



CAPELLA UNIVERSITY

Articulation Agreement Capella University and Raritan Valley Community College

This Articulation Agreement ("Agreement") is entered into on November 28, 2012 by and between Raritan Valley Community College¹, located at 118 Lamington Road, Brachburg, New Jersey 08876, hereinafter Raritan Valley Community College, and by Capella University², located at 225 So. 6th Street, 9th floor, Minneapolis, MN 55402, hereinafter Capella University.

PURPOSE

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

This Agreement includes a course-to-course transfer agreement between Raritan Valley Community College and Capella University, which is intended to allow holders of Raritan Valley 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 Raritan Valley Community College 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 and minors)
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 Raritan Valley Community College are specific degree to degree agreements based on the 2012-2013 Raritan Valley Community College catalog, allowing Raritan Valley Community College 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 Raritan Valley Community College Associate of Arts, Associate of Science, and Associate of Applied Science degrees are listed in Appendix 1.

2. Students from Raritan Valley Community College graduating in one of the listed degree programs must graduate from Raritan Valley Community College with an Associate of

¹ Raritan Valley Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education accreditation.

² 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. Capella University, 225 South Sixth Street, Ninth Floor, Minneapolis, MN 55402, 1-888-CAPELLA (227-3522), www.capella.edu.

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 Raritan Valley Community College.

3. The Associate of Arts degree programs at Raritan Valley Community College 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.

Raritan Valley Community College students who have completed the general education core (following stipulated exceptions listed in Appendix 2) will be considered to have fulfilled the general education requirements for Capella University.³

4. Students from Raritan Valley Community College must meet all other admission and transfer criteria documented in the current Capella University Catalog.
5. All college-level courses meeting Capella University transfer requirements at Raritan Valley Community College 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.
6. Transfer students must complete a minimum of 48 quarter credit hours of their core and specialization course work at Capella 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.

ADDITIONAL BENEFITS PROVIDED BY CAPELLA UNIVERSITY

1. Eligible Raritan Valley Community College faculty, staff, and graduates will receive a 10% tuition discount⁴ 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. 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
3. Capella University will provide a welcome page specifically for Raritan Valley Community College faculty, staff, and graduates on the Capella website (www.capella.edu/raritan).
4. Capella University will list Raritan Valley 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 Raritan Valley Community College's website.

³ This does not apply to residents of Arkansas.

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

5. Capella University will provide marketing assistance, literature, and other information to Raritan Valley Community College to support its efforts in promoting continued education.
6. Capella University will provide Raritan Valley Community College updated degree and transfer materials for learners and graduates.
7. When possible, Capella University will participate in Raritan Valley Community College transfer fairs, graduate events and faculty/staff development opportunities.
8. Capella University is willing to work with Raritan Valley 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).
9. Capella University will provide an Alliance Manager as the primary contact for Raritan Valley Community College to facilitate the Agreement.
10. Capella University will share information regarding the aggregate number of enrollments and courses taken by Raritan Valley Community College faculty, staff, and graduates on an annual basis.
11. When permissible, Raritan Valley Community College 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 Raritan Valley Community College.

RARITAN VALLEY COMMUNITY COLLEGE PARTICIPATION GUIDELINES

1. Raritan Valley 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. Raritan Valley Community College will work with Capella University to develop effective ways to share the benefits of this Agreement with faculty, staff, and graduates. (Examples may take a variety of forms including messaging within graduate publications, student newspaper, faculty newsletter, Internet or intranet placement, participation in a transfer event and/or faculty/staff development opportunity.)
3. Raritan Valley 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.

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 degree programs articulated via this Agreement.
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.

PROCESS FOR IDENTIFYING MEMBERSHIP

Capella will establish a procedure to assist with identifying Raritan Valley Community College faculty, staff, and graduates. However, it is ultimately the responsibility of Raritan Valley Community College 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 Raritan Valley Community College, 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.

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 Raritan Valley Community College.

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.

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:	Raritan Valley Community College 118 Lamington Road Branchburg, NJ 08876	For:	Capella University Capella Tower 225 South 6 th Street, 9 th Floor Minneapolis, MN 55402
Attn:	Paul Michaud	Attn:	Office of General Counsel
Email:	pmichaud@raritanval.edu	Email:	Contracts@capella.edu
Phone:	908.526.1200 Ext: 8333	Phone:	612.977.5220
Fax:	908.526.2965	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

Casey Crabill, President Raritan Valley Community College	Date
Kelly Brooks, Admissions and Transfer Officer Capella University	Date
Feranda Williamson, Dean School of Undergraduate Studies Capella University	Date

Appendix 1
List of Articulated Programs between Raritan Valley Community College and
Capella University

Raritan Valley Community College Associate Degree	To	Capella University Bachelor's Degree Program
AAS Nursing		BS Nursing
AA Liberal Arts – Social Science Option		BS Psychology General Psychology
AS Human Services/Pre-Social Work		BS Psychology General Psychology
AAS Human Services		BS Psychology General Psychology
AA Criminal Justice		BS Public Safety (all specializations)
AAS Law Enforcement		BS Public Safety (all specializations)
AA Liberal Arts		BS IT General Information Technology
AA Liberal Arts		BS IT Health Information Technology
AA Liberal Arts		BS IT Project Management
AA Liberal Arts		BS IT Network Technology
AA Liberal Arts		BS IT System Development
AS Management Information Systems		BS IT General Information Technology
AS Management Information Systems		BS IT Network Technology
AS Management Information Systems		BS IT System Development
AS Computer Science		BS IT General Information Technology
AS Computer Science		BS IT Network Technology
AS Computer Science		BS IT System Development
AS Information Systems & Technology		BS IT General Information Technology
AS Information Systems & Technology		BS IT Health Information Technology
AS Information Systems & Technology		BS IT Project Management
AS Information Systems & Technology		BS IT Network Technology
AS Information Systems & Technology		BS IT System Development
AS Web Developer		BS IT General Information Technology
AS Web Developer		BS IT Network Technology
AS Web Developer		BS IT System Development
AAS Computer Programming		BS IT General Information Technology
AAS Computer Programming		BS IT Network Technology
AAS Computer Programming		BS IT System Development
AAS Game Development		BS IT General Information Technology
AAS Game Development		BS IT Network Technology
AAS Game Development		BS IT System Development
AAS Information Systems & Technology		BS IT General Information Technology
AAS Information Systems & Technology		BS IT Network Technology
AAS Information Systems & Technology		BS IT System Development
AAS Multimedia Communications		BS IT General Information Technology
AAS Multimedia Communications		BS IT Network Technology
AAS Multimedia Communications		BS IT System Development
AA Business Liberal Arts		BS Business, Business Administration
AA Business Liberal Arts		BS Business (all specializations except Business Administration)
AS Business Administration		BS Business, Business Administration
AS Business Administration		BS Business Health Care Management
AS Business Administration		BS Business (all specializations except Business Administration and Health Care Management)
AS Management Information Systems		BS Business, Business Administration
AS Management Information Systems		BS Business (all specializations except Business Administration)
AAS Accounting		BS Business, Business Administration
AAS Accounting Information Systems		BS Business, Business Administration
AAS Business Management		BS Business, Business Administration

Raritan Valley Community College Associate Degree	To	Capella University Bachelor's Degree Program
AAS Business Management – Financial Services		BS Business, Business Administration
AAS International Business		BS Business, Business Administration
AAS Marketing		BS Business, Business Administration
AAS Marketing		BS Business Health Care Management
AAS Marketing		BS Business (all specializations except Business Administration and Health Care Management)

* AA Liberal Arts		BS IT Information Assurance and Security
* AS Management Information Systems		BS IT Health Information Technology
* AS Management Information Systems		BS IT Information Assurance and Security
* AS Management Information Systems		BS IT Project Management
* AS Information Systems & Technology		BS IT Information Assurance and Security
* AS Web Developer		BS IT Health Information Technology
* AS Web Developer		BS IT Information Assurance and Security
* AS Web Developer		BS IT Project Management
* AAS Computer Networking		BS IT General Information Technology
* AAS Computer Networking		BS IT Network Technology
* AAS Computer Networking		BS IT System Development
* AAS Information Systems & Technology		BS IT Health Information Technology
* AAS Information Systems & Technology		BS IT Information Assurance and Security
* AAS Information Systems & Technology		BS IT Project Management
* AAS Multimedia Communications		BS IT Health Information Technology
* AAS Multimedia Communications		BS IT Information Assurance and Security
* AAS Multimedia Communications		BS IT Project Management

* 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 Liberal Arts students applying for the BS IT Information Assurance and Security specialization must complete 3 quarter credits of core or specialization coursework to reach junior status at Capella University.

AS Management Information Systems students applying for the BS IT Health Information Technology or Project Management specializations must complete 3 quarter credits of core or specialization coursework to reach junior status at Capella University.

AS Management Information Systems students applying for the BS IT Information Assurance and Security specialization must complete 9 quarter credits of core or specialization coursework to reach junior status at Capella University.

AS Information Systems & Technology students applying for the BS IT Information Assurance and Security specialization must complete 3 quarter credits of core or specialization coursework to reach junior status at Capella University.

AS Web Developer students applying for the BS IT Health Information Technology or Project Management specializations must complete 6 quarter credits of core, specialization, or acceptable General Education coursework to reach junior status at Capella University.

(Students must complete 3 quarter credits of acceptable Mathematics coursework to fulfill Capella University's General Education requirement.)

AS Management Information Systems students applying for the BS IT Information Assurance and Security specialization must complete 12 quarter credits of core, specialization, or acceptable General Education coursework to reach junior status at Capella University. (Students must complete 3 quarter credits of acceptable Mathematics coursework to fulfill Capella University's General Education requirement.)

AAS Computer Networking students applying for the BS IT General Information Technology specialization must complete 7.5 quarter credits of core, specialization, or acceptable General Education coursework to reach junior status at Capella University. (Students must complete 22.5 quarter credits of acceptable General Education coursework, including at least 6 quarter credits of acceptable Mathematics/Natural Science coursework, and at least 1.5 quarter credits each of acceptable Humanities and acceptable Social Science coursework, to fulfill Capella University's General Education requirement.)

AAS Computer Networking students applying for the BS IT Network Technology or Systems Development minors must complete 1.5 quarter credits of core, specialization, or acceptable General Education coursework to reach junior status at Capella University. (Students must complete 22.5 quarter credits of acceptable General Education coursework, including at least 6 quarter credits of acceptable Mathematics/Natural Science coursework, and at least 1.5 quarter credits each of acceptable Humanities and acceptable Social Science coursework, to fulfill Capella University's General Education requirement.)

AAS Information Systems & Technology students applying for the BS IT Health Information Technology or Project Management specializations must complete 4.5 quarter credits of core, specialization, or acceptable General Education coursework to reach junior status at Capella University. (Students must complete 7.5 quarter credits of acceptable General Education coursework to fulfill Capella University's General Education requirement.)

AS Management Information Systems students applying for the BS IT Information Assurance and Security specialization must complete 10.5 quarter credits of core, specialization, or acceptable General Education coursework to reach junior status at Capella University. (Students must complete 7.5 quarter credits of acceptable General Education coursework to fulfill Capella University's General Education requirement.)

AAS Multimedia Communications students applying for the BS IT Health Information Technology or Project Management specializations must complete 3 quarter credits of core or specialization coursework to reach junior status at Capella University.

AAS Multimedia Communications students applying for the BS IT Information Assurance and Security specialization must complete 9 quarter credits of core or specialization coursework to reach junior status at Capella University.

Appendix 2

**List of Acceptable Raritan Valley Community College
General Education courses**

Capella University General Education Requirements	Required Quarter Credit Hours	Raritan Valley Community College General Education courses
Communications	Min. 6	All courses listed in English Composition All courses listed in Communication
Humanities	Min. 6	All courses listed in Humanities except: HIST101, 102, 191, 201, 202, 212 (Will fulfill Social Science) SPAN211, 223, 241 (Will fulfill Social Science)
Math/Natural Science	Min. 6	All courses listed in Science All courses listed in Mathematics except MATH101, 102, 103C (Will fulfill Electives)
Social Science	Min. 6	All courses listed in Social Science except GEOG101 (Will fulfill Natural Science) All courses listed in Global and Cultural Awareness except: COMM201 (Will fulfill Communications) PHIL210 (Will fulfill Humanities)
Total General Education	45	

Based on General Education Courses (2012-2013 catalog)