



## CAPELLA UNIVERSITY

### **ARTICULATION AGREEMENT Capella University and Pima Community College**

This Articulation Agreement ("Agreement") is entered into on December 22, 2010 by and between Pima Community College<sup>1</sup> and Capella University<sup>2</sup>.

#### PURPOSE

The Agreement has as its sole purpose the establishment of a relationship of mutual benefit between Pima Community College and Capella University in order to make baccalaureate and graduate programs available to faculty, staff and students (including alumni) of Pima Community College.

This Agreement includes a course-to-course transfer agreement between Pima Community College and Capella University, which is intended to allow holders of Pima Community College 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 Pima 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
  - Bachelors of Science in Psychology

Also included in this Agreement are specific degree-to-degree agreements, allowing Pima Community College graduates to be awarded specific credit hours to start at a junior standing into a Capella University program of study. Specific degree program articulation agreements between Capella University bachelor degree programs and Pima Community College Associate of Arts, Associate of Science, Associate of Business Administration, or Associate of Applied Science degrees are (*refer to the appendix for specific course by course mapping by degree program*):

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<sup>1</sup> Pima Community College (4905 E. Broadway Blvd., Tucson, AZ 85709, 520-206-4500) is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Commission can be reached through their web site ([www.higherlearningcommission.org](http://www.higherlearningcommission.org)), by telephone (800-621-7440), or by mail at 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504.

<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).

Pima Community College degree	To	Capella University Bachelors Degree Program
AAS Nursing		BS Nursing
AA (Psychology Concentration)		BS Psychology General Psychology
* Associate of Arts		BS Information Technology, Information Assurance and Security
* Associate of Arts		BS Information Technology (other specializations)
AA Administration of Justice Studies		BS Public Safety (all specializations)
AAS Administration of Justice		BS Public Safety (all specializations)
Associate of Arts		BPA General Public Administration
Associate of Arts		BS Business (all specializations)
AAS Accounting		BS Business, Business Administration
AAS Business (Management Specialty)		BS Business, Business Administration
AAS Business (Marketing Specialty)		BS Business, Business Administration
** AAS Business (Tourism Specialty)		BS Business, Business Administration
ABUS Business Administration		BS Business, Business Administration
AAS Retailing and Consumer Science		BS Business, Business Administration

\*Denotes that these 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.

Associate of Arts students applying for the BS IT Information Assurance and Security specialization must complete 2 core or specialization courses at Capella University to reach junior status at Capella University. Students in this programs applying for any other BS IT specialization must complete 1 core or specialization course at Capella University to reach junior status at Capella University.

AAS Business (Tourism Specialty) students applying for the BS Business, Business Administration specialization must complete 22.5 quarter credits of acceptable General Education coursework, taken at Capella University or Pima Community College, to fulfill the Capella University General Education requirements. Students will reach junior status at Capella with the completion of 10.5 quarter credits of acceptable General Education coursework.

2. Students from Pima Community College must graduate from Pima Community College with an Associate of Arts (AA), Associate of Science (AS), Associate of Business Administration (ABUS), 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 Pima Community College.
3. The Associate of Arts, Associate of Science, and Associate of Business Administration degree programs at Pima Community College require a total of at least 60 semester hours, equivalent to at least 90 quarter hours of credit for graduation. The AGEC general education core includes study in the areas of English composition, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences.

Pima Community College students who have completed the AGEC general education core, excluding courses specified in the General Education mapping, will be considered to have fulfilled the lower-division general education requirements for Capella University.

4. The Associate of Applied Science (AAS) degree programs at Pima Community College require a total of at least 60 semester hours, equivalent to at least 90 quarter hours of

credit for graduation. Students who have completed an AAS degree may need to take additional general education coursework to fulfill the ~~lower-division~~ general education requirements for Capella University. vB

5. All college-level courses at Pima Community College that meet Capella University transfer requirements will be evaluated for transfer into Capella University Baccalaureate degree programs up to a maximum of 144 quarter ~~(96 semester)~~ hours of academic credit. (KB) 132 qtr 88
6. Learners must complete a minimum of 50 percent of their core and specialization courses at Capella University.
7. Students from Pima Community College must meet all other admission criteria documented in the most current Capella University catalog. Applicants to the School of Undergraduate Studies' BSN degree program must have a current, unrestricted RN license to practice in the United States and one year of licensed RN work experience.

#### ADDITIONAL BENEFITS PROVIDED BY CAPELLA UNIVERSITY

1. Eligible Pima Community College faculty, staff and students (including alumni) will receive a 10% tuition<sup>3</sup> reduction on all Capella University courses, excluding fees, beginning with the date of this Agreement and continuing as long as this Agreement remains in effect. The tuition discount is not retroactive.
2. Capella University will extend a \$500 tuition grant to all Pima Community College faculty, staff, and students (including alumni) who enroll in the first 6 months of the Capella University/Pima Community College alliance, as further detailed in the remainder of this paragraph. The \$500 tuition grant is available beginning from the time when a mutually agreed-upon launch communication is directly sent to all Pima Community College faculty and staff announcing the alliance and continuing for six months thereafter. The grant will be paid out over the first two consecutive quarters of enrollment in equal \$250 disbursements.
3. Capella University extends exclusive benefits and expert resources to our U.S. Armed Forces learners including:
  - Tuition discounts 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 Pima Community College faculty, staff and graduates on the Capella University website ([www.capella.edu/pima](http://www.capella.edu/pima) ).
5. Capella University will list Pima Community College as an alliance member on an internal site utilized by Capella University learners and/or on the main Capella University website and maintain a link that will direct learners to Pima Community College's website.
6. Capella University will provide marketing assistance, literature and other information to Pima Community College to support its efforts in promoting continued education.

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<sup>3</sup> While taking every effort to keep tuition costs down, Capella University reserves the right to increase tuition.

7. Capella University will provide Pima Community College updated degree and transfer materials for learners and graduates.
8. When permissible, Capella University will participate in Pima Community College transfer fairs, graduates events and faculty/staff development opportunities.
9. Capella University is willing to work with Pima 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 University will provide an Alliance Manager as the primary contact for Pima Community College to facilitate the Articulation Agreement.
11. Capella University will share information regarding the aggregate number of enrollments and courses taken by Pima Community College faculty, staff and graduates on an annual basis.
12. When permissible, Pima Community College will be invited to various networking events hosted by Capella University and attended by local Higher Education Alliance Program participants.
13. When permissible, 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 Pima Community College.

#### PIMA COMMUNITY COLLEGE PARTICIPATION GUIDELINES

1. Pima 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. Pima Community College will work with Capella University to develop an appropriate communication plan that allows faculty, staff and graduates access to the benefits of this agreement. Communication may take a variety of forms including but not limited to:
  - Messaging 6-8 times per year
  - Messaging within graduate publications, student newspaper, faculty newsletter
  - Internet or intranet placement
  - Participation in transfer events
  - Faculty/staff development opportunities, which can include sponsorship by Capella University. (Examples include All Faculty Convocation Days, Employee Workshops, Adjunct Faculty Trainings/Meetings, etc.)
3. Pima 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. Pima 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 University graduates to review possible job opportunities with Pima 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 both 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, 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 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, 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 AND TERMINATION OF THIS AGREEMENT

This Agreement will remain in effect for one year 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 annually for changes to degree and general education requirements at both Capella University and Pima Community College. Either party may terminate this Agreement at any time with or without cause by giving 90-days 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 of this Agreement will be grandfathered in and receive the tuition discount and/or other benefits set out in this Agreement until such time as they complete or become discontinued from the program.

Capella University will establish a procedure to assist in identifying Pima Community College faculty, staff and graduates by the time of application. However, it is ultimately the responsibility of Pima Community College affiliated learners to identify themselves in order to receive the tuition discount and be considered participants in the Agreement. Affiliated learners who fail to officially notify Capella University until after they begin their coursework at Capella University, will not be entitled to receive a retroactive tuition discount, and their discount and participation in the benefits of this Agreement will begin the following academic quarter. In

situations where a tuition discount is being provided to a learner based on the learner being a Pima Community College faculty or staff member, Capella University may verify the learner's continued employment relationship with Pima Community College to determine the learner's continued eligibility to receive the tuition discount. If it is determined that the learner is no longer a faculty or staff member of Pima Community College, the tuition discount may be discontinued on a prospective only basis.

This Agreement is subject to the provisions of A.R.S. 38-511, the terms of which statute are Deemed incorporated herein.


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 this original 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

  
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Dr. Suzanne Miles, Provost and Executive Vice Chancellor      12-22-10  
Pima Community College      Date

  
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KELLY BROOKS ~~Shannon Cisewski~~, Associate Registrar      1/19/11  
Capella University      Admissions & Transfer Officer      Date

  
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Feranda Williamson, Dean of SOUS      1-12-11  
Capella University      Date