



## CAPELLA UNIVERSITY

### **Articulation Agreement Capella University and Community College of Allegheny County**

This Articulation Agreement is entered into on December 15, 2011 by and between Community College of Allegheny County<sup>1</sup>, located at 808 Ridge Avenue, Pittsburgh, PA 15212-6097, hereinafter Community College of Allegheny County, and by Capella University<sup>2</sup>, located at 225 So. 6<sup>th</sup> Street, 9<sup>th</sup> floor, Minneapolis, MN 55402, hereinafter Capella University.

#### PURPOSE

The Agreement has as its sole purpose the establishment of a relationship of mutual benefit between Community College of Allegheny County and Capella University in order to make baccalaureate and graduate degree programs available to faculty, staff and graduates of Community College of Allegheny County.

This Agreement includes a course-to-course transfer agreement between Community College of Allegheny County and Capella University, which is intended to allow holders of Community College of Allegheny County credits to transfer approved credit hours into a Capella University program of study.

#### DESCRIPTION OF THE RELATIONSHIP

1. Capella University will award quarter transfer credit for approved Community College of Allegheny County courses into one of the bachelor's degree programs listed below:

Bachelor of Science in Business specializations (including all listed specializations)  
Bachelor of Science in Information Technology specializations (including all listed specializations)  
Bachelor of Science in Public Safety specializations (including all listed specializations)  
Bachelor of Science in Nursing (only applicable for individuals holding a valid RN license)  
Bachelor of Science in Psychology (including all listed specializations)

Also included in this Agreement between Capella University and Community College of Allegheny County are specific degree to degree agreements based on the 2011-2012 Community College of Allegheny County catalog, allowing Community College of Allegheny County graduates to be awarded specific credit hours into a Capella University program of study. Because Capella is on an academic quarter calendar, Capella University will convert semester credit hours to quarter credit hours using a formula to convert one (1) semester credit hour to the equivalent of one and one-half (1.5) quarter credit hours. Specific degree program Agreements between Capella University bachelor degree programs and Community College of Allegheny County Associate of Arts or Associate of Science degrees are:

<b>Community College of Allegheny County Associate Degree</b>	<b>To</b>	<b>Capella University Bachelor's Degree Program</b>
AS Nursing		BS Nursing
AA Psychology		BS Psychology General Psychology

<sup>1</sup> The Community College of Allegheny County is accredited by the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104-2680, phone 215.662.5606.

<sup>2</sup> Capella University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (NCA), [www.ncahlc.org](http://www.ncahlc.org). Capella University, 225 South Sixth Street, Ninth Floor, Minneapolis, MN 55402, 1-888-CAPELLA (227-3522), [www.capella.edu](http://www.capella.edu).

Community College of Allegheny County Associate Degree	To	Capella University Bachelor's Degree Program
AA Social Sciences		BS Psychology General Psychology
AS General Studies		BS Psychology General Psychology
AS Liberal Arts		BS Psychology General Psychology
AA General Studies		BS Information Technology Health Informatics
AA General Studies		BS Information Technology (all specializations except Health Informatics and Information Assurance and Security)
AA Liberal Arts		BS Information Technology Health Informatics
AA Liberal Arts		BS Information Technology (all specializations except Health Informatics and Information Assurance and Security)
AS Computer & Information Science		BS Information Technology Health Informatics
AS Computer & Information Science		BS Information Technology (all specializations except Health Informatics and Information Assurance and Security)
AA Social Sciences		BS Public Safety (all specializations)
AS General Studies		BS Public Safety (all specializations)
AS Liberal Arts		BS Public Safety (all specializations)
AA General Studies		BS Business (all specializations)
AA Liberal Arts		BS Business (all specializations)
AS General Studies		BS Business (all specializations)
AS Liberal Arts		BS Business (all specializations)
AS Accounting Transfer		BS Business (all specializations)
AS Accounting Specialist		BS Business (all specializations)
AS Business		BS Business (all specializations)
AS Business Management - General Option		BS Business (all specializations)
AS Business Management - Corporate Option		BS Business (all specializations)
AS Business Management - Marketing Option		BS Business, Business Administration
AS Business Management - Marketing Option		BS Business (all specializations except Business Administration)
AS Business Management - Small Business Option		BS Business, Business Administration
AS Business Management - Small Business Option		BS Business (all specializations except Business Administration)
* AA General Studies		BS Information Technology Information Assurance and Security
* AA Liberal Arts		BS Information Technology Information Assurance and Security
* AS Computer & Information Science		BS Information Technology Information Assurance and Security
* AS Criminal Justice and Criminology - Law Enforcement Option		BS Public Safety (all specializations)
* AS Criminal Justice and Criminology - Corrections Option		BS Public Safety (all specializations)
* AS Homeland Security		BS Public Safety (all specializations)

\* Denotes that the following programs do not meet the minimum 90 quarter credit hours required for students to enter Capella University at a junior level standing.

AA General Studies students applying for the BS IT Information Assurance and Security specialization must take one (1) core or specialization course to reach junior status at Capella University.

AA Liberal Arts students applying for the BS IT Information Assurance and Security specialization must take one (1) core or specialization course to reach junior status at Capella University.

AS Computer & Information Science students applying for the BS IT Information Assurance and Security specialization must take one (1) core or specialization course to reach junior status at Capella University.

AS Criminal Justice and Criminology - Law Enforcement students applying for any BS Public Safety specialization must take five (5) quarter credit hours of coursework to reach junior status at Capella University. (Students must take nine (9) quarter credit hours of acceptable General Education coursework, including at least one and one half (1.5) quarter credit hours of acceptable Humanities and at least one and one half (1.5) quarter credit hours of acceptable Mathematics/ Natural Science coursework, to fulfill Capella University's General Education requirements.)

AS Criminal Justice and Criminology - Corrections students applying for any BS Public Safety specialization must take one and one half (1.5) quarter credits of acceptable Humanities and one and one half (1.5) quarter credit hours of acceptable Mathematics/Natural Science coursework to reach junior status at Capella University.

AS Homeland Security students applying for any BS Public Safety specialization must take 4.5-5 quarter credit hours of coursework to reach junior status at Capella University. (Students must take 7.5-9 quarter credit hours of acceptable General Education coursework to fulfill Capella University's General Education requirements.)

2. Students from Community College of Allegheny County graduating in one of the above listed degree programs must graduate from Community College of Allegheny County with an Associate of Arts (AA) or Associate of Science (AS) degree and have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by Community College of Allegheny County.
3. The Associate of Arts degree programs at Community College of Allegheny County require at least 60 semester credit hours, equivalent to at least 90 quarter credit hours, for graduation. The general education core includes study in the areas of English composition, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences.

Community College of Allegheny County students who have completed the general education core (following stipulated exceptions listed in Appendix 1) will be considered to have fulfilled the general education requirements for Capella University.<sup>3</sup>

4. All college-level courses meeting Capella University transfer requirements at Community College of Allegheny County will be evaluated for transfer into a Capella University baccalaureate degree program up to a maximum of 132 quarter (88 semester) credit hours of academic credit.

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<sup>3</sup> This does not apply to residents of Arkansas.

5. Learners must complete a minimum of 48 quarter credit hours of their core and specialization course work for bachelor's degree programs at Capella University to meet Capella University graduation requirements. A minimum of 24 of those quarter credit hours must be taken from within their specialization courses. In addition, at least 45 of the learner's final 90 quarter credit hours must be from Capella University.
6. Students from Community College of Allegheny County must meet all other admission and transfer criteria documented in the current Capella University catalog.
7. (If applicable) Graduates of Community College of Allegheny County who complete a bachelor's degree program with Community College of Allegheny County, apply for admission to a graduate program at Capella University, and meet or satisfy all Capella University admission requirements will be admitted to Capella University's graduate programs of study.

#### ADDITIONAL BENEFITS PROVIDED BY CAPELLA UNIVERSITY

1. Eligible Community College of Allegheny County faculty, staff and graduates will receive a 10% tuition discount<sup>4</sup> on all Capella University courses, excluding residential colloquia and fees, beginning with the date of this Agreement as long as this Agreement remains in effect. The tuition discount is not retroactive.
2. In addition, Capella University will extend a \$500 tuition grant to all faculty, staff, and graduates that enroll in the first six (6) months of the Capella University/Community College of Allegheny County alliance. The \$500 tuition grant is only available when a specific launch communication is directly sent to all faculty and staff announcing the relationship. The grant will be paid out over the first two consecutive quarters of enrollment in equal \$250 disbursements.
3. Capella University extends benefits and resources to our U.S. Armed Forces learners including;
  - Maximum tuition discount of up to 15%
  - Credit for military training
  - Post-9/11 GI Bill and Yellow Ribbon program
  - Dedicated military support services team
  - Flexible military leave policy
4. Capella University will provide a welcome page specifically for Community College of Allegheny County faculty, staff and graduates on the Capella website ([www.capella.edu/communitycollege](http://www.capella.edu/communitycollege)).
5. Capella University will list Community College of Allegheny County as an alliance member on an internal site utilized by Capella learners and/or on the main Capella website and maintain a link that will direct learners to Community College of Allegheny County's website.
6. Capella University will provide marketing assistance, literature, and other information to Community College of Allegheny County to support its efforts in promoting continued education.

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<sup>4</sup> While taking every effort to keep tuition costs down, Capella University reserves the right to increase tuition.

7. Capella University will provide Community College of Allegheny County updated degree and transfer materials for learners and graduates.
8. When possible, Capella University will participate in Community College of Allegheny County transfer fairs, graduate events and faculty/staff development opportunities.
9. Capella University is willing to work with Community College of Allegheny County to co-sponsor a cohort learning group, a team of faculty and/or staff on a degree track together (minimum level of participants is required).
10. Capella University will provide an Alliance Manager as the primary contact for Community College of Allegheny County to facilitate the Agreement.
11. Capella University will share information regarding the aggregate number of enrollments and courses taken by Community College of Allegheny County faculty, staff and graduates on an annual basis.
12. When permissible Community College of Allegheny County will be invited to various networking events hosted by Capella and attended by local Higher Education Alliance Program participants.

Capella University may have faculty members available for on-site or web-based presentations on topical issues that are relevant to professionals in the education industry. Examples include *Trends and Challenges in Higher Education*, *Academic Standards in Online Teaching and Curriculum*, *Instructional Design in Online Learning*, and *Succession Planning: Addressing the Leadership Gap in Higher Education*.

Faculty participation is subject to availability and may be at the expense of Community College of Allegheny County.

#### COMMUNITY COLLEGE OF ALLEGHENY COUNTY PARTICIPATION GUIDELINES

1. Community College of Allegheny County will assign a primary point of contact person to work with the Alliance Manager in order to effectively implement participation benefits to faculty, staff and graduates.
2. Community College of Allegheny County will work with Capella University to develop effective ways to share the benefits of this Agreement with faculty, staff and graduates.
  - Community College of Allegheny County will issue a press release/announcement detailing the benefits of the new agreement. Community College of Allegheny County will provide this press release/announcement to Capella for its review and written approval prior release/publication.
  - Community College of Allegheny County will update their Internet/intranet site with transfer information and links to the Capella Welcome Page ([www.capella.edu/communitycollege](http://www.capella.edu/communitycollege)).
3. Community College of Allegheny County will distribute and/or make available updated degree and transfer information from Capella University to its learners via their transfer or career center.

4. Community College of Allegheny County will provide a link to their job postings to be linked to Capella University's internal Career Center site. This will provide a link for Capella University graduates to review possible job opportunities with Community College of Allegheny County.

#### GUIDING PRINCIPLES FOR BOTH PARTICIPATING INSTITUTIONS

1. Implementation and interpretation of this Agreement will be consistent with applicable and mandatory policies and procedures established by the accrediting and governing bodies of either institution or other agencies having jurisdiction over the operation of either institution.
2. Participation of learners in the degree programs will be permitted in compliance with the applicable federal, state, and local non-discrimination laws and regulations.
3. Both institutions, where permitted, shall advertise the provisions of this Agreement so that it is disseminated to all prospective and existing learners by reasonable means. This could include but is not limited to, student catalogs, transfer guides, program brochures, intranet or Internet sites, and other advertising.
4. Both institutions, where permitted, may issue joint press releases and other announcements with prior written approval from both parties.
5. Both institutions shall maintain their accreditation with their regional accrediting associations and any other accreditation currently in existence pertaining to the above listed degree programs.
6. Both institutions shall have the common goal of developing a comprehensive and seamless services infrastructure for this articulation program.
7. Both institutions, where permitted, may build and maintain a link on their intranet and/or their Internet site that posts employment information so that students and alumni may research employment opportunities with alliance institutions.

#### DURATION, TERMINATION AND GOVERNING LAW OF THIS AGREEMENT

The Agreement will remain in effect for three (3) years and will be deemed to renew automatically for additional one-year terms as long as the obligations of the relationships are being met by both parties. This Agreement will be reviewed no later than three years from signature date for changes to degree and general education requirements at both Capella University and Community College of Allegheny County.

Either party may terminate participation in the Agreement with or without cause by giving a 90-day written notice to the other party. Tuition and fee rates, admission criteria and academic and other requirements will be subject to the Capella University Catalog at the time of the learner's admission to Capella University. Active learners at the time of termination will be grandfathered in and receive a tuition discount until such time they are separated from Capella University.

This Agreement shall be governed by and construed in accordance with the laws of Minnesota, without regard to the principles of conflicts of law thereof. Any legal action arising out of this Agreement shall be venued in the state or federal court located in Hennepin County, Minnesota.

#### PROCESS FOR IDENTIFYING MEMBERSHIP

Capella will establish a procedure to assist with identifying Community College of Allegheny County faculty, staff and graduates by the time of application. However, it is ultimately the responsibility of Community College of Allegheny County affiliated learners to identify themselves in order to receive the tuition discount and be considered a participant in the Agreement. Affiliated learners failing to officially notify Capella University until after they begin their course work will not be entitled to receive a retroactive tuition discount. Their tuition discount and participation in the benefits of the Agreement will begin the following academic quarter. In situations where a tuition discount is being provided to a learner based on their employment status as a faculty or staff member of Community College of Allegheny County, Capella University will periodically verify the learner's continued employment relationship with the member institution. If it is determined that the learner is no longer a faculty or staff member, their eligibility to receive the tuition discount will cease on a go-forward basis.

#### REVISIONS TO AGREEMENT

Amendments and/or revisions to the Agreement may be made in writing at any time by mutual consent of all parties. Such amendments and/or revisions signed by authorized representatives of both parties shall be prepared in the form of an Addendum Agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval of all parties in the original cooperative agreement. Each of the parties shall work cooperatively to review, at least annually, and to update each year as appropriate, specific items or operational procedures included in this Agreement.

#### NOTICES

All notices, authorizations, and requests in connection with this Agreement shall be deemed given on the day they are (i) deposited in the U.S. mails, postage prepaid, certified or registered, return receipt requested; or (ii) sent by air express courier (e.g. Federal Express, UPS), charges prepaid, signature receipt requested; and addressed as set forth below:

For: Community College of Allegheny County  
800 Allegheny Avenue  
Pittsburgh, PA 15233

Attn: Frances K. Dice  
Email: [fdice@ccac.edu](mailto:fdice@ccac.edu)

Phone: 412.237.3074  
Fax:

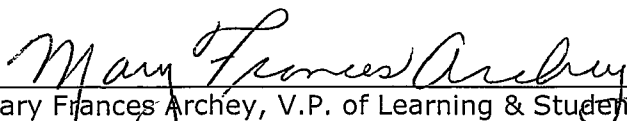
For: Capella University  
Capella Tower  
225 South 6<sup>th</sup> Street, 9<sup>th</sup> Floor  
Minneapolis, MN 55402

Attn: Office of General Counsel  
Email: [contracts@capella.edu](mailto:contracts@capella.edu)

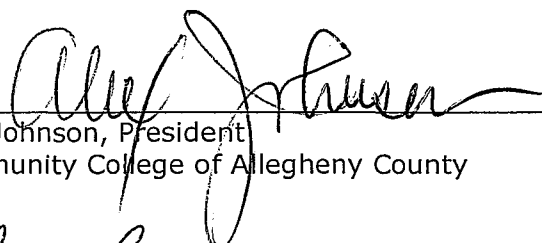
Phone: 612.977.5220  
Fax: 612.977.5057

We look forward to working with you and adding value to your institution. If you choose to execute this Articulation Agreement as described above, please sign below:

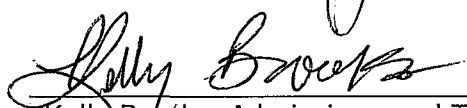
SIGNATURES OF PARTICIPATING INSTITUTIONS

  
\_\_\_\_\_  
Mary Frances Archey, V.P. of Learning & Student Development  
Community College of Allegheny County

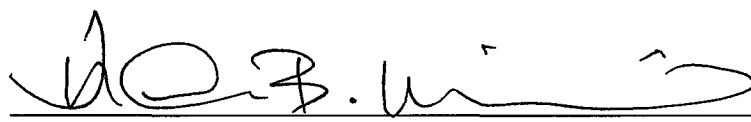
12/21/11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Alex Johnson, President  
Community College of Allegheny County

12/21/11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kelly Brooks, Admissions and Transfer Officer  
Capella University

1/18/12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Office of the School of Undergraduate Studies  
Capella University

1/30/12  
\_\_\_\_\_  
Date



### Appendix 1

#### List of Acceptable Community College of Allegheny County General Education courses

Capella University General Education Requirements	Required Quarter Credit Hours	Community College of Allegheny County General Education courses
Communications	Min. 6	ENG101, 102, 103, 105, 111
Humanities	Min. 6	All courses listed in Humanities Electives <b>except:</b> ART150, 160, 165, 170, 232, 250 (Will fulfill Electives) ASL109 (Will fulfill Social Science) ENG103, 105, 111 (Will fulfill Communications) JRN101, 102, 103, 106 (Will fulfill Communications) JRN121, 122, 123, 150 (Will fulfill Electives) MUS119 (Will fulfill Electives) All SPH courses (Will fulfill Communications) THE121, 122, 216, 221, 222, 226 (Will fulfill Electives)
Math/Natural Science	Min. 6	All courses listed in Science Electives <b>except</b> BIO107, 123 (Will fulfill Electives) All courses listed in Mathematics Electives <b>except</b> MAT102, 106, 107, 108, 114, 190, 191, 193, 195 (Will fulfill Electives)
Social Science	Min. 6	All courses listed in Social Science Electives <b>except:</b> ANT103 (Will fulfill Natural Science) All CJC courses (Will fulfill Public Safety core courses or Electives) All ECD courses (Will fulfill Electives) ETH119 (Will fulfill Electives) ETH201, 202, 215 (Will fulfill Humanities) HIS113, 114 (Will fulfill Humanities) All PAL courses (Will fulfill Electives) SOW103, 104, 106, 107, 110, 115, 120, 130 (Will fulfill Electives)
Total General Education	45	

Based on Department Electives list (2011-2012 catalog)