



City College of San Francisco / Capella University Alliance Agreement

Welcome to Capella University's Community College Alliance Program. This articulation agreement states the conditions under which Capella will accept credits earned by students attending City College of San Francisco toward the attainment of a Bachelor's Degree from Capella and thereby provide an additional option for City College of San Francisco students to continue their education.

- City College of San Francisco students planning on completing their Bachelor's degree may apply to Capella University at any time while the student is currently enrolled there. Students should be directed to the application form under the student section of the website: www.capellauniversity.edu/ccap_app.

- Due to this alliance, upon Capella's receipt of an application form, City College of San Francisco students will receive notice that they are pre-qualified for admittance into Capella's Bachelors' completion program. Additional benefits to the students are as follows:
 - ✓ The standard \$50 application fee is waived.
 - ✓ The application process is streamlined – no goal statement required.
 - ✓ Access to Capella's advisory services at 1-800-CAPELLA or info@capella.edu).
 - ✓ Subscriptions to Capella's monthly electronic newsletter(s).

- If the City College of San Francisco students successfully complete the Associate of Arts or Science degree requirements or meet the California State University General Education or California Intersegmental General Transfer Curriculum (IGETC) standards, they will be accepted into Capella's upper division Bachelor's program. Should there be a minor variation between the CCSF graduation requirements and those required by State of Minnesota HESO guidelines (see table at end of this document), Capella agrees to waive that shortfall. Capella University will accept the City College of San Francisco Associate of Arts or Science Degree transfer credits as a block.

- Provisional acceptance to Capella may be granted after the student completes 40 semester credits (60 quarter credits). These credits will also transfer as a block.

- Capella will accept for upper division credits (with a grade 'C' or better) that are equivalent to Capella's core requirements, up to a maximum of 48 quarter-credits (32 semester credits) earned at a college associated with City College of San Francisco or another appropriately accredited institution. Students may also establish equivalence of upper division course requirements through the student petition process, as outlined on the Capella University's website at (www.capellauniversity.edu).



- 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 may receive financial aid only from a single college from which courses are taken in a given quarter or semester. Advisors should recommend that financial aid recipients take all their courses in a given quarter or semester at City College of San Francisco or Capella. Should a student attend both institutions in a single semester, financial aid may be granted only for courses taken from his/her home institution.

- Capella and City College of San Francisco agree to coordinate the provision of accurate and timely information and academic advising about this program. City College of San Francisco agrees to work with Capella to appropriately communicate the benefits of this partnership to its students, staff and alumni, as consistent with City College of San Francisco's privacy policies.

- For the purposes of making this partnership successful, City College of San Francisco agrees to:
 - ✓ Allow students access to its computer labs for purposes of completing their Bachelor's degree with Capella.
 - ✓ Put a link to Capella on its website.
 - ✓ Notify Capella annually of changes and additions to its curricula, and to work with Capella to establish electronic data transfer, when and if available, of curriculum and of learner records (with learner permission).

- Capella agrees to place on its website a link to City College of San Francisco's website for learners to explore taking Associate level courses.

Capella is also pleased to offer a 10% discount to your faculty and staff to take degree and non-degree courses at Capella University. Capella's School of Education and Professional Development provides Master's, PhDs, Graduate Certificates, and continuing education courses that help prepare education leaders and practitioners for the numerous challenges in education and training today. Capella also offers Masters' and PhDs in Psychology, Human Services, Business, and Technology.

We believe Capella's Community College Alliance Program will enhance the number and quality of learning options available to City College of San Francisco College 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. We should review the agreement at least annually to determine whether it is achieving its purposes and continuing to meet our institutions' needs. Please note that either party has the right to terminate this agreement upon 30 days notice.

If what I have described is acceptable, please sign below and return a copy to me at Capella University. Please keep a copy for your records.

Sincerely,

Bill Young
Academic Alliances Director
Capella University

Date

Deanna Abma
Articulation Officer
City College of San Francisco

Date

Carl Jew
Transfer Center Director
City College of San Francisco

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- History, Psychology, Sociology, Political Science, Economics	6	4
Humanities- Literature, Anthropology, Languages, Art, Music, Philosophy, Theology, Theater	6	4
Natural Sciences/Mathematics- College Math and above but not Remedial Math, Biology, Chemistry, Physics, Geology, Introduction to Computer Science	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