



Letter of Agreement Between Capella University and Bristol Community College

This document states the conditions under which Capella University (Capella) will accept credits earned by students attending the undersigned Bristol Community College (BCC) toward the attainment of a Bachelor's Degree from Capella and thereby enhance the number and quality of learning options for its students and alumni.

- 1.** Students from Bristol Community College planning on completing their baccalaureate degree may apply to Capella University at any time while the student is currently enrolled. Students should be directed to the application form under the student section of the Web site: <www.capellauniversity.edu/ccap_app>.
- 2.** Due to this alliance, upon Capella's receipt of an application form, students who satisfy the admissions standards below will receive notice that they are pre-qualified for admittance into Capella's Bachelors completion program. Additional benefits to the students are as follows:
 - 2.1.** The standard \$50 application fee is waived;
 - 2.2.** The application process is streamlined – no goal statement is required;
 - 2.3.** Access to Capella's advisory services at 1-888-CAPELLA or <info@capella.edu>;
 - 2.4.** BCC graduates and alumni will receive a 10% tuition discount at Capella University; and
 - 2.5.** Subscriptions to Capella's monthly electronic newsletter(s).
- 3.** If the undergraduate students successfully complete the Associate of Arts or Science degree requirements at Bristol Community College they will be provisionally accepted for Capella's upper division Bachelor's program under the following conditions:
 - 3.1.** With a 2.3 Grade Point Average on a 4.0 scale;
 - 3.2.** Satisfy the General Education requirements required by State of Minnesota Higher Education Service Office guidelines (see HESO table at end of this document and/or in the Capella University catalog); and
 - 3.3.** Otherwise fulfill Capella's education requirements.
- 4.** Provisional acceptance to Capella may be granted to students who complete 40 semester credits (60 quarter credits) at Bristol Community College with a 2.0 GPA. Capella and BCC will work together to facilitate the transfer of appropriate student information, with the learner's permission.
- 5.** Capella will accept some lower division credits with a grade of C or higher that are equivalent to Capella's core upper division requirements, up to a maximum of 48 quarter credits (32 semester credits) earned at Bristol Community College. These credits will be reviewed during the Course and Credit evaluation completed by the Capella University Registrar's Office during the admission evaluation process. See the Capella University Web site <www.capellauniversity.edu> for details. An equivalency table of courses will be provided to Bristol Community College by Capella University to assist in the advising of its students.



6. Students may concurrently take courses at both institutions, as well as have access to advising and other services at both institutions. However, federal regulations require that students receive financial aid from only a single college from which courses are taken during a given quarter or semester. Advisors should recommend that financial aid recipients take all their courses in a given quarter or semester at either the community college or Capella. If a student attends both institutions in a single semester, financial aid may be granted from only one unless the institutions enter a consortium agreement to allocate and distribute financial aid between the student's "home" institution and the consortium partner.
7. Capella and Bristol Community College agree to coordinate the provision of accurate and timely information and academic advising about this program.
 - 7.1. BCC agrees to work with Capella to appropriately communicate the benefits of this partnership to its students, staff and alumni, as consistent with Bristol Community College's privacy policies; and
 - 7.2. BCC will assist Capella in the distribution of updated degree and transfer materials to its students and alumni, and faculty and staff. It will make such information accessible via available print and electronic vehicles such as articulation lists, bulletin boards, brochures, e-mails or Web sites.
8. For the purposes of making this partnership successful, Bristol Community College agrees to:
 - 8.1. Allow students access to its computer labs for purposes of completing their Bachelor's degree with Capella, as Bristol Community College's space and resources permit;
 - 8.2. Post a link to Capella on its Web site, unless institutional policy precludes such action;
 - 8.3. Work with Capella to establish electronic data transfer (if or when available) of curriculum and of learner transcripts, with the learner's permission; and
 - 8.4. Notify Capella annually of major changes to its curricula.
9. Capella agrees to place on its educational Web site a link to Bristol Community College's Web site for learners to explore taking Associate level courses at your institution and to notify you by letter of changes to its curricula and admissions policies.

Capella is also pleased to offer a 10% tuition discount to your administration, faculty and staff to take degree and non-degree programs at Capella University. Capella's five professional schools (Psychology, Human Services, Business, Technology and Education) offer over 650-courses, 80-degree specializations with Graduate Certificates, Master's, MBAs, and PhDs, and continuing education courses that help prepare community college leaders and practitioners for leadership, education and learning innovations in the face of current educational challenges. In addition, Capella will waive its \$50 application fee for all Bristol Community College employees.



We believe Capella's Community College Alliance Program will enhance the number and quality of learning options available to Bristol Community College alumni, students, faculty, and staff. Upon acceptance of this letter and an academic review of your course catalog, we will provide you with appropriate informational brochures and materials and course catalogs so that student and faculty advisors can include Capella as an option for students who want to continue their education.

We look forward to working with you. Capella and the Bristol Community College should review the agreement annually to determine whether it is achieving its purposes and continuing to meet our institutions' needs. Either party has the right to terminate this agreement upon 30-days written notice. The agreement will be self-renewing in annual increments unless written notice is served. If further amendments are necessary, *e.g.*, changes in academic requirements, you will be notified by letter.

If what I have described is acceptable, please sign below and return both copies to Capella University. We will send you a fully executed a copy for your records.

Karen J. Viechnicki, PhD
Provost
Capella University

Steven Berrien, PhD
Dean of Academic Affairs
Bristol Community College

Date

Date

**STATE OF MINNESOTA
HIGHER EDUCATION SERVICE OFFICE (HESO)
GENERAL EDUCATION GUIDELINES
FOR BACHELOR OF SCIENCE DEGREE**

General Education Core Areas – Distribution Requirements	Quarter Credits	Semester Credits
COMMUNICATION ~ Communication, English Composition, Speech	6	4
SOCIAL SCIENCE ~ Anthropology, Economics, History, Psychology, Sociology, Political Science	6	4
HUMANITIES ~ Art, Languages, Literature, Music, Philosophy, Theology, Theater	6	4
NATURAL SCIENCES / MATHEMATICS ~ Biology, Chemistry, Geology, Introduction to Computer Science, Physics, College Math or above.	6	4
GENERAL EDUCATION CORE AREAS ~ SUBTOTAL	24	16
Additional quarter credits from any of the core areas above	<u>21</u>	<u>14</u>
TOTAL GENERAL EDUCATION CREDITS REQUIRED	45	30
Major requirements & other	<u>45</u>	<u>30</u>
AA/AS Degree ~ minimum credits required for full admission to Capella (Note: Pending admission is possible with 60 quarter / 40 semester credits)	90	60
Capella's upper level Bachelor's Degree	<u>96</u>	<u>64</u>
TOTAL BS DEGREE	186	124