



CAPELLA UNIVERSITY

Articulation Agreement **Capella University and Northern Wyoming** **Community College District**

This Articulation Agreement ("Agreement") is entered into on July 26, 2012 by and between Northern Wyoming Community College District¹, located at 3059 Coffeen Avenue, Sheridan, WY 82801, hereinafter Northern Wyoming Community College District, 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 Northern Wyoming Community College District and Capella University in order to make baccalaureate and graduate degree programs available to faculty, staff, and graduates of Northern Wyoming Community College District.

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

¹ Northern Wyoming Community College District is accredited by the Higher Learning Commission of the North Central Association.

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.

2. Students from Northern Wyoming Community College District graduating in one of the listed degree programs must graduate from Northern Wyoming Community College District 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 Northern Wyoming Community College District.
3. The Associate of Arts degree programs at Northern Wyoming Community College District 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.

Northern Wyoming Community College District 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 Northern Wyoming Community College District 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 Northern Wyoming Community College District 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.
7. (If applicable) Graduates of Northern Wyoming Community College District who complete a bachelor's degree program with Northern Wyoming Community College District, 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 Northern Wyoming Community College District 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 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.

3. Capella University will provide a welcome page specifically for Northern Wyoming Community College District faculty, staff, and graduates on the Capella website (www.capella.edu/nwyccd).
4. Capella University will list Northern Wyoming Community College District 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 Northern Wyoming Community College District's website.
5. Capella University will provide marketing assistance, literature, and other information to Northern Wyoming Community College District to support its efforts in promoting continued education.
6. Capella University will provide Northern Wyoming Community College District updated degree and transfer materials for learners and graduates.
7. When possible, Capella University will participate in Northern Wyoming Community College District transfer fairs, graduate events and faculty/staff development opportunities.
8. Capella University is willing to work with Northern Wyoming Community College District 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 Northern Wyoming Community College District to facilitate the Agreement.
10. Capella University will share information regarding the aggregate number of enrollments and courses taken by Northern Wyoming Community College District faculty, staff, and graduates on an annual basis.
11. When permissible, Northern Wyoming Community College District 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 Northern Wyoming Community College District.

NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT PARTICIPATION GUIDELINES

1. Northern Wyoming Community College District 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. Northern Wyoming Community College District 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. Northern Wyoming Community College District will distribute and/or make available updated degree and transfer information from Capella University to its learners via their transfer or career center.
4. Northern Wyoming Community College District 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 Northern Wyoming Community College District.

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 Northern Wyoming Community College District faculty, staff, and graduates. However, it is ultimately the responsibility of Northern Wyoming Community College District 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 Northern Wyoming Community College District, 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 Northern Wyoming Community College District.

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:	Northern Wyoming Community College District 3059 Coffeen Avenue Sheridan, WY 82801	For:	Capella University Capella Tower 225 South 6 th Street, 9 th Floor Minneapolis, MN 55402
Attn:	Jon Connolly	Attn:	Office of General Counsel
Email:	jconnolly@sheridan.edu	Email:	Contracts@capella.edu
Phone:	307.674.6446 Ext. 2835	Phone:	612.977.5220
Fax:		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




Jon Connolly, Vice President of Academic Affairs
Northern Wyoming Community College District

12/3/12
Date



Kelly Brooks, Admissions and Transfer Officer
Capella University

2/13/13
Date



Office of the School of Undergraduate Studies
Capella University

2/18/13
Date

Appendix 1
List of Articulated Programs between Northern Wyoming Community College District and Capella University

Northern Wyoming Community College District Associate Degree	To	Capella University Bachelor's Degree Program
AAS Nursing		BS Nursing
AA Psychology		BS Psychology General Psychology
AS Social Science		BS Psychology General Psychology
AA Criminal Justice		BS Public Safety (all specializations)
AS Criminal Justice		BS Public Safety (all specializations)
AAS Criminal Justice: Correctional Services		BS Public Safety (all specializations)
AAS Criminal Justice: Law Enforcement		BS Public Safety (all specializations)
AAS Criminal Justice: Security		BS Public Safety (all specializations)
AAS Criminal Justice: Victim Advocacy		BS Public Safety (all specializations)
AA General Studies		BS IT General Information Technology
AA General Studies		BS IT Health Informatics
AA General Studies		BS IT Project Management
AA General Studies		BS IT Network Technology minors
AA General Studies		BS IT System Development minors
AS Computer Information Systems		BS IT General Information Technology
AS Computer Information Systems		BS IT Network Technology minors
AS Computer Information Systems		BS IT System Development minors
AS General Studies		BS IT General Information Technology
AS General Studies		BS IT Health Informatics
AS General Studies		BS IT Project Management
AS General Studies		BS IT Network Technology minors
AS General Studies		BS IT System Development minors
AA Business		BS Business, Business Administration
AA Business		BS Business (all specializations except Business Administration)
AS Business		BS Business, Business Administration
AS Business		BS Business (all specializations except Business Administration)
AAS Business		BS Business, Business Administration
* AA General Studies		BS IT Information Assurance and Security
* AS General Studies		BS IT Information Assurance and Security

* 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 complete 3 quarter credits of core or specialization coursework to reach junior status at Capella University.

AS General Studies 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.

Appendix 2

**List of Acceptable Northern Wyoming Community College District
General Education courses**

Capella University General Education Requirements	Required Quarter Credit Hours	Northern Wyoming Community College District General Education courses
Communications	Min. 6	All courses listed in Communication All courses listed in Writing except PSYC2000 (Will fulfill Social Science)
Humanities	Min. 6	ANTH2025 (from Global Diversity) ENGL2250 (from Global Diversity) MUSC2025 (from Global Diversity) All courses listed in Visual and Performing Arts All courses listed in Foreign Language All courses listed in Humanities except HIST1110, 1120 (Will fulfill Social Science)
Math/Natural Science	Min. 6	All courses listed in Science All courses listed in Math and Quantitative Reasoning except: COSC1010 (Will fulfill Electives) MATH1000, 1105, 2120 (Will fulfill Electives)
Social Science	Min. 6	AIST1350, AIST2210 (from Global Diversity) HIST1330, HIST2290 (from Global Diversity) SOC2140 (from Global Diversity) All courses listed in US and Wyoming Constitutions All courses listed in Social and Behavioral Sciences except: AGEC1010 (Will fulfill Electives) ANTH1100 (Will fulfill Natural Science) CO/M1000, 1040 (Will fulfill Communications) G&R1050 (Will fulfill Natural Science)
Total General Education	45	

Based on AA/AS Degree Requirements (2012-2013 catalog)