Association of Schools and Colleges, Inc.- Commission on Institutions of Higher Education (NEASC-CIHE)
- Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC)

No other accrediting organization is recognized by USF, nor is credit accepted in transfer from unaccredited institutions.

The accreditation status of an institution can be found in the publications Transfer Practices of Designated Educational Institutions published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and Accredited Institutions of Postsecondary Education published for the Commission on Recognition of Postsecondary Accreditation, American Council on Education (ACE).

The accreditation status must have been in effect at the time the student earned the credit. In some instances the date of accreditation listed in the books may not reflect the date an institution became a candidate for accreditation. In these cases it is the applicant's responsibility to secure evidence from the institution as to the date of its candidacy. WASC-SR (510) 632-5000 and WASC-JR (707) 569-9177 can be contacted for this information for the schools they accredit. The phone numbers of the other regionally accrediting bodies can be found in the back of the Transfer Practices book.

Their web pages are: WASC - www.wascweb.org
MSA - www.msache.org
NCA - www.ncahigherlearningcommission.org
NASC- www.nwccu.org
NEASC- www.neasc.org
SACS - www.sacscoc.org

Institutions outside the United States

The University also evaluates work completed at recognized post secondary institutions outside the United States. US regional accreditation does not apply to these institutions other than American programs abroad which are sponsored by regionally accredited institutions. Under the auspices of AACRAO and the National Association for Foreign Student Affairs (NAFSA), there exists a library of guideline materials (World Education Series) which are commonly used by US institutions to recognize degree applicable work completed abroad. USF actively uses these publications. In addition, the University uses The International Handbook of Universities prepared by the International Association of Universities, IAU/UNESCO Information Centre on Higher Education.

Non-traditional Education Sources

Transfer credit may be awarded for work completed outside of a college setting (*e.g.* military training and corporate or workplace education courses). Please see the section on ACE and National PONSi credit recommendations in this manual.

AP, CLEP, and IB Exams

The only credit by examination accepted by the University of San Francisco is awarded via the College Level Examination Program (CLEP), the College Board Advanced Placement (AP) Program, and the International Baccalaureate (IB) Program examinations. Please see the appropriate sections in this manual.

Applications & Attributes of Transfer Credit

There is no limit to the total amount of credit a student can transfer to USF. There are restrictions on how that credit applies toward USF graduation requirements.

Credit may be awarded in transfer to fulfill major requirements, University Core Curriculum requirements, or as elective credit.

Major Requirements: Courses are transferable to meet the University's major requirements as approved by the Dean of the College within which the major exists. The Deans collaborate with the Office of Admission to set the general terms of transferability depending upon the comparability of the curricula.

CPS students usually complete all courses in their major at USF although they may substitute up to 6 units of transfer credit for major course work with the approval of the appropriate faculty program director.

Core Curriculum Requirements: The University of San Francisco's Core Curriculum is created by the Faculty and Deans of the University with final approval by the Academic Vice President. Please see the Core Curriculum section of this manual for more specific information.

Elective Credit: Credit which is not needed to fulfill major or Core Curriculum requirements will transfer as elective credit.

Level of Credit: Credit is only transferred for work that has been designated as baccalaureate level degree applicable.

All Applicants: Credit is transferred as either lower division or upper division as designated by the institution where the credit was earned.

A maximum of 70 lower division units from two-year schools (and "two-year source" nontraditional sources) will be applied toward the USF Bachelors Degree.

There is no limit to the amount of upper division credit that can be applied to a USF undergraduate degree. Nor is there a limit on the amount of lower division credit earned from CLEP and AP exams, IB results, and four-year institutions.

College of Professional Studies (CPS) Applicants: Credit is also transferred and coded as two-year source or four-year source.

Two year schools and military/police basic training are two-year sources. For CPS students a maximum of 70 two-year source units will be applied toward the Bachelors degree.

Four year schools, military education and occupations, corporate/workplace training, CLEP, AP, and IB exams are four-year sources. There is no limit on the amount of four-year source transfer credit, which can be applied toward a degree.

<u>4-YEAR SOURCE</u>	<u>2-YEAR SOURCE</u>
<ul style="list-style-type: none"> • 4-year Colleges and Universities • Military Education • Workplace Training • CLEP, AP and IB exams 	<ul style="list-style-type: none"> • Community Colleges • Associate Degree awarding Institutions • Military/Police Basic Training

Value of Credit

Credit is transferred as semester units. A quarter unit is equal to .67 of a semester unit. Five quarter units equate to 3.35 semester units; 4 to 2.68; 3 to 2.01; 1 to .67.

When transferring a Core Curriculum course for example, a 4-quarter unit course will fulfill a 3-semester unit requirement even though the course transfers as 2.68 units. The student receives 2.68 units toward the 128 semester units needed for the degree but the Core Curriculum requirement is met. The same goes for the Core Curriculum requirement. The section will be met completely, but the student will still need to reach the 44-unit Core Curriculum minimum.

Transferring Credit into a 4-unit Model

Credit for Core Curriculum courses transferred from another institution will be reviewed on a course-by-course basis. If a course is 3-semester-units or 4-quarter-units the student will be short 1 unit. (THE CONTENT FOR A SPECIFIC AREA WILL BE MET, BUT THE TOTAL NUMBER OF CORE UNITS MAY FALL SHORT.) The student will need to make up additional units in the Core Curriculum; up to the total number required (once it is set). How the units are made up can be done in one of two ways.

First, a student may have additional transfer credit that falls into a Core category. This credit can be counted toward the total Core unit requirement. Thus, the student will have met both the content and unit Core requirement. We will allow these extra units to fall into any of the Core content areas, once the minimum course requirement per area has been met.

- Ex. If a student has taken History 17A (3-units) and History 17B (3-units) from City College of San Francisco, then four of those six units will fulfill the history requirement, and two of those units will fall into the Core Elective category. The two Core Elective units could be used to complete the 44-unit Core requirement in any area.

Second, if the student does not have additional transfer credit that can be applied towards the Core unit requirement, then the student will need to take additional Core Curriculum courses at USF. In this case, as long as the student has met all the content area requirements in the Core Curriculum, the student can take any approved (by advisor) Core course to meet the total unit requirement, as long as it is not a duplication of content or courses for which the student has already received credit.

- Ex. If a student has no more transfer credit, and has only taken 40-Core Curriculum-units, but satisfied all of the Core areas (determined by advisor), then that student can take, an approved (by advisor) 4-unit USF Core course. Those 4-units will count toward the total number of Core Curriculum units. In

this instance the student would then have 44-units, and would have satisfied the USF Core Curriculum requirements.

For lower division major courses, credit for meeting the content requirement will again be granted on a course-by-course basis. If the course is 3-semester-unit or 4-quarter-units, and the student will be 1 unit short - he / she would need to make up "x" number of units towards the 128-units to graduate. These units would typically be made up by taking additional elective courses in his / her major.

Because we transfer in a relatively small number of upper-division major courses, the current policy of granting elective credit for them at the time of admission and then referring the student to the department at the time of enrollment to determine if they meet any specific major course requirement will continue.

USF Residency Requirement

All undergraduate Arts, Science, Business and Nursing degrees require 45 semester units of work at USF, the last 30 of which must be at USF and at least 15 upper division units must be in the major. College of Professional Studies (CPS) undergraduate degrees require 30 units at USF with 15 in the major. A total of 128 semester units are required for an undergraduate degree.

General Transfer Guidelines

Transcripts from all colleges, universities and other sources of transfer credit must be submitted to USF at the time of application and must be listed on the application (and/or the preliminary undergraduate degree plan for CPS applicants). Failure to submit all transcripts may be considered fraudulent behavior and may result in a change in admission status. Credit from sources not listed on the application (and/or degree plan) will not be transferred once the applicant is enrolled.

Courses in progress at the time of application must be listed on the application with end dates. Upon completion of the in-progress units the student must submit a transcript to the University Evaluator.

Four Year Institutions within the United States: All credit designated as baccalaureate level degree applicable will transfer to USF with the exception of remedial math and English (i.e. no English below 1A or its equivalent, no math below College Algebra). Credit designated as applicable toward masters, professional, doctoral, or specialist degrees (M.D., JD, D.D.S., etc.) is not transferable.

California Community Colleges: All credit designated as transferable to the California State Universities (CSU) by the California community college at which the credit was earned will transfer to USF with the exception of remedial math and English (i.e. no English below 1A or its equivalent, no math below College Algebra). Such designation must be applicable at the time the work was completed.

This information can be obtained from the community college catalog in several ways: from the course numbering system, a CSU acronym by the course description; or a page (see catalog index) listing all the courses transferable to CSU. Sometimes this information is also available on the front or back of the transcript. Also available at <http://www.assist.org/>

Out of State Community Colleges and Private Two Year Colleges within the United States: Baccalaureate credit from out-of-state community colleges will be evaluated on the basis of what is *usually* designated CSU transferable from California community colleges. If a dispute arises as to the transferability of out-of-state community college course work it would be up to the student to supply proof that the work would normally be accepted by that state's university system.

For regionally accredited two year private schools a similar principle applies, credit will be evaluated on the basis of what is *usually* designated CSU transferable from California community colleges. The University Evaluator may also consider any special relationships between the school and CSU (e.g. The Fashion Institute of Design and Merchandising (FIDM)).

In some cases, for schools from which USF receives many transfer students, a specific policy toward that private two year school should be developed. This policy relies on the experience and discretion of the University Evaluator. Following is a list of such school specific policies.

FIDM (Fashion Institute of Design and Merchandising)

USF accepts most courses in the 100-300 level at the discretion of the University Evaluator.

Community College of the Air Force

USF does not grant credit for the basic training listed on these transcripts (see the credit for military training section of this manual). Credit is normally granted for most other course work at the discretion of the University Evaluator.

San Francisco Academy of Art

The Academy of Art is not regionally accredited and the relationship USF once had with it is over. USF accepts no credit for transfer from the Academy of Art.

Institutions outside the United States: Transfer credit from recognized institutions will be evaluated on the basis of what is *usually* transferable to USF at the discretion of the University Evaluator. Generally only academic courses will transfer. Credit will not be granted for English writing courses taken at an institution located in a primarily non-English speaking country.

Non-Traditional Sources, International Baccalaureate, AP and CLEP Results: Credit will be awarded pursuant to the guidelines outlined in this manual and the USF catalog.

Transcripts, Grades, GPA

Transcript Policy for Admission

Policy

Applicants are required to submit official transcripts of prior school records, grades, diplomas and degrees. Transcripts are official only if they have been issued by the originating school or institution and are delivered to USF in an envelope sealed by the originating school or institution. Unofficial transcripts, transcripts issued to students, grade reports, mark sheets and copies of official transcripts are not acceptable. This policy applies to domestic and international applicants.

Exceptions

In rare instances, when timing is a critical factor, an applicant may be admitted by presenting an "issued to student" copy or other copy of her/his official transcript, but only on the condition that the final and official transcript be received by USF prior to the end of the applicant's first term of enrollment at USF. The applicant/student will not be allowed to continue in a subsequent term if the official transcript is not received in an envelope sealed by the originating institution.

Occasionally, an international applicant will present an official record/transcript that is alleged to be the only official record issued by the originating school or institution; or the applicant claims that it is impossible to obtain an official copy because the school has closed or because of the applicant's refugee status, etc. Over the years, higher education professional organizations have issued warnings that most of these claims are false and that they have been used to pass fraudulent or altered transcripts and school records. Of course, it is possible that an international student, who attended an international university or college many years ago, especially in the Latin and South America, will possess the one and only transcript issued by the institution. Typically, these transcripts will be adorned with ribbons, seals, and other obvious signs of authenticity. In this case, it is acceptable to make a copy of the original record for USF files and return the original to the student. The authority to make this rare exception lies with the Assistant Dean of Undergraduate Admission and the Assistant Dean of Graduate Admission and Regional Campuses.

Credit will only be transferred when posted as course work on an official transcript of the institution from which it was earned.

For the purpose of calculating the transfer grade point average (GPA) course work is transferred with straight letter grades. Pluses and minuses are ignored (e.g. A, B, C, D, not A-, B+, C-, etc.). Grades represented by another system (e.g. numerical) are converted to the letter grade scale.

A grade of "D" or better can transfer as major credit, CORE credit or elective credit. At the discretion of the college Dean, major courses passed with a "D" may have to be repeated. CPS students must complete most courses in their major at USF. They may substitute up to six units of transfer credit with the approval of the appropriate faculty program director.

Pass/Fail or Credit/No Credit courses are acceptable. A grade of No Credit is not counted as part of the transfer GPA.

Grades of "F" earned 10 years or more prior to the semester of application to USF will be "forgiven" and will not be used in the calculation of the transfer GPA. For example a student applying for Fall 2006 will have grades of "F" forgiven earned up to and including Fall 1996.

A student may not receive duplicate credit for the same course work, training, or AP/IB/CLEP test (see CLEP section for exceptions). Credit will be granted for only one of the courses, CLEP tests, etc. In the case of PE activity, applied Art and Music, and Work Experience credits there are limits to the number of units that may be repeated with the same course number (see below).

All transferable credit is used to calculate the transfer GPA even if that work is subject to the 70 unit two year school (lower division, two-year source) cap. That includes those listed as "repeated," "excluded" but not "academic renewal."

Exclusions & Restrictions

Remedial and vocational skills courses are not normally transferable unless the granting institution designates the course work as baccalaureate level (four year schools, ACE, National PONS) or CSU transferable (California community colleges - except for remedial math and English). For out-of-state community colleges, private two year schools, and international institutions, remedial and vocational skills courses are not normally transferable; please refer to the policies in the General Transfer Guidelines section of this manual.

Examples Remedial

Study/Library skills
Developmental Reading/Writing
Basic Grammar skills
Arithmetic
Beginning Algebra
Plane geometry
Slide rule
Speed reading

Examples Vocational Skills

Typing/Keyboarding
Shorthand
Filing
Dictation/Transcription
Business Machines
Welding
Automotive Technology
Woodworking

No matter their source, level, or designation no credit will transfer for **remedial math or English** (e.g. no English below English 1A or its equivalent, no math below College Algebra).

No credit will transfer that was the result of: **internal placement; proficiency or challenge exams; credit by assessment;** or any other source which is not documented as specific, degree applicable course work in the institution's catalog. No **portfolio unit credit** will transfer.

Physical Education activity credit may be transferred to a maximum of nine semester units. PE theory classes are treated as normal course work with no specific maximum. The nine unit limit on activity units applies to PE majors as well as non-majors.

Applied Art/Music courses will transfer to a maximum of nine units if the courses were not a part of the student's major and they have the same course number or content. (For example someone with 16 units in Marching Band would be restricted to nine units. Someone with six units in voice, six in piano, three in painting, and six in ceramics would get all the units). Activity courses do not fulfill CORE requirements.

Work Experience credit officially posted on an institution's transcript will transfer to a maximum of nine units. Such credit also includes work designated as Internship, Practicum, Police Academy, or Peace Officer Training, etc. If the units are from a California community college the credit must be CSU transferable.

Continuing Education Units (CEU) are for professional development; they are non-credit and are not transferable to USF.

Credits earned through **certificate programs** are not transferable unless they are specifically identified as baccalaureate degree applicable at the institution at which they were earned (e.g. St. Mary's paralegal program - not transferable).

Credit earned in college to fulfill **High School graduation requirements** will not transfer to USF.

University of California Extension courses numbered 200-299 are graduate level and are not applicable to a Bachelor's degree. Courses numbered 300-499 are professional courses and are not transferable to USF. Some 400 level business courses from UC Berkeley Extension have been recommended for credit by ACE and are transferable pursuant to the policies in that section of this manual.

Credits earned in **specialized or professional schools** are not generally transferable unless the institution has full regional accreditation (or candidacy), the credit is officially applicable to a baccalaureate degree in that institution and pursuant to the policies in this manual.

SUMMARY - Categories of Credits with a Nine Unit Cap

A student can transfer up to a total of nine units in each of the following three categories. The subject matters that make up those categories are listed below each heading.

Art/Music Activities	PE Activities	Work Experience
<p>Repeated art/music CSU transferable subject (e.g. Band)</p>	<p>PE Activities courses</p> <p>Two years active military duty - nine units. See military policy.</p> <p>Two years sworn police duty - six units. See POST policy.</p>	<p>CSU transferable work experience units.</p> <p>Transferable internship, practicum, police academy, police and fire training, fieldwork, etc.</p> <p>Completed POST basic certificate - nine units. See POST policy.</p> <p>Military Occupation Specialties (MOS). See military training policy.</p>

Non-Traditional Education Sources

American Council on Education (ACE)

USF accepts transfer credit earned for courses taken outside a college setting based on the recommendations in the ACE publications The National Guide to Educational Credit for Training Programs and Guide to the Evaluation of Educational Experiences in the Armed Services.

The credit must have been ACE approved at the time it was earned.

ACE units are considered elective units and generally do not meet major, minor, or CORE requirements. In some cases an ACE recommended course can meet a CORE at the discretion of the University Evaluator (i.e. Dale Carnegie's Oral Communication for the Public Speaking CORE).

Baccalaureate/associate degree level courses as recommended by ACE are transferable. No credit is granted for vocational/technical or graduate course work.

Where an option in division level is given in awarding credit, the higher level of undergraduate credit will be granted (e.g. upper division credit will be granted if the option is lower division/upper division or baccalaureate/graduate). For CPS students all ACE accredited course work is coded as a four year source.

If the credit recommendation states that credit may be granted on the "basis of institutional evaluation," USF grants no credit as it does not perform such evaluations of transfer credit.

For the specific types of acceptable documentation for an evaluation of ACE accredited course work, please refer to military and corporate education sections of the transfer manual.

National PONSI

Starting in the year 1999 USF also accepts credit earned for courses taken outside a college setting based on the recommendations of the National Program on Noncollegiate Sponsored Instruction (National PONSI) as stated in the book College Credit Recommendations. The format of the book is similar to the format used in the ACE guides. Transfer credit is granted pursuant to the guidelines for accepting ACE recommendations and as outlined elsewhere in this USF transfer manual.

Corporate/Workplace Training

Some corporations and public organizations offer courses which have credit recommendations from ACE and National PONSI. Academic credit may be granted in accordance with the recommendations in ACE's The National Guide to Educational Credit for Training Programs or National Ponsi's College Credit Recommendations and in accordance with USF transfer policies.

Acceptable documentation of the course work would include an organization's official transcripts, certificates, or letter stating the title of the course and the dates of attendance and satisfactory completion. Such documentation must match exactly the information in the guide books.

Students may also submit an official ACE transcript which lists all course work taken and credit recommendations (see below). National PONSI does not provide a transcript.

Some organizations which have been evaluated by ACE no longer choose to be listed in the National Guide. There is a list of these in the front section of the book. Credit cannot be granted for this work without an official ACE transcript. In other cases a student's copies of records are so incomprehensible that an official ACE transcript is the only way to determine if credit should be awarded. To request a transcript write:

American Council on Education
Registry of Credit Recommendation
Office of Educational Credit and Credentials
One Dupont Circle
Washington DC 20036-1193
(202) 939-9434
www.acenet.edu

At USF the acronym PONSI is sometimes used to refer to units earned by students from Pacific Bell. This is an out of date designation. Pacific Bell employees used to be able to request a T300 training report from their supervisor. This form is being phased out. Students who are no longer employed with Pacific Bell and or who cannot get a T300 should contact ACE for an ACE transcript. For more information PacBell students should contact Nancy Thomas at PacBell (925) 823-5839.

Credit for Military Experience

Active Duty Credits

A maximum of nine lower division units will be granted for two years of active military duty in the United States Army, Air Force, Navy, Marine Corps, Coast Guard, Army National Guard, Air National Guard. These units are considered Physical Education units and are subject to the nine unit PE-activity transfer limit. (Note: This policy differs slightly from and overrides the ACE recommendation of four units for basic training).

Confirmation of active duty service must be by either a DD295 (for active duty personnel) or by a DD214 (for former military personnel).

DD214 is a transfer or discharge report from the military. This document is for veterans only and may be obtained from:

The National Personnel Records Center
Military Personnel Records
9700 Page Blvd
St Louis MO 63132-5100
www.nara.gov/regional/stlouis.html

When requesting records, the following information must be provided: full name, rank, branch of service, service serial number, and a signature.

DD295 is a training record for active duty personnel. Students should contact their commanding officers to obtain this document.

Service Schools and Military Occupation Specialties

Academic credit for course work completed through military service schools and for military occupational specialties (MOS) may be granted in accordance with the recommendations in ACE's Guide to the Evaluation of Educational Experiences in the Armed Services and in accordance with USF transfer policies. Not all the military services use the acronym MOS, however, in this transfer guide MOS is used to refer to any military service's ACE accredited occupation specialty.

A student not eligible for the nine units of PE credit for two years of active military duty may still be eligible for MOS and military training credit.

Up to **nine units of work experience credit** can be awarded for the MOS, this credit is subject to the nine unit limit for work experience. Credit earned for training leading to the MOS is not considered a duplication of credit (e.g. a student may receive credit for avionics training and still receive up to nine units for MOS of avionics technician).

Due to the poor quality and many inconsistencies on some military records it will be up to the University Evaluator to determine when credit should be granted. The record of course work must match the title, number, exhibit dates, length, and location as listed in the ACE guidelines.

Confirmation of course work or MOS may come from DD214, DD295, or other official training transcripts and records.

An AARTS (Army/American Council on Education Registry Transcript System) complete training record with ACE credit recommendations is available to Army enlisted soldiers and veterans with basic service dates falling on or after October 1, 1981. Army National Guard soldiers and veterans on active rolls January 1, 1993 with pay-entry basic dates/basic active service dates on or after October 1, 1981 are also eligible. There is no charge for this service. Address transcript requests to:

Manager
AARTS Operations Center
415 McPherson Ave
Ft Leavenworth KS 66027-1373
Fax (913) 684-2011
leav-www.army.mil/aarts

A similar service (SMART) for members of the Navy and Marines with active service dates from January 1, 1999 is now offered. For more information visit their web site www.smart.navy.mil.

In addition to the DD295, DD214 and other service records, Air Force personnel should, when appropriate, submit transcripts from the Community College of the Air Force. Address transcript requests to:

Registrar
Community College of the Air Force
Maxwell Air Force Base
Alabama 36112
tuvok.au.af.mil/au/ccaf/

DANTES Examinations

Credits may also be awarded through the Defense Activity for Nontraditional Education Support College Level Education Program (DANTES CLEP). These credits are awarded in the same manner as regular CLEP credits. Please refer to the CLEP section of this manual.

To be transferable these scores must be reported on an official ETS score report. To request a report write:

Educational Testing Service
PO Box 6604
Princeton NJ 08541
(609) 921-9000
www.collegeboard.com

A non-standard CLEP score on a DANTES report designated with a "SA" or "SB" to the left of the standard score column will not be considered for credits. Additionally, DANTES non-CLEP exams, which bear the heading DSST, are NOT acceptable for credits.

Foreign Military Service

In some instances the two year active duty military service PE credit can be granted to students who have served in another nation's military. However, documentation of such full time service must be clear and official. Singapore and Israel are examples of countries with standard two year military service which can be adequately documented. Granting of this credit is at the discretion of the University Evaluator.

POST Basic Certificate

Starting in January, 1999, USF initiated a policy of granting credit for POST (Peace Officer Standards and Training) certified California police academy training. POST has no ACE recommendation.

This policy only covers *California* police academy training, certified by the California Commission on Peace Officer Standards and Training (POST).

Nine units of work experience credit will be granted for successful completion of the California POST Basic Certificate. This training can take place at a free standing California police academy or a California community college. USF will grant this credit even if the training is not designated as CSU transferable.

This credit is subject to the transfer maximum of nine units of work experience credit policy. No additional credit will be granted for work experience courses, including courses listed as Law Enforcement Training, Reserve Officer Training, Internship, some courses labeled Patrol Procedures, etc.

If the police academy training was completed at a community college and is not CSU transferable the student must submit official transcripts from that college showing successful completion of the training along with a copy of the POST Basic Certificate. If the training was completed at a free-standing police academy the student must submit the POST Basic Certificate.

In addition, if the student is granted nine units of work experience credit for police academy training and has been employed full-time as a sworn active duty police officer for two years, **six units** of physical education units will be granted by USF (this is similar to the policy of granting PE activity credit for two years active military service). A letter from the police officer's supervisor attesting to this employment must be submitted to the USF Admission Office. Credit will not be given for time served as a reserve officer. The student must already hold the POST Basic Certificate to be eligible for these additional units.

Applicants to USF should submit all official transcripts, certificates, and letters certifying their employment to the USF Admission Office with their application.

CLEP, AP, and IB Exams

The University awards lower division credit for successful scores on the College-Level Examination Program (CLEP), Advanced Placement (AP), and higher level International Baccalaureate Program (IB) exams (IB exams have no ACE recommendation). These are the only sources of credit by examination that transfer to USF. A detailed description of the tests (CLEP and AP) and suggested credit award can be found in ACE's [Guide to Educational Credit by Examination](#). Note that on some tests USF uses a different scoring scale or awards a different amount of credit than the ACE recommendation.

College-Level Examination Program (CLEP)

Grades are not awarded for CLEP exams and the credit is not reflected in the student's grade point average. CLEP credit may be awarded at the time of admission or the tests may be taken while students are enrolled at USF. CPS students may take CLEP exams following completion of their cohort program to complete degree requirements. USF does not require the optional essay portion offered with some CLEP tests.

USF students, except those enrolled in CPS, must fill out a PEAI form and get proper approval before taking the CLEP if they wish to receive credit. As with all transcripts, it is the student's responsibility to have official test results sent to USF. In requesting CLEP transcripts the CEEB code for USF is 4850.

Credits from CLEP tests are considered transfer units and do not satisfy USF residency requirements.

CLEP requires a six month waiting period before a student can repeat a failed CLEP exam but will make an exception at a school's request. Students who wish to repeat a failed test must seek permission from the University Evaluator and the appropriate Dean of their school or college.

For information on test dates, sites and score reports contact one of the following:

Educational Testing Service
1000 Broadway Suite 310
Oakland CA 94623
(510) 654-1200

CLEP
PO Box 6601
Princeton NJ 08541-6600
(609) 771-7865
www.collegeboard.org

Starting from July 2001 the College Board eliminated the distinction between the General exams and the Subject exams. All CLEP exams taken after this date will have a minimum ACE (the American Council of Education) recommended score of 50 for awarding credit. A student who achieves a score at or above the recommended minimum raw score will receive lower division credit for the particular test. CLEP credit will not be awarded if a student has previously been awarded credit for a corresponding course.

Credits earned through CLEP Examinations can be utilized to fulfill Core Curriculum, major, and elective requirements. The following chart provides information about the specific CLEP Examinations and the corresponding equivalent USF courses.

Awarding Credit for CLEP Score

USF follows the ACE minimum raw score recommendation for awarding credit. The numbers of units awarded are those recommended by ACE. In the case of language exams, a USF placement test is required for course equivalency.

The following is a partial list showing minimum score required for each CLEP exam and its CORE equivalency. Equivalency is determined according to the principles outlined in the CORE section of this manual. Please contact the University Evaluator for more information.

CLEP Examination	Minimum Score	L.D. Units	USF CORE
Accounting, Principle of	50	6 units	--
American Government	50	3 units	Area E
American Literature	50	6 units	Area C1
Biology	50	6 units	Area B2
Business Law, Introductory	50	3 units	--
Calculus	50	6 units	Area B1
Chemistry	50	6 units	Area B2
College Mathematics	50	6 units	--
Educational Psychology, Intro	50	3 units	Area E
English Composition	50	6 units	Area A2
English Literature	50	6 units	Area C1
Freshman College Composition	50	6 units	Area A2
History of the US - I	50	3 units	Area C2
History of the US - II	50	3 units	Area C2
Human Growth Development	50	3 units	--
Humanities	50	6 units	Area C1/F
Info Systems and Comp Appl	50	3 units	--
Literature, Analyzing & Interpret	50	6 units	Area C1
Macroeconomics, Principles of	50	3 units	Area E
Management, Principles of	50	3 units	--
Marketing, Principles of	50	3 units	--
Microeconomics, Principles of	50	3 units	Area E
Natural Science	50	6 units	Area B2
Pre-Calculus	50	3 units	Area B1
Psychology, Introduction to	50	3 units	Area E
Social Science & History	50	6 units	Area C2/E
Sociology, Introduction to	50	3 units	Area E
Trigonometry	50	3 units	--
Western Civilization I	50	3 units	Area C2
Western Civilization II	50	3 units	Area C2

College Board Advanced Placement (AP) Examinations

The University honors credit that high school students may earn through College Board Advanced Placement examinations. AP exams must be taken before graduating from high school. Details concerning test dates, registration, and fees are available through the high school counselor. The student should arrange for official test results to be sent to USF, although results reported on the high school transcript are acceptable. USF's CEEB code is 4850.

Grades are not awarded for AP credit nor is the credit reflected in the cumulative USF GPA or the transfer GPA.

A minimum score of 3 is required on each exam to receive credit (except calculus, where a minimum score of 4 is required).

The number of units awarded by USF for AP exams is different than the ACE recommendation. For USF course equivalency, and number of units awarded, etc., please see the current USF catalog.

CORE credit is awarded according to the principles outlined in the CORE section of this manual.

To request AP score reports students should call (609) 771-7300 or visit www.collegeboard.org.

For a current list of tests see ACE's [Guide to Educational Credit by Examination](#).

International Baccalaureate (IB) Program Examinations

The University recognizes the International Baccalaureate Program. USF will grant 10 units of credit for each higher level result of 4, 5, 6, or 7.

Where applicable these credits will be applied to the CORE.

Application Procedures and Policies

It is the applicant's responsibility to ensure that the University receives the following:

A completed application for admission with application fee.

All of the application's **additional required documents**, depending on the applicant's status, program, and level (e.g. letters of recommendation, preliminary undergraduate degree plan, certification of finances, essay, test scores, etc.).

Official transcripts (or other documentation where appropriate) from **each source of transfer credit and every school attended**.

Transcripts should be sent directly from their source, in a sealed envelope to the Office of Admission. Transcripts opened by an official representative of USF are acceptable. Photocopies of irreplaceable official transcripts from overseas are acceptable if copied by a USF official.

The recorded transfer credit on one institution's transcript from another will not be used in the evaluation of transfer credit to USF. Credit will only be granted for work completed at the institution from which the transcript was received. An exception can be made for AP, CLEP, and IB exam results if the applicant's score is recorded clearly on another school's transcript.

Courses in progress must be listed on the application. Upon completion a transcript must be sent to the Admission Office.

Additional application procedures and requirements may be found elsewhere in this manual, in the USF catalog, and with the application itself.

SPECIAL NOTE: Some CPS students who are enrolled (matriculated) at USF may not yet be admitted to the University. Although allowed to enroll after meeting their academic advisor and prior to the completion of their application, they must still submit an application and meet all admission criteria.

Evaluation of Credit and Admission Decision

The Office of Admission has a rolling Admission plan for transfer applicants. Your application will receive a decision approximately four weeks after all required material has been received. Notification of Spring applicants will begin in October; notification of Fall applicants will begin in January. These dates do not apply to the College of Professional Studies.

An application will only be evaluated when the file is complete and all documents have been received. (The Admission Office will verify recognition of overseas academic transcripts prior to receiving an application).

To be considered for admission a transfer applicant must have an overall minimum 2.0 cumulative college grade point average (GPA) from all transferable course work and must be in good standing at the last institution attended. Students who were academically disqualified from the last institution attended must meet additional requirements prior to being considered for admission.

Calculation of the GPA will be according to the principles outlined in the Transcripts, Grades, and GPA section of this manual.

Certain USF colleges and programs may have different academic requirements for admission than are regularly required.

Full Admission to the University

Traditional Undergraduate

Transfers in good standing at the last institution attended must have a minimum of 24 transferable semester units. Students with less than 24 units are required to submit official transcripts from all secondary schools attended. Students who would not have been acceptable based upon their secondary school records must normally complete at least 24 units with a 2.75 GPA to be considered for admission.

Although the minimum acceptable GPA is 2.00, the evaluation of the application will take into account the program to which the student is applying, the student's grades in major academic subjects, the number of units in transfer, and the student's last semester of transferable course work. Some programs may have special restrictions and requirements (e.g. business and nursing).

In some instances conditional admission may be granted (see below).

College of Professional Studies

Applicants in good standing at the last institution attended are required to have a minimum of 50 transferable units with a 2.00 GPA. While up to 16 units of USF Evening and Weekend College (visiting student status) credit may be used towards the 50 units required for admission, units earned in the cohort program do not.

In certain exceptional cases a student with low units or a low GPA, through their advisor, may appeal to the University Evaluator for possible admission (see "special advisory" admit and conditional admit below).

Conditional Admission to the University

Students may be granted conditional admission to the University when their application does not qualify them for full acceptance. The reasons for conditional acceptance may vary from program to program. A student on conditional status has been admitted on the basis of one or more conditions which must be met for the student to be eligible for regular student status.

Disqualified Students: Conditional acceptance may be granted to a student who has been academically disqualified at another regionally accredited institution under the following circumstances:

When the disqualification occurred 10 or more years prior to the semester of application and a calculation of the transfer GPA (with 10 year grade forgiveness policy) yields at least a 2.00.

When the disqualification occurred less than 10 years prior to the semester of application if the student completes additional units with a minimum GPA of 2.00 and the overall GPA is at least 2.00.

Traditional undergraduates must normally complete a minimum of one full time term at another institution.

CPS students must complete a minimum of six semester units at another institution or at USF as a visiting student.

If a student has been disqualified from a school or college at USF the matter must be referred to the Dean or Associate Dean.

Low GPA CPS Conditional Admit: In some cases, primarily when the student has been incorrectly advised before admission and does not have a 2.00 GPA, an advisor may appeal for a conditional admit. The advisor should submit to the University Evaluator a letter with the advisor's recommendations as to why the applicant is eligible for a conditional admit (the student can have no lower than a 1.85 GPA and must have at least an overall 2.5 GPA in their last six academic units). This applies to students who were disqualified from the last institution attended as well.

Conditions: When a student is admitted conditionally according to the policies listed above the following conditions apply:

Traditional Undergraduates are limited to 12 units of academic course work (or four courses) their first semester at USF and must maintain an overall GPA of 2.00. In addition they must enroll in the 1 unit USF College Success course. Other conditions may be applied in special circumstances. Failure to meet these conditions may result in administrative withdrawal from the University.

CPS students must maintain an overall GPA of 3.00 in their first 6 units at USF and students may be held to some other conditions as outlined in their memorandum of understanding with USF. Failure to meet these conditions may result in administrative withdrawal from the University.

Unofficial Document Conditional Admit: In some cases, to speed up application evaluations, unofficial documents may be submitted. It is up to the University Evaluator to determine the suitability of such documentation. A student admitted based on unofficial documents will be admitted conditionally. The condition is that the student must ensure that official documents are received by the end of their first semester or risk administrative withdrawal.

Denied/Rejected Applications

Students who do not meet the stated admission requirements will be denied.

Applicants who received an academic disqualification from the most recent institution attended will be denied unless they meet the requirements for conditional admission listed above.

For CPS applicants the University Evaluator will contact the appropriate academic advisor prior to denying the application to inquire about mitigating factors (e.g. additional credits from CLEP or courses in progress) or to ask if there is a basis for an appeal for conditional admission.

Visiting Student Status

A visiting student is not formally admitted to the University but is permitted to take classes (up to a maximum of 8 units per semester).

A visiting student is not a degree seeking student. All requirements for regular admission must be met before units earned as a visiting student may be applied to a degree program.

Re-Application

A student who wishes to re-enroll after withdrawal or failure to maintain continuing student status must submit a re-application to the office of Admission. Please contact the Office of Admission for a re-application process.

If the student has completed course work at another institution since being enrolled at USF the student must submit transcripts of all such work.

A re-entry student's original transfer evaluation remains valid even if changes have been made to transfer policies during the student's absence from USF. For example the number of transfer units granted and USF equivalency coding, if still applicable, remain the same.

However, re-entry students are required to meet all current admission, program, and graduation requirements in place at the time of re-admission.

Academic and Financial Eligibility

Students who are academically ineligible (disqualified) to re-enroll will have their re-application referred to the appropriate Dean's office. CPS students who have been disqualified usually must take a minimum of six units at another institution with a minimum 2.00 GPA in those units and an overall 2.00 GPA before the student will be considered for re-entry.

Students who are financially ineligible to re-enroll will be notified by the Admission Office. The student must then contact the appropriate office (e.g. Bursar, Library) to have the financial ineligibility hold cleared.

Eligibility to Enroll (AE)

Students in the College of Professional Studies are eligible to enroll (AE) once they have submitted an application and before they are officially admitted to the University. The University Evaluator or Academic Advisors who work with students applying to an undergraduate degree program in the College of Professional Studies may authorize an AE status for an applicant whose admission application is incomplete. Once a CPS student has been officially admitted, the student has up to one year from the date of his/her admission to enroll with out the need to re-apply. A student who fails to enroll within a year will forfeit any tuition deposit.

Applicants to all other undergraduate programs at USF must notify the Admission Office of their desire to defer their application and may defer enrollment from Fall semester to Spring semester. Students wishing to defer from Spring semester to Fall semester or who have taken additional course work elsewhere since admission to USF must re-apply.

Appeal of Transfer Credit Decision

University transfer credit and admission policies are administered by the Admission Office. If a dispute arises between a USF School or College and the Admission Office about a transfer credit decision, that dispute may be settled by an appeal to the Academic Vice-President.

Petition to Enroll at another Institution (PEAI)

Once a student has enrolled in a degree program at USF, any units earned outside of USF to fulfill degree requirements must be approved by the Admission Office and the student's USF College. This excludes courses listed on the Admission application as "courses in progress" (and CLEP and ACE/National PONSI course work for CPS students).

Students must submit a PEA form to the University Evaluator prior to enrolling in course work to ensure transferability and course equivalency.

Students are not permitted to PEA if the course they wish to take is being offered at USF during that same semester.

For CPS students a maximum of 12 semester units can be transferred to USF through PEA's.

The PEA must be completely filled out and all instructions followed by the student. A copy of the course description may be required.

It is the student's responsibility to be sure that a transcript of the completed course work is sent to the Office of the Registrar.

CPS students are encouraged to use the online CPS only PEA Form available at:

<http://www.usfca.edu/admission/peai>

Reminder

"All transcripts should be sent directly from their source, in a sealed envelope to the Office of Admission. Transcripts opened by an official representative of USF are acceptable. Photocopies of irreplaceable official transcripts from overseas are acceptable if copied by a USF official.

The recorded transfer credit on one institution's transcript from another will not be used in the evaluation of transfer credit to USF. Credit will only be granted for work completed at the institution from which the transcript was received. An exception can be made for AP, CLEP, and IB exam results if the applicant's score is recorded clearly on another school's transcript.

Courses in progress must be listed on the application. Upon completion a transcript must be sent to the Admission Office." Pp. 23.

Core Curriculum

Core Curriculum requirements may be met by transfer credit, USF major program course work, USF courses specifically designed to meet the Core Curriculum or portfolio credit.

Students may be required to provide a course description or outline when the appropriateness of a transfer course for Core Curriculum credit is in question.

On the following pages is the Core Curriculum with examples of some but not all courses that usually do or do not satisfy them. A course which satisfies a category in one section does not necessarily in the other.

New Core Curriculum [44-units]

Area A. Foundations of Communication [8-units]

- 1. Public Speaking (4-units)**
Satisfied by: Public Speaking, Argumentation
Not Satisfied by: Interpersonal Communication, Group Dynamics, Theatre
- 2. Rhetoric and Composition (4-units)**
Satisfied by: English Composition, College Writing
Not Satisfied by: Remedial English courses, ESL course

Area B. Mathematics and Science [8-units]

- 1. Math or Quantitative Science (4-units)**
Satisfied by: Pre-calculus or higher
Not Satisfied by: Math courses below Pre-calculus
- 2. Applied or Laboratory Science (4-units) ("Lab or Applied" style course)**
Satisfied by: Biology, Chemistry, Physical Geography, Astronomy
Not Satisfied by: Nutrition, Human Sexuality

Area C. Humanities [8-units]

- 1. Literature (4-units)**
Satisfied by: Survey of English, American or World Lit
Not Satisfied by: English Comp, College Writing
- 2. History (4-units)**
Satisfied by: U.S. History, World Civ., History of Native Americans, History of Philippines, History of Women in America
Not Satisfied by: American Government, History of California

Area D. Philosophy, Theology, and Ethics [12-units]

- 1. Philosophy (4-units)**

Satisfied by: Intro to Philosophy, History of Philosophy
Not Satisfied by: Ethics, Moral Philosophy, Logic, Critical Thinking

2. **Theology (4-units)**

Satisfied by: Most Theology and Religious Studies Courses
Not Satisfied by: Bible as Literature, Witchcraft & Magic

3. **Ethics (4-units)**

Area E. Social Science [4-units] (A Social Science course analyzing the human condition.)

Satisfied by: Sociology, Psychology, Political Science, Government
Not Satisfied by: History courses

Area F. Visual and Performing Arts [4-units]

Satisfied by: Art History, History of the Theatre, Music Appreciation
Not Satisfied by: Intro to Piano, Guitar, Painting

Integration of Service Learning and Cultural Diversity**

*Integration of Service Learning

*Integration of Cultural Diversity (may transfer, subject to review)

****Additional University Mission Requirements:** In addition to completing the CORE course requirements, the baccalaureate degree candidate will have completed a minimum of two courses *within the CORE* or *within his/her major/minor* that integrate two mission-driven characteristics: **Service Learning and Cultural Diversity.**

Articulation Agreements

Articulation Agreements are guaranteed transfer credit agreements between USF and various community colleges. The agreement is developed by the USF Admission Office and the articulation officer at the community college. The agreement specifies some (but not necessarily all) courses at the community college which will fulfill specific USF CORE requirements when the student transfers.

Currently articulation agreements exist which specify courses at various California community colleges which will meet the new CORE requirements at USF. To access USF ARTICULATION AGREEMENTS WITH CALIFORNIA COMMUNITY COLLEGES:

<http://www.usfca.edu/acadserv/admission/transfer/articulation.html>

IGETC

(Intersegmental General Education Transfer Curriculum)

Completion of all the requirements in either the UC or CSU version of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California Community College to the University of San Francisco without the need, after transfer, to take most of USF's Core Curriculum requirements. Documents of IGETC completion from the community college must be submitted prior to the student's initial enrollment at USF. Completion of the IGETC will only require the following courses at USF: One course in advanced university-level English composition; one course in Public Speaking; Topics in Philosophy (not including Critical Thinking/Logic); one course in Theology; and one course in Ethics. The student must also fulfill the Service Learning and Cultural Diversity component.

Second Degree Seekers

Students seeking a second **bachelors** degree at USF after earning a bachelors degree at a different institution may have some of their USF Core Curriculum requirements waived depending upon the similarity of the other institutions Core Curriculum to that of USF.

Tips for Advisors

For an online version of this manual, a tutorial on evaluating applications and really useful links to college catalogs and other information visit:

www.usfca.edu/admission/transfermanual

Transfer Credits are accepted from:

- Regionally accredited (or candidate) colleges and universities within the United States.
- Select colleges and universities outside of the United States - check with the Admission Office.
- Non-traditional training sources as recommended by ACE and National PONSI.
- AP, CLEP, and International Baccalaureate exam results.

Helpful Hints

- 1: If the school is unfamiliar to you be sure to check its accreditation status (i.e. accrediting body, date of accreditation or candidacy (you can call the regional accrediting bodies to check the candidacy date)).
- 2: Is the credit listed as semester hours or quarter hours? Often quarter hour courses will be listed as 4 credit hours and the period of enrollment will be listed as Fall/Winter/Spring instead of Fall semester/Spring semester.
- 3: Was the student disqualified from the last institution attended within the last 10 years? If yes, the student may not be admissible.
- 4: Is the credit baccalaureate level, graduate level, or remedial? This information can often be found on the transcript, in the school's catalog, by calling the community college's transfer center, or at <http://www.assist.org/>. Caution should be taken when the course number of an unusual course varies from the system designating regular academic credit.
- 5: Never use the cumulative total units listed on the school's transcript to determine the number of transfer units. The total number of units should be reached by examining the transcript course by course.
- 6: If the transferability of a course is questionable it is better to leave it off the degree plan. Err on the side of caution. If not sure do not put on preliminary advising checklist. Better to have the student delighted to have more transfer credit on their degree audit than disappointed to find less.
- 7: There are three areas of transfer credit subject to a 9 unit cap: repeated art/music activity courses in the same subject; physical education activity units; and work experience units. Please see the chart on page 9 to review the types of credit which fall into these categories.
- 8: For out of state two year schools and foreign schools - generally only academic credit transfers, at the discretion of the University Evaluator. When in doubt call (or fax the transcript to) the evaluator in the Admission Office.
- 9: If the GPA is close to 2.00 double check to make sure that all the course work used in the calculation is clearly transferable. Always double check a marginal GPA.

- 10: A grade of "U" on a transcript more than likely is an "F." Check to see whether the school which issued it counts it in the GPA. USF counts all grades for all classes taken including those listed as "excluded" or "academic renewal."
- 11: In order to receive credit for military training, MOS, or other nontraditional training the information on the transcripts, certificates, or other documents (dates, location, course title, etc.) must match exactly the information in the ACE and National PONSi guide books. A photocopy of the page in the guide where you located the credit recommendation should be included with the student's documents.
- 12: When evaluating whether a student's military MOS is eligible for credit check the Grade, Rate or Rank box on the DD214. This may contain something like "AZ2" or "NE1" these rankings are not listed in the indexes of the ACE books but instead may be found listed alphabetically in the pages of the MOS chapter in the books.
- 13: PEAI forms should be submitted **prior** to the student taking the class. Forms must be submitted to the University Evaluator for approval. For CPS students the petition is available online at: <http://www.usfca.edu/admission/peai>
- 14: A student's GPA at USF reflects only the grades for work done at USF. It is not influenced by the transfer GPA.
- 15: DANTES subject exams are not acceptable, only DANTES CLEP exams.

USEFUL LINKS

USF ARTICULATION AGREEMENTS WITH CALIFORNIA COMMUNITY COLLEGES:
<http://www.usfca.edu/acadserv/admission/transfer/articulation.html>

CALIFORNIA COMMUNITY COLLEGES – CALIFORNIA STATE UNIVERSITY TRANSFERABILITY
<http://www.assist.org>

TO ORDER CLEP SCORES:
<http://www.collegeboard.com/student/testing/clep/scores.html>

TO REQUEST ACE TRANSCRIPTS OF CORPORATE TRAININGS:
http://www.acenet.edu/calec/corporate/transcript_form.html

TO OBTAIN MILITARY PERSONNEL RECORDS (DD214/DD295):
<http://www.nara.gov/regional/stlouis.html>

TO OBTAIN ACE TRANSCRIPT OF MILITARY OCCUPATION SPECIALTIES (ARMY):
<https://aartstranscript.leavenworth.army.mil/>

TO OBTAIN ACE TRANSCRIPT OF MILITARY OCCUPATION SPECIALTIES (NAVY AND MARINE):
<https://smart.cnet.navy.mil/>

REGIONAL ACCREDITING BODIES:

Western Association of Schools and Colleges (WASC-Jr, WASC-Sr)
<http://www.wascweb.org>

Middle State Association of Colleges and Schools (MSA)
<http://www.msache.org>

North Central Association of Colleges and Schools (NCA)
<http://www.ncahigherlearningcommission.org>

New England Association of Schools and Colleges (NASC)
<http://www.neasc.org>

Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC)
<http://www.sacs.org>

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