



## ARTICULATION AGREEMENT

### Capella University and Hillsborough Community College

This agreement is entered into as of January 2011 by and between Hillsborough Community College (city, state), hereinafter Hillsborough Community College, and by Capella University\* (Minneapolis, MN), hereinafter Capella University.

#### PURPOSE

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

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

#### DESCRIPTION OF THE RELATIONSHIP FOR THE BACCALAUREATE DEGREE PROGRAMS

1. Capella University will award quarter transfer credit for approved Hillsborough Community College courses into one of the bachelor programs listed below:

Bachelors of Science in Business Specializations (including all listed specializations)

Bachelors of Public Administration

Bachelors of Science in Information Technology Specializations (including all listed specializations)

Bachelors of Science in Public Safety Specializations (including all listed Specializations)

Bachelors of Science in Nursing (only applicable for individuals holding a valid RN license)

Bachelors of Science in Psychology (including all listed specializations)

Also included in this Articulation Agreement between Capella University and Hillsborough Community College are specific degree to degree agreements based on the 2010-2011 catalog, allowing Hillsborough Community College graduates to be awarded specific credit hours into a Capella University program of study. Specific degree program articulation agreements between Capella University bachelor degree programs and Hillsborough Community College Associate of Arts, Associate of Science, and Associate of Applied Science degrees are:

Hillsborough Community College	To	Capella University Bachelors Degree Program
Associates degree		
AS Nursing		BS Nursing
AA Liberal Arts and Sciences		BS Psychology General Psychology
AA Computer Information Systems		BS Information Technology Health Informatics
* AA Computer Information Systems		BS Information Technology Information

		Assurance and Security
* AA Computer Information Systems		BS Information Technology (other specializations)
AA Liberal Arts and Sciences		BS Public Safety (all specializations)
* AS Criminal Justice Technology		BS Public Safety (all specializations)
AA Business Administration		BPA General Public Administration
AS Business Administration and Management		BPA General Public Administration
AA Business Administration		BS Business (all specializations)
AS Business Administration and Management		BS Business (all specializations)
AAS Accounting Technology		BS Business Business Administration
AAS Business Administration - International Business Management		BS Business Business Administration

\* Denotes that the following programs do not meet the minimum 90 quarter credit hours (60 semester hours) required for students to enter Capella University at a Junior level standing.

AA Computer Information Systems students applying for the BS IT Information Assurance and Security specialization must take 2 core or specialization courses to reach junior status at Capella University. Students applying for all other BS IT specializations (except Health Informatics) must take 1 core or specialization course to reach junior status at Capella University.

AS Criminal Justice Technology students applying for any BS Public Safety specialization must take 5.5 quarter credits of coursework to reach junior status at Capella University. (Students must take a total of 13.5 quarter credits of acceptable General Education coursework, including at least 1.5 quarter credits in Communications, in Humanities, and in Mathematics or Natural Sciences, to fulfill Capella University's General Education requirements.)

2. Students from Hillsborough Community College graduating in one of the above listed degree to degree agreements must graduate from Hillsborough Community College with an Associate of Arts (AA), Associate of Science (AS), or Associate of Applied Science (AAS) degree and have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by Hillsborough Community College.
3. The Associate of Arts degree programs at Hillsborough Community College require 60 semester, equivalent to 90 quarter, hours credit 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.
  - a. Hillsborough Community College students who have completed the general education core will be considered to have fulfilled the lower-division general education requirements for Capella University.
4. All College-level courses, meeting Capella University transfer requirements, at Hillsborough Community College will be evaluated for transfer into Capella University Baccalaureate degree programs up to a maximum of 132 quarter (88 semester) hours of academic credit.
5. Learners must complete a minimum of 50 percent of their core and specialization courses at Capella University.
6. Students from Hillsborough Community College must meet all other admission criteria documented in the current Capella University catalog.

#### ADDITIONAL BENEFITS PROVIDED BY CAPELLA UNIVERSITY

1. Eligible Hillsborough Community College faculty, staff and graduates will receive a 10% tuition grant on all Capella courses, excluding fees, beginning with the date of articulation agreement as long as articulation agreement is in effect. The tuition grant is not retroactive.
2. Capella will extend a \$500 tuition grant to all faculty, staff, and graduates that enroll in the first 6 months of the Capella University/Hillsborough Community College alliance. The grant promotion 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 extends exclusive benefits and expert resources to our U.S. Armed Forces learners including;
  - Tuition grants 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 will provide a welcome page specifically for Hillsborough Community College faculty, staff and graduates on the Capella website ([www.capella.edu/hillsborough](http://www.capella.edu/hillsborough)).
5. Capella will list Hillsborough Community College 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 Hillsborough Community College's website.
6. Capella will provide marketing assistance, literature and other information to (Hillsborough Community College to support its efforts in promoting continued education.
7. Capella will provide Hillsborough Community College updated degree and transfer materials for learners and graduates.
8. When possible, Capella will participate in Hillsborough Community College transfer fairs, graduates events and faculty/staff development opportunities.
9. Capella is willing to work with Hillsborough Community College 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 will provide an Alliance Manager as the primary contact for Hillsborough Community College to facilitate the Articulation Agreement.
11. Capella will share information regarding the aggregate number of enrollments and courses taken by Hillsborough Community College faculty, staff and graduates on an annual basis.
12. When permissible Hillsborough Community College will be invited to various networking events hosted by Capella and attended by local Higher Education Alliance Program participants.

13. Capella 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 Hillsborough Community College.

#### Hillsborough Community College PARTICIPATION GUIDELINES

1. Hillsborough Community College 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. Hillsborough Community College will work with Capella to develop the best way to share the benefits of this agreement with faculty, staff and graduates. Communications will take a variety of forms including but not limited to:
  - i. Periodic Messaging (approx 6-8 times per year)
  - ii. Messaging within graduate publications, student newspaper, faculty newsletter
  - iii. Internet and intranet placement
  - iv. Participation in transfer events
  - v. Faculty/staff development opportunities, which can include sponsorship by Capella. Examples include All Faculty Convocation Days, Employee Workshops, Adjunct Faculty Trainings/Meetings, etc.
3. Hillsborough Community College will distribute and/or make available updated degree and transfer information from Capella University to its learners via their transfer or career center.
4. Hillsborough Community College 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 graduates to review possible job opportunities with Hillsborough Community College.

#### GUIDING PRINCIPLES FOR BOTH PARTICIPATING INSTITUTIONS

1. Implementation and interpretation of this Articulation Agreement will be consistent with applicable and mandatory policies and procedures established by the accrediting and governing bodies of the institution and 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 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 may issue joint press releases and other announcements with prior 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 this degree program.
6. Both institutions shall have the common goal of developing a comprehensive and seamless services infrastructure for this program.
7. Both institutions 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 AND TERMINATION OF THIS AGREEMENT

The agreement will remain in effect for one year and automatically renewed thereafter as long as the obligations of the relationships are met by both parties. This agreement will be reviewed annually for changes to degree and general education requirements at both Capella University and Hillsborough Community College. Either party may terminate participation in the Articulation Agreement with 90-days notice. 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. Active learners at the time of termination will be grandfathered in and receive tuition grants until such time they become discontinued from the program.

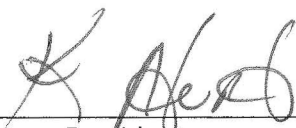
Capella will establish a procedure to assist in identifying Hillsborough Community College faculty, staff and graduates by the time of application. However, it is ultimately the responsibility of the Hillsborough Community College affiliated learner to identify themselves in order to receive the tuition grant and be considered a participant in the Articulation Agreement. In the event the affiliated learner officially notifies Capella after they begin their coursework, the tuition grant will not be retroactive and their participation in the benefits of the Articulation Agreement will begin in the following academic quarter. Periodically, Capella University will verify the learner's continued relationship with the member institution to determine eligibility of discount status. If the learner is no longer an employee or faculty member, their discount may be revoked 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.

## SIGNATURES OF PARTICIPATING INSTITUTIONS

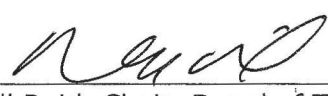
**Hillsborough Community College**

  
 Dr. Kenneth Atwater, President  
 Hillsborough Community College

4/19/2011  
 Date

  
 Craig Johnson, VP Academic Affairs  
 Hillsborough Community College

4.8.11  
 Date

  
 Randall Reid, Chair, Board of Trustees  
 Hillsborough Community College

4/22/11  
 Date

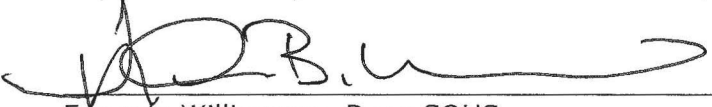
APPROVED AS TO FORM AND LEGALITY

  
 COLLEGE ATTORNEY  
 HILLSBOROUGH COMMUNITY COLLEGE

**Capella University**

  
 Kelly Brooks, Articulation and Transfer Officer  
 Capella University

5/6/11  
 Date

  
 Feranda Williamson, Dean SOUS  
 Capella University

5/18/11  
 Date

\*Capella University's Accreditation

Capella University is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools (NCA), [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org). Capella University, 225 South Sixth Street, Ninth Floor, Minneapolis, MN 55402, 1-888-CAPELLA (227-3552), [www.capella.edu](http://www.capella.edu).