



## CAPELLA UNIVERSITY

### Articulation Agreement Capella University and Bergen Community College

This Articulation Agreement ("Agreement") is entered into on January 16, 2013 by and between Bergen Community College<sup>1</sup>, located at 400 Paramus Road, Paramus, NJ 07652, hereinafter Bergen 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 Bergen Community College and Capella University in order to make baccalaureate and graduate degree programs available to faculty, staff, and graduates of Bergen Community College.

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

2. Students from Bergen Community College graduating in one of the listed degree programs must graduate from Bergen Community College with an Associate in Arts (AA), Associate in Science (AS), or Associate in Applied Science (AAS) degree and have

<sup>1</sup> Bergen Community College is a comprehensive, publicly supported two-year college that is accredited by the Commission on Higher Education of the Middle State Association of Colleges and Schools.

<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).

an overall GPA of at least 2.0 on a 4.0 scale, as calculated by Bergen Community College.

3. The Associate of Arts degree programs at Bergen 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.

Bergen 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 Bergen 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 Bergen Community College will be evaluated for transfer into a Capella University baccalaureate degree program up to a maximum of 135 quarter (90 semester) credit hours of academic credit.
6. Transfer students must complete a minimum of 45 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 Bergen 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 Bergen Community College faculty, staff, and graduates on the Capella website ([www.capella.edu/bergen](http://www.capella.edu/bergen)).
4. Capella University will list Bergen 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 Bergen 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 Bergen Community College to support its efforts in promoting continued education.
6. Capella University will provide Bergen Community College updated degree and transfer materials for learners and graduates.
7. When possible, Capella University will participate in Bergen Community College transfer fairs, graduate events and faculty/staff development opportunities.
8. Capella University is willing to work with Bergen 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 Bergen Community College to facilitate the Agreement.
10. Capella University will share information regarding the aggregate number of enrollments and courses taken by Bergen Community College faculty, staff, and graduates on an annual basis.
11. When permissible, Bergen 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 Bergen Community College.

#### BERGEN COMMUNITY COLLEGE PARTICIPATION GUIDELINES

1. Bergen 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. Bergen 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. Bergen 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 Bergen Community College faculty, staff, and graduates. However, it is ultimately the responsibility of Bergen 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 Bergen 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 Bergen 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: Bergen Community College  
400 Paramus Road  
Paramus, NJ 07652

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

Attn: Dianna O'Connor  
Email: [doconnor@bergen.edu](mailto:doconnor@bergen.edu)

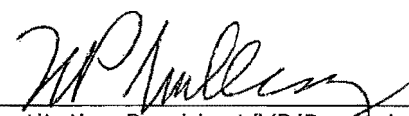
Attn: Office of General Counsel  
Email: [Contracts@capella.edu](mailto:Contracts@capella.edu)

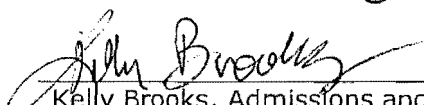
Phone: 201.447.7430  
Fax:

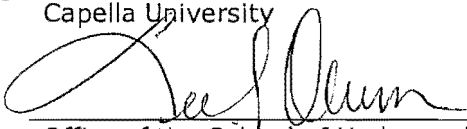
Phone: 612.977.5220  
Fax: 612.977.5057

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  
Bergen Community College *William R. Mulloney* 5/21/13  
Date

  
\_\_\_\_\_  
Kelly Brooks, Admissions and Transfer Officer  
Capella University 7/10/13  
Date

  
\_\_\_\_\_  
Office of the School of Undergraduate Studies  
Capella University 7/10/13  
Date



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

Bergen Community College Associate Degree	To	Capella University Bachelor's Degree Program
AAS Nursing		BS Nursing
AA Liberal Arts – Psychology Option		BS Psychology General Psychology
AA Liberal Arts – Social Sciences Option		BS Psychology General Psychology
AS Professional Studies – Social Work Option		BS Psychology General Psychology
AS Professional Studies – Criminal Justice Option		BS Public Safety (all specializations)
AAS Human Services – Correctional Studies		BS Public Safety (all specializations)
AAS Human Services – Law Enforcement Studies		BS Public Safety (all specializations)
AA Liberal Arts – General Curriculum		BS IT General Information Technology
AA Liberal Arts – General Curriculum		BS IT Network Technology minors
AA Liberal Arts – General Curriculum		BS IT System Development minors
AS Natural Sciences or Mathematics – Computer Science Option		BS IT General Information Technology
AS Natural Sciences or Mathematics – Computer Science Option		BS IT Network Technology minors
AS Natural Sciences or Mathematics – Computer Science Option		BS IT System Development minors
AS Professional Studies – Information Technology Option		BS IT General Information Technology
AS Professional Studies – Information Technology Option		BS IT Network Technology minors
AS Professional Studies – Information Technology Option		BS IT System Development minors
AAS Business Administration – Management Information Systems		BS IT Network Technology minors
AAS Business Administration – Management Information Systems		BS IT System Development minors
AAS Information Technology – Database Programming and Administration		BS IT General Information Technology
AAS Information Technology – Database Programming and Administration		BS IT Network Technology minors
AAS Information Technology – Database Programming and Administration		BS IT System Development minors
AAS Information Technology – Networking Administration		BS IT Network Technology minors
AAS Information Technology – Networking Administration		BS IT System Development minors
AAS Information Technology – Web Development and Management		BS IT General Information Technology
AAS Information Technology – Web Development and Management		BS IT Network Technology minors
AAS Information Technology – Web Development and Management		BS IT System Development minors
AAS Software Development – Game Programming		BS IT General Information Technology
AAS Software Development – Game Programming		BS IT Network Technology minors
AAS Software Development – Game Programming		BS IT System Development minors
AAS Software Development – Game Testing		BS IT General Information Technology
AAS Software Development – Game Testing		BS IT Network Technology minors
AAS Software Development – Game Testing		BS IT System Development minors

AA Liberal Arts – General Curriculum	BS Business, Business Administration
AA Liberal Arts – General Curriculum	BS Business (all specializations except Business Administration)
AS Professional Studies – Business Administration – General Option	BS Business, Business Administration
AS Professional Studies – Business Administration – General Option	BS Business (all specializations except Business Administration)
AS Professional Studies – Business Administration – Hospitality Option	BS Business, Business Administration
AS Professional Studies – Business Administration – Hospitality Option	BS Business (all specializations except Business Administration)
AS Professional Studies – Business Administration – International Trade Option	BS Business, Business Administration
AS Professional Studies – Business Administration – International Trade Option	BS Business (all specializations except Business Administration)
AS Professional Studies – Business Administration – Management Option	BS Business, Business Administration
AS Professional Studies – Business Administration – Management Option	BS Business (all specializations except Business Administration)
AS Professional Studies – Business Administration – Marketing Option	BS Business, Business Administration
AS Professional Studies – Business Administration – Marketing Option	BS Business (all specializations except Business Administration)
AS Professional Studies – Business Administration – Nonprofit Management Option	BS Business, Business Administration
AS Professional Studies – Business Administration – Nonprofit Management Option	BS Business (all specializations except Business Administration)
AAS Business Administration – Accounting	BS Business, Business Administration
AAS Business Administration – Banking and Finance	BS Business, Business Administration
AAS Business Administration – e-Business Management	BS Business, Business Administration
AAS Business Administration – Management Information Systems	BS Business, Business Administration

* AA Liberal Arts – General Curriculum	BS Public Safety (all specializations)
* AA Liberal Arts – General Curriculum	BS IT Health Information Technology
* AA Liberal Arts – General Curriculum	BS IT Information Assurance and Security
* AA Liberal Arts – General Curriculum	BS IT Project Management
* AS Natural Sciences or Mathematics – Computer Science Option	BS IT Health Information Technology
* AS Natural Sciences or Mathematics – Computer Science Option	BS IT Information Assurance and Security
* AS Natural Sciences or Mathematics – Computer Science Option	BS IT Project Management
* AS Professional Studies – Information Technology Option	BS IT Health Information Technology
* AS Professional Studies – Information Technology Option	BS IT Information Assurance and Security
* AS Professional Studies – Information Technology Option	BS IT Project Management
* AAS Business Administration – Management Information Systems	BS IT General Information Technology
* AAS Health Professional and Career Technologies – Interdisciplinary Program in Medical Informatics	BS IT Health Information Technology
* AAS Information Technology – Networking Administration	BS IT General Information Technology



\* 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 – General Curriculum students applying for any BS Public Safety specialization must complete 4 quarter credits of core or specialization coursework to reach junior status at Capella University.

AA Liberal Arts – General Curriculum 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.

AA Liberal Arts – General Curriculum 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 Natural Sciences or Mathematics – Computer Science Option students applying for the BS IT Health Information Technology or Project Management specializations must complete 6 quarter credits of core or specialization coursework to reach junior status at Capella University.

AS Natural Sciences or Mathematics – Computer Science Option students applying for the BS IT Information Assurance and Security specialization must complete 12 quarter credits of core or specialization coursework to reach junior status at Capella University.

AS Professional Studies – Information Technology Option 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 Professional Studies – Information Technology Option 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.

AAS Business Administration – Management Information Systems students applying for the BS IT General Information Technology specialization must complete 3 quarter credits of core or specialization coursework to reach junior status at Capella University.

AAS Health Professional and Career Technologies – Interdisciplinary Program in Medical Informatics students applying for the BS IT Health Information Technology specialization must complete 4.5 quarter credits of core, specialization, or acceptable General Education coursework to reach junior status at Capella University. (Students must complete 4.5 quarter credits of acceptable General Education coursework, including at least 1.5 quarter credits of acceptable Social Science coursework, to fulfill Capella University's General Education requirement.)

AAS Information Technology – Networking Administration students applying for the BS IT General Information Technology specialization must complete 6 quarter credits of core,

specialization, or acceptable General Education coursework to reach junior status at Capella University. (Students must complete 15 quarter credits of acceptable General Education coursework, including at least 1.5 quarter credits each of acceptable Humanities and acceptable Social Science coursework, to fulfill Capella University's General Education requirement.)

## Appendix 2

List of Acceptable Bergen Community College  
General Education courses

Capella University General Education Requirements	Required Quarter Credit Hours	Bergen Community College General Education courses
Communications	Min. 6	All courses listed in Communication
Humanities	Min. 6	All courses listed in Humanities except all HIS courses (Will fulfill Social Science)
Math/Natural Science	Min. 6	All courses listed in Natural Sciences All courses listed in Mathematics except MAT130 (Will fulfill Electives)
Social Science	Min. 6	All courses listed in Social Sciences
Total General Education	45	

Based on Courses Approved for General Education (2012-2013 catalog)

Capella University	Quarter credits	Incoming course
<b>General Education Courses</b>		
Communications	Min 6	All courses listed in Communication
Humanities	Min 6	All courses listed in Humanities except all HIS courses (Will fulfill Social Science)
Math/Natural Science	Min 6	All courses listed in Natural Sciences All courses listed in Mathematics except MAT130 (Will fulfill Electives)
Social Science	Min 6	All courses listed in Social Sciences
Total General Education	45	

Based on Courses Approved for General Education (2012-2013 catalog)



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Bergen Community College