



**CAPELLA UNIVERSITY**

**Articulation Agreement  
Capella University and Shoreline Community  
College**

This Articulation Agreement ("Agreement") is entered into on July 13, 2012 by and between Shoreline Community College<sup>1</sup>, located at 16101 Greenwood Avenue North, Shoreline, WA 98133-5696, hereinafter Shoreline Community College, 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 Shoreline Community College and Capella University in order to make baccalaureate and graduate degree programs available to faculty, staff, and graduates of Shoreline Community College.

This Agreement includes a course-to-course transfer agreement between Shoreline Community College and Capella University, which is intended to allow holders of Shoreline 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 Shoreline 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 Shoreline Community College are specific degree to degree agreements based on the 2012-2013 Shoreline Community College catalog, allowing Shoreline Community College graduates to be awarded specific credit hours into a Capella University program of study. Specific degree program Agreements between Capella University bachelor degree programs and Shoreline Community College Associate in Arts and Associate in Applied Arts and Sciences degrees are listed in Appendix 1.

2. Students from Shoreline Community College graduating in one of the listed degree programs must graduate from Shoreline Community College with an Associate in Arts – Direct Transfer Agreement (AA DTA) or Associate in Applied Arts and Science (AAAS) degree and have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by Shoreline Community College.

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<sup>1</sup> Shoreline Community College is accredited by Northwest Commission on Colleges and Universities, 8060 165<sup>th</sup> Avenue North East, Suite 100, Redmond, WA 98052.

<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).

3. The Associate of Arts – Direct Transfer Agreement degree programs at Shoreline Community College require 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.

Shoreline 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.<sup>3</sup>

4. Students from Shoreline 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 Shoreline Community College will be evaluated for transfer into a Capella University baccalaureate degree program up to a maximum of 132 quarter 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 Shoreline Community College who complete a bachelor's degree program with Shoreline Community College, 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 Shoreline Community College 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. 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 Shoreline Community College faculty, staff, and graduates on the Capella website ([www.capella.edu/communitycollege](http://www.capella.edu/communitycollege)).
4. Capella University will list Shoreline 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 Shoreline Community College's website.

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

<sup>4</sup> 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 Shoreline Community College to support its efforts in promoting continued education.
6. Capella University will provide Shoreline Community College updated degree and transfer materials for learners and graduates.
7. When possible, Capella University will participate in Shoreline Community College transfer fairs, graduate events and faculty/staff development opportunities.
8. Capella University is willing to work with Shoreline 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 Shoreline Community College to facilitate the Agreement.
10. Capella University will share information regarding the aggregate number of enrollments and courses taken by Shoreline Community College faculty, staff, and graduates on an annual basis.
11. When permissible, Shoreline 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 Shoreline Community College.

#### Shoreline Community College PARTICIPATION GUIDELINES

1. Shoreline 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. Shoreline 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. Shoreline 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. Shoreline 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 Shoreline Community College.

#### 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 Shoreline Community College faculty, staff, and graduates. However, it is ultimately the responsibility of Shoreline 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 Shoreline 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 Shoreline 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: Shoreline Community College  
16101 Greenwood Avenue North  
Shoreline, WA 98133

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

Attn: Ann Garnsey-Harter, Ph.D.  
Email: [agarnsey@shoreline.edu](mailto:agarnsey@shoreline.edu)

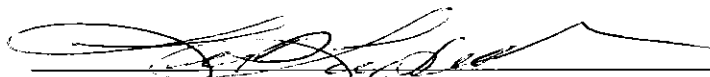
Attn: Office of General Counsel  
Email: [Contracts@capella.edu](mailto:Contracts@capella.edu)

Phone: 206.546.5879  
Fax:

Phone: 612.977.5220  
Fax: 612.977.5057

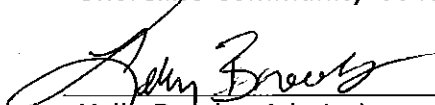
We look forward to working with you and adding value to your institution. If you choose to execute this Articulation Agreement as described above, please sign below:

#### SIGNATURES OF PARTICIPATING INSTITUTIONS



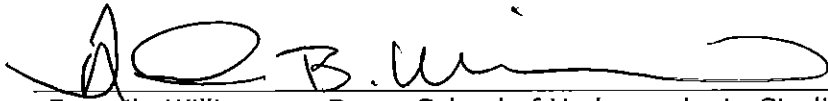
Institution President/VP/Provost  
Shoreline Community College

7/19/12  
Date



Kelly Brooks, Admissions and Transfer Officer  
Capella University

9/12/12  
Date



Feranda Williamson, Dean School of Undergraduate Studies  
Capella University

9/11/12

Date

**Appendix 1**  
**List of Articulated Programs between Shoreline Community College and Capella University**

<b>Shoreline Community College</b>	<b>To</b>	<b>Capella University Bachelor's Degree Program</b>
AAAS Nursing (6 Quarter Option)		BS Nursing
AAAS Nursing (10 Quarter Option)		BS Nursing
AA DTA – Psychology		BS Psychology General Psychology
AA DTA – Criminal Justice		BS Public Safety (all specializations)
AAAS Criminal Justice		BS Public Safety (all specializations)
AA DTA - Computer Science and Software Systems		BS IT General Information Technology
AA DTA - Computer Science and Software Systems		BS IT Network Technology minors
AA DTA - Computer Science and Software Systems		BS IT System Development minors
AA DTA – Business		BS Business, Business Administration
AA DTA – Business		BS Business (all specializations except Business Administration and Health Care Management)
* AA DTA – Business		BS Business Health Care 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.

Associate in Arts (DTA) – Business students applying for the BS Business Health Care Management specialization must complete 3 quarter credits of core or specialization coursework to reach junior status at Capella University.

## Appendix 2

**List of Acceptable Shoreline Community College  
General Education courses**

<b>Capella University General Education Requirements</b>	<b>Required Quarter Credit Hours</b>	<b>Shoreline Community College General Education courses</b>
Communications	Min. 6	All courses listed in Communication Skills
Humanities	Min. 6	All courses listed in Humanities except: CMST&101, &102, 203, &210, &220, &230, 244, 247, 285 (Will fulfill Communications) CMST249 (Will fulfill Electives) ENGL236, 265 (Will fulfill Electives) ENGL271, 272, 281, 282 (Will fulfill Communications) PHIL248 (Will fulfill Public Safety Core course)
Math/Natural Science	Min. 6	All courses listed in Quantitative Reasoning except: ECON&201 (Will fulfill Social Science) MATH&107, &171 (Will fulfill Electives) PHIL&120 (Will fulfill Humanities) All courses listed in Natural Sciences except: BIOL110 (Will fulfill Electives) BIOL105 (Will fulfill Social Science) PHIL&120 (Will fulfill Humanities)
Social Science	Min. 6	All courses listed in Social Sciences except: CMST&102 (Will fulfill Communications) MCS250 (Will fulfill Humanities) PHIL&101, 102, 115, 210, 230, 240, 267 (Will fulfill Humanities) PHIL248 (Will fulfill Public Safety Core course)
Total General Education	45	

Based on AA-DTA General Education Core Requirements (2012-2013 catalog)





CAPELLA UNIVERSITY

**Articulation Agreement Addendum**  
**Capella University and Shoreline Community**  
**College**

This Articulation Agreement Addendum ("Addendum") is entered into as of September 11, 2012 by and between Shoreline Community College, hereinafter Shoreline Community College, and by Capella University, hereinafter Capella University.

**PURPOSE**

The Addendum has as its sole purpose the revision of the Articulation Agreement between Shoreline Community College and Capella University, entered into on July 27, 2012 based on requested additions of degree programs.

**SUMMARY OF CHANGES**

Addition of three program-to-program articulations.

**DETAILS OF CHANGES**

Addition of AAAS Accounting to BS Business, Business Administration.

Addition of AAAS Business Technology to BS Business, Business Administration.

Addition of AAS Purchasing and Supply Chain Management to BS Business, Business Administration.

This Addendum will go into effect as of the date above, and supersedes the affected portions of the original Articulation Agreement.

**SIGNATURES OF PARTICIPATING INSTITUTIONS**

Institution President/VP/Provost  
Shoreline Community College

James Jansen, VP for Academic  
and Student Affairs

9/24/12

Date

Kelly Brooks, Admissions and Transfer Officer  
Capella University

9-12-12

Date

Office of the School of Undergraduate Studies  
Capella University

9-11-12

Date

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