This Articulation Agreement ("Agreement") is entered into on June 1, 2013 by and between Northern Virginia Community College, located at 4001 Wakefield Chapel Road, Annandale, VA 22003-3796, hereinafter NOVA, and by Capella University, 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 NOVA and Capella University in order to make baccalaureate and graduate degree programs available to faculty, staff, and graduates of NOVA.

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

2. Students from NOVA graduating in one of the above listed degree programs must graduate from NOVA 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 NOVA.

---

1 Northern Virginia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, or call 404-679-4500 for questions about the accreditation of Northern Virginia Community College.

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.
3. The Associate of Arts and Associate of Science degree programs at NOVA 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. NOVA 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 NOVA 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 NOVA 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. Capella University makes no promises to individuals regarding the acceptance of credit awarded for transfer unless and until a formal transfer evaluation has been conducted.

6. Transfer students must complete a minimum of 48 quarter credit hours of their core and specialization course work at Capella University 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 NOVA who complete a bachelor’s degree program with NOVA, 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 NOVA faculty, staff, and graduates will receive a 10% tuition discount\(^4\) 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 NOVA faculty, staff, and graduates on the Capella website (www.capella.edu/NOVA).

---

\(^3\) 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.
4. Capella University will list NOVA 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 NOVA’s website.

5. Capella University will provide marketing assistance, literature, and other information to NOVA to support its efforts in promoting continued education.

6. Capella University will provide NOVA updated degree and transfer materials for learners and graduates.

7. When possible, Capella University will participate in NOVA transfer fairs, graduate events and faculty/staff development opportunities.

8. Capella University is willing to work with NOVA 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 NOVA to facilitate the Agreement.

10. Capella University will share information regarding the aggregate number of enrollments and courses taken by NOVA faculty, staff, and graduates on an annual basis.

11. When permissible, NOVA 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 NOVA.

NORTHERN VIRGINIA COMMUNITY COLLEGE PARTICIPATION GUIDELINES

1. NOVA 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. NOVA 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. NOVA will distribute and/or make available updated degree and transfer information from Capella University to its learners via their transfer or career center.

4. NOVA 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 NOVA.
GUIDING PRINCIPLES FOR BOTH PARTICIPATING INSITUTIONS

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 University will establish a procedure to assist with identifying NOVA faculty, staff, and graduates. However, it is ultimately the responsibility of NOVA 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 NOVA, 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 NOVA.

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.

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: Academic Services  
Northern Virginia Community College  
4001 Wakefield Chapel Road  
Annandale, VA 22003

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

Attn: Julia Brown  
Email: jubrown@nvcc.edu

Attn: Office of General Counsel  
Email: Contracts@capella.edu

Phone: 703.323.3170  
Fax: 703.323.3767

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

[Signature]  
Dr. Mel Schiavelli, Executive Vice President, Academic and Student Services  
Northern Virginia Community College  
6/13/13  
Date

[Signature]  
Andy Watt, Vice President  
Capella University  
7/10/13  
Date

[Signature]  
Kelly Brown  
A.D.M.S. and Transfer Officer  
Capella University  
7/10/13

Capella Proprietary and Confidential – 2 Articulation Agreement

Revised: May 12, 2013
Appendix 1
List of Articulated Programs between Northern Virginia Community College and Capella University

<table>
<thead>
<tr>
<th>Northern Virginia Community College Associate Degree</th>
<th>To Capella University Bachelor’s Degree Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Nursing (Traditional Program)</td>
<td>BS Nursing</td>
</tr>
<tr>
<td>AA Liberal Arts - Psychology Specialization</td>
<td>BS Psychology General Psychology</td>
</tr>
<tr>
<td>AS Social Sciences - Psychology Specialization</td>
<td>BS Psychology General Psychology</td>
</tr>
<tr>
<td>AA Liberal Arts</td>
<td>BS Public Safety (all specializations)</td>
</tr>
<tr>
<td>AS Computer Science</td>
<td>BS IT General Information Technology</td>
</tr>
<tr>
<td>AS Computer Science</td>
<td>BS IT Network Technology minors</td>
</tr>
<tr>
<td>AS Computer Science</td>
<td>BS IT System Development minors</td>
</tr>
<tr>
<td>AS Information Technology</td>
<td>BS IT General Information Technology</td>
</tr>
<tr>
<td>AS Information Technology</td>
<td>BS IT Health Informatics</td>
</tr>
<tr>
<td>AS Information Technology</td>
<td>BS IT Project Management</td>
</tr>
<tr>
<td>AS Information Technology</td>
<td>BS IT Network Technology minors</td>
</tr>
<tr>
<td>AS Information Technology</td>
<td>BS IT System Development minors</td>
</tr>
<tr>
<td>AAS Information Systems Technology</td>
<td>BS IT General Information Technology</td>
</tr>
<tr>
<td>AAS Information Systems Technology</td>
<td>BS IT Network Technology minors</td>
</tr>
<tr>
<td>AAS Information Systems Technology</td>
<td>BS IT System Development minors</td>
</tr>
<tr>
<td>AA Liberal Arts</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AA Liberal Arts</td>
<td>BS Business (all specializations except Business Administration)</td>
</tr>
<tr>
<td>AS Business Administration</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AS Business Administration</td>
<td>BS Business (all specializations except Business Administration)</td>
</tr>
<tr>
<td>AAS Accounting</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Business Management</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Business Management - Administrative Support Technology Specialization</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Business Management - Finance Specialization</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Business Management - Health Administration Specialization</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Business Management - International Business Specialization</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Business Management - Public Management Specialization</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Contract Management</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Marketing</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Marketing - eCommerce Specialization</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Marketing - International Marketing Specialization</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>AAS Marketing - Public Relations Specialization</td>
<td>BS Business, Business Administration</td>
</tr>
<tr>
<td>* AAS Administration of Justice</td>
<td>BS Public Safety (all specializations)</td>
</tr>
<tr>
<td>* AS Information Technology</td>
<td>BS IT Information Assurance and Security</td>
</tr>
</tbody>
</table>

Capella Proprietary and Confidential – 2 Articulation Agreement
Revised: May 12, 2013
* 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.

AAS Administration of Justice students applying for any BS Public Safety specialization must complete 1.5 quarter credits of core, specialization, or acceptable General Education coursework to reach junior status at Capella University. (Students must complete 9 quarter credits of acceptable General Education coursework, including at least 1.5 quarter credits of acceptable Humanities, and at least 1.5 quarter credits of acceptable Mathematics/Natural Science, coursework to fulfill Capella University's General Education requirement.)

AS Information 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.
## Appendix 2

### List of Acceptable Northern Virginia Community College General Education courses

<table>
<thead>
<tr>
<th>Capella University General Education Requirements</th>
<th>Required Quarter Credit Hours</th>
<th>Northern Virginia Community College General Education courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>Min. 6</td>
<td>ENG111, 112, 115, 116, 121, 122, 131, 210, 211, 212, 215, 216, 217, 218, 219, 221, 222, 261, 262 CST100, 110, 111, 115, 125, 126, 137, 227, 229</td>
</tr>
<tr>
<td>Humanities</td>
<td>Min. 6</td>
<td>ENG125 All courses listed in Humanities/Fine Arts except: ASL125 (Will fulfill Social Science) HIS101, 102, 111, 112, 187, 243, 255, 256, 261, 262 (Will fulfill Social Science) HUM165, 210, 220, 235 (Will fulfill Social Science)</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>Min. 6</td>
<td>All courses listed in Physical and Life Sciences/ Mathematics except MTH151, 152 (Will fulfill Electives)</td>
</tr>
<tr>
<td>Social Science</td>
<td>Min. 6</td>
<td>All courses listed in Social/Behavioral Sciences except GEO200 (Will fulfill Natural Science)</td>
</tr>
<tr>
<td>Total General Education</td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>

Based on General Education Electives (2012-2013 catalog)