



Articulation Agreement
Capella University and Lansing Community College

CAPELLA UNIVERSITY

This Articulation Agreement is entered into on May 11, 2011 by and between Lansing Community College¹, located at P.O. Box 40010, Lansing, MI 48901-7210, hereinafter Lansing 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 Lansing Community College and Capella University in order to make baccalaureate and graduate degree programs available to faculty, staff and graduates of Lansing Community College.

This Agreement includes a course-to-course transfer agreement between Lansing Community College and Capella University, which is intended to allow holders of Lansing Community College 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 Lansing 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 Public Administration
- Bachelor of Science in Information Technology specializations (including all listed specializations)
- 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 Lansing Community College are specific degree to degree agreements based on the 2010-2011 Lansing Community College catalog, allowing Lansing Community College graduates to be awarded specific credit hours into a Capella University program of study. Since Capella is on an academic quarter calendar, Capella University will calculate semester credit hours to quarter credit hours using a 1 semester credit hour equivalent to 1.5 quarter credit hour formula. Specific degree program Agreements between Capella University bachelor degree programs and Lansing Community College Associate of Arts, Associate of Science, and Associate of Applied Science degrees are:

Lansing Community College Associates degree	To	Capella University Bachelors Degree Program
AA Psychology		BS Psychology General Psychology
* AA Liberal Arts		BS Information Technology Information

¹ Lansing Community College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (NCA), www.ncahlc.org.

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.

		Assurance and Security
* AA Liberal Arts		BS Information Technology (other specializations)
* AS Computer Science		BS Information Technology Information Assurance and Security
* AS Computer Science		BS Information Technology (other specializations)
* AA Criminal Justice		BS Public Safety (all specializations)
* AAS Criminal Justice - Corrections		BS Public Safety (all specializations)
* AAS Criminal Justice - Juvenile		BS Public Safety (all specializations)
AAS Criminal Justice - Law Enforcement (other Law Enforcement)		BS Public Safety (all specializations)
* AA Business Pre-Transfer		BPA General Public Administration
AA Accounting Pre-Transfer		BS Business (all specializations)
AA Business Pre-Transfer		BS Business (all specializations)
AB Accounting		BS Business Business Administration
AB Business Administration		BS Business Business Administration
AB Field Sales and Marketing		BS Business Business Administration
AB Financial Institutions		BS Business Business Administration
AB Human Resource Management		BS Business Business Administration
AB International Business		BS Business Business Administration
AB Management and Leadership		BS Business Business Administration
AB Marketing		BS Business Business Administration
AB Real Estate		BS Business Business Administration

* Denotes that the following programs do not meet the minimum 90 quarter credit hours (60 semester hours) required for students to enter Capella at a Junior level standing.

AA Liberal Arts students applying for the BS IT Information Assurance and Security program must take 2 core or specialization courses to reach junior status at Capella. Students applying for all other BS IT programs must take 1 core or specialization course to reach junior status at Capella.

AS Computer Science students applying for the BS IT Information Assurance and Security program must take 2 core or specialization courses to reach junior status at Capella. Students applying for all other BS IT programs must take 1 core or specialization course to reach junior status at Capella.

AA Criminal Justice students applying for any BS Public Safety program must take 1 core or specialization course to reach junior status at Capella.

AAS Criminal Justice - Corrections students applying for any BS Public Safety program must take 6-9 quarter credits of acceptable General Education coursework, including at least 6 quarter credits of acceptable Humanities coursework, to reach junior status at Capella.

AAS Criminal Justice - Juvenile students applying for any BS Public Safety program must take 1 core or specialization course and 6 quarter credits of acceptable Humanities coursework to reach junior status at Capella.

AA Business Pre-Transfer students applying for the BPA General Public Administration program must take 1 core or specialization course to reach junior status at Capella.

2. Students from Lansing Community College graduating in one of the above listed degree programs must graduate from Lansing Community College 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 Lansing Community College.

3. The Associate of Arts and Associate of Science degree programs at Lansing 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.

Lansing Community College students who have completed the general education core (following stipulated exceptions listed in Appendix 1) will be considered to have fulfilled the general education requirements for Capella University.³

4. All college-level courses meeting Capella University transfer requirements at Lansing 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.
5. Learners must complete a minimum of 50 percent of their core and specialization courses for bachelor's degree programs at Capella University.
6. Students from Lansing Community College must meet all other admission and transfer criteria documented in the current Capella University catalog.

ADDITIONAL BENEFITS PROVIDED BY CAPELLA UNIVERSITY

1. Eligible Lansing 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. In addition, Capella University will extend a \$500 tuition grant to all faculty, staff, and graduates that enroll in the first six (6) months of the Capella University/Lansing Community College alliance. The \$500 tuition grant is only available when a specific launch communication is directly sent to all faculty and staff announcing the relationship. The grant will be paid out over the first two consecutive quarters of enrollment in equal \$250 disbursements.
3. 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
4. Capella University will provide a welcome page specifically for Lansing Community College faculty, staff and graduates on the Capella website (www.capella.edu/lansing)

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

LANSING COMMUNITY COLLEGE PARTICIPATION GUIDELINES

1. Lansing 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. Lansing Community College will work with Capella University to develop effective ways to share the benefits of this Agreement with faculty, staff and graduates.

Initial Action Plan:

- Lansing Community College will distribute an email detailing the benefits of the new agreement to faculty/staff and student/graduate distribution lists.
- Lansing Community College will issue a press release/announcement detailing the benefits of the new agreement

- Lansing Community College will update their internet/intranet site with transfer information and links to the Capella Welcome Page (www.capella.edu/lansing)
- 3. Lansing Community College will distribute and/or make available updated degree and transfer information from Capella University to its learners via their transfer website or their advising center.
- 4. Capella University's Internal Career Center may provide a link to the Lansing Community College Human Resources site. This will provide a link for Capella University graduates to review possible job opportunities with Lansing 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 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 the above listed degree programs.
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.

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 Lansing 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.

PROCESS FOR IDENTIFYING MEMBERSHIP

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

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: Lansing Community College
P.O. Box 40010
Lansing, MI 48901-7210

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

Attn: Academic Affairs Office
Email:

Attn: Office of General Counsel
Email: Cristy.siede@capella.edu

Phone: 517-483-1186
Fax: 517-483-9654

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



Stephanie Shanblatt, Provost
Lansing Community College

7/20/11
Date



Michael A. Nealon, Dean, Liberal Studies Division
Lansing Community College

7/8/11
Date



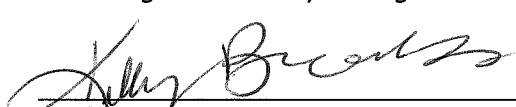
George Berghorn, Dean, Technical Careers Division
Lansing Community College

14 July 2011
Date



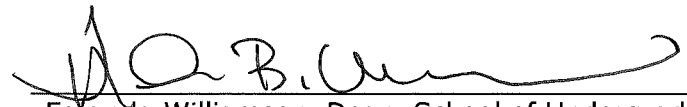
Margherita Clark, Dean, Health and Human Services Division
Lansing Community College

6.28.11
Date



Kelly Brooks, Admissions and Transfer Officer
Capella University

8/15/11
Date



Feranda Williamson, Dean School of Undergraduate Studies
Capella University

7-29-11
Date

Appendix 1

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

Capella University	Quarter credits	Incoming course
General Education Courses		
Communications	Min 6	SPCH110, 120, 130, 280 All courses listed in Writing
Humanities	Min 6	ARTS102 ENGL211, 212 FREN122 GRMN122 HUMS160, 211, 212, 213, 214 JAPN122 MUSC240, 241 PHIL211, 212 SPAN122 THEA110
Math/Natural Science	Min 6	All courses listed in Science except METM190 All courses listed in Mathematics except: ELTE121 MATH112, 115, 117, 118, 119, 201, 202
Social Science	Min 6	ECON120, 260 GEOG200 INTR201 POLS260, 270 SOCL120, 260 SIGN160
Total General Education	45	

Based on LCC General Education Core Courses (2010-2011 catalog)