CAPELLA UNIVERSITY

MEMORANDUM OF AGREEMENT
BETWEEN
DEFENSE ACQUISITION UNIVERSITY
AND
CAPELLA UNIVERSITY

Introduction:

This Memorandum of Agreement (MOA) formally recognizes that Capella University (CU) and Defense Acquisition University (DAU) will cooperate in providing educational opportunities for currently enrolled and potential students of their respective institutions. This MOA requires a commitment by both institutions to facilitate the transfer of DAU course credits that have been certified by the American Council on Education (ACE) into CU degree or certificate programs without jeopardizing the intended mission and stated goals of either institution.

Purpose:

This MOA is specifically designed to allow for maximum transfer of course credit and to provide a seamless transition for Department of Defense (DOD) Acquisition, Technology and Logistics (AT&L) workforce members. This MOA and the attached Transfer Table may be amended as needed for a specific program articulation. CU and DAU agree to review the MOA and Transfer Table annually. CU and DAU will each designate an individual to serve as liaison for the purpose of monitoring this agreement. CU will provide updated catalogs annually upon availability to the liaison at DAU. DAU will provide CU an updated listing of all new ACE-reviewed DAU courses and the ACE

recommendations annually, upon availability. Either party reserves the right to terminate, upon 60 days prior notice, this MOA when the interest of that party so dictates, subject to taking all reasonable efforts to ensure that DOD AT&L workforce members are not adversely impacted in completing their programs of study. Every effort will be made by either party to give 60 days notice prior to the effective date of termination and to complete the then-current academic term.

Transfer Features and Benefits:

1. DOD AT&L workforce members will be guaranteed admission to CU based on satisfaction of admissions requirements stated in the then-current CU Catalog.

2. All ACE-recommended credit from successfully-completed DAU courses will be reviewed for transfer into CU, not to exceed the maximum transfer for a specific degree program, as follows:

   - Bachelor's Degree   138.0 quarter hours
   - Master's Degree   12.0 quarter hours

   DAU courses eligible for transfer into undergraduate or graduate programs will be accepted by CU per ACE credit recommendations. These credits will be applied to CU degree program completion requirements as either elective credit or for specific courses as identified in Attachment One: DAU/CU Course Credit Transfer Table.

Services Provided to DOD AT&L workforce members by CU:

1. CU will provide counseling services to DOD AT&L workforce members seeking information on pursuing a degree program with CU, including transcript analysis and Degree Completion Plan creation.
2. After the effective date of this MOA, CU will waive the application fee for DOD AT&L workforce members who transfer DAU credits into CU undergraduate or graduate degree programs. Previously paid application fees will not be rebated.
3. DOD AT&L workforce members may also seek credit for courses that are not ACE-reviewed by using CU's Credit for Prior Learning process. If the learning accomplished is equivalent to learning accomplished through a CU course, DOD AT&L workforce members can present documentation of that learning which will be evaluated for course credit by appropriate CU faculty. DOD AT&L workforce members will be responsible for the fee charged for the prior learning assessment evaluation process. CU will make available to interested DOD AT&L workforce members the transfer guide which is attached to this MOA.

4. CU will list DAU on its website as one of the institutions with which an articulation agreement is in place, and will create a DAU-specific "landing page" that describes the CU-DAU relationship and course credit transfer policies.
5. After the effective date of this MOA, CU will grant a five percent (5%) tuition discount for all CU graduate-level or undergraduate-level courses taken by DOD AT&L workforce members who have transferred DAU credits into a CU degree program. This tuition discount will apply only to course enrollments occurring after this MOA is executed.
6. CU will grant a ten percent (10%) tuition discount for all CU graduate-level courses taken by DOD AT&L workforce members who qualify under CU's military discount program.
7. CU will grant a fifteen percent (15%) tuition discount for all CU undergraduate-level courses taken by DOD AT&L workforce members who qualify under CU's military discount program.
8. Discounts are not cumulative or additive, i.e., only the highest eligible discount will be applied to DOD AT&L workforce members.

Services Provided to CU by DAU:

1. DAU will assist CU in the distribution of information regarding transfer opportunities to DOD AT&L workforce members, e.g., email campaigns, newsletter articles, press releases, etc.
2. DAU will place credit transfer information on the DAU homepage and will update that information as changes occur and when provided to DAU by CU.
3. DAU will allow CU personnel to participate in DAU-sponsored events related to educational opportunities.

CU or DAU may use the other party's name or logo in published materials to reference this MOA or contact information and links to the other party. Content and text of all promotional information must be approved by each party prior to release.

No agreements concerning the transfer or exchange of any asset of either party is intended or implied by this memorandum. CU and DAU are separate and independent institutions of higher education and by this agreement both will continue to operate as separate institutions. The administrators of CU and DAU are authorized to sign, prepare and implement plans of action and procedures necessary to effect this agreement.

Dr. James S. McMichael.   (date)
Vice President
Defense Acquisition University

Dr. Karen Viechnicki   (date)
Provost
Capella University

Dr. Valerie Perkins   (date)
Dean, School of Undergraduate Studies
Capella University

Attachments:
Transfer Table
DAU Program Credit Summaries

4

Attachment One: DAU/CU Course Credit Transfer Table

Key:
qc   Quarter credit-hour
GEN1500   Bachelor's degree lower-division elective
GEN3500   Bachelor's degree upper-division elective
BUS3500   Bachelor's degree Business Specialization elective
TS3500   Bachelor's degree Technology Specialization elective
GRAD5555   Master's degree elective

Note: Capella Equivalent Credits identified in this table may not be applicable to every Capella program. DAU students wishing to transfer credit for successfully completed DAU courses should contact a Capella enrollment advisor for guidance.

DAU Course	ACE ID	Timeframe	Capella Equivalent
ACQ101 Fundamentals of Systems Acquisition Management	DD-1408-0030 Version II	November 1998 to present	3.0 qc GEN1500
	DD-1408-0030 Version I	June 1997 to January 1999	4.5 qc GEN1500
	DD-1408-0012	September 1994 to May 1997	4.5 qc GEN1500
ACQ201 Intermediate Systems Acquisition Management	DD-1408-0020 Version II	April 2001 to present	4.5 qc GEN3500
	DD-1408-0020 Version I	June 1996 to April 2001	6.0 qc GEN3500
ACQ201; PMT201; DSMC-37 Intermediate Systems Acquisition (Acquisition Basics)	DD-1408-0011	October 1990 to May 1996	6.0 qc TS3120 Fundamentals of Project Management

BCF101 Fundamentals of Cost Analysis	DD-1115-0001 Version II	October 2001 to present	4.5 qc GEN1500
	DD-1115-0001 Version I	June 1996 to September 2001	4.5 qc GEN1500
BCF102 Fundamentals of Earned Value Management **and** BCF203 Intermediate Earned Value Management	DD-1408-0027 **and** DD-1408-0028	October 1997 to December 2003 December 1997 to December 2003	4.5 qc GEN1500
	DD-1408-0027 **and** DD-1408-0028	January 2004 to present January 2004 to present	4.5 qc GEN1500
BCF103 Fundamentals of Business Financial Analysis	DD-1401-0001	April 2003 to present	1.5 qc BUS3500
BCF204 Intermediate Cost Analysis	DD-1408-0047	April 2000 to present	4.5 qc GEN3500
BCF208 Software Cost Estimating	DD-1402-0005 Version II	May 1997 to present	4.5 qc GEN1500
BCF211 Acquisition Business Management	DD-1408-0034	April 1998 to present	3.0 qc GEN1500
BCF215 Operating and Support Cost Analysis	DD-1401-0002	October 2001 to present	3.0 qc GEN1500
BCF301 Business, Cost Estimating and Financial Management Workshop	DD-1408-0017	June 2006 to present	4.5 qc BUS3500
		June 1996 to May 2006	3.0 qc BUS3500

BFM102 Contract Performance Management Fundamentals **and** BFM203 Intermediate Contract Performance Management	DD-1408-0014 **and** DD-1408-0015	July 1995 to October 1997 March 1996 to October 1997	4.5 qc GEN3500
CON100 Shaping Smart Business Relationships	DD-1405-0009	June 2002 to June 2003	3.0 qc GEN3500
CON101 Basics of Contracting (Resident Version)	DD-1408-0032	October 1997 to August 2002	4.5 qc GEN1500
CON101 Basics of Contracting (Distance Learning)	DD-1404-0005	March 2002 to September 2005	4.5 qc GEN1500
CON101 Contracting Fundamentals by Correspondence	AR-0326-0054 Version II	October 1993 to March 1997	4.5 qc GEN3500
CON101 Contracting Fundamentals (Management of Defense Acquisition Contracts Basic)	AR-0326-0053 Version II	October 1993 to March 1997	4.5 qc GEN3500
CON102 Operational Level Contracting Fundamentals	DD-1405-0003	March 1995 to September 1997	4.5 qc GEN3500
CON103 Facilities Contracting Fundamentals	DD-1402-0009	October 1996 to September 1997	4.5 qc GEN3500
CON104 Principles of Contract Pricing (Resident Version)	DD-1405-0004	January 1993 to September 2002	4.5 qc GEN3500
CON104 Principles of Contract Pricing (Hybrid)	DD-1405-0011	June 2001 to September 2005	4.5 qc GEN3500

CON105 Operational Level Contract Pricing	DD-1405-0001	January 1995 to September 1997	4.5 qc GEN3500
CON106 Facilities Contracts Pricing	DD-1402-0008	October 1996 to September 1997	4.5 qc GEN3500
CON110 Mission Support Planning	DD-1408-0052	October 2004 to present	1.5 qc GEN1500
CON111 Mission Strategy Execution	DD-1408-0053	October 2004 to present	1.5 qc GEN1500
CON112 Mission Performance Assessment	DD-1408-0054	October 2004 to present	1.5 qc GEN1500
CON120 Mission Focused Contracting	DD-1408-0055	February 2005 to present	4.5 qc BUS3500
CON202 Intermediate Contracting	DD-1405-0007	October 1997 to present	6.0 qc GEN3500
CON204 Intermediate Contract Pricing	DD-1405-0006 Version II	April 1999 to present	4.5 qc GEN3500
CON210 Government Contract Law	DD-0326-0007	January 1997 to present	3.0 qc GEN3500
CON211 Intermediate Contracting	AR-0326-0057	June 1994 to April 1999	3.0 qc GEN3500 or 1.5 qc GRAD5555
CON211; 8D-F12 Intermediate Pre-Award Contracting	AR-0326-0010	January 1990-May 1994	3.0 qc GEN3500 or 1.5 qc GRAD5555
CON221 Intermediate Contract Administration	DD-1405-0005	June 1996 to September 1997	3.0 qc GEN3500
CON223 Intermediate Facilities Contracting	DD-1402-0007	November 1996 to September 1997	3.0 qc GEN3500
CON231 Intermediate Contract Pricing	DD-1405-0006 Version I	April 1995 to January 1999	4.5 qc GEN3500
CON232 Overhead Management of Defense Contracts	DD-1408-0045	January 1999 to present	4.5 qc BUS4064 Cost Accounting for Planning and Control

CON233 Cost Accounting Standards Workshop	AR-1401-0021 Version II	October 1993 to March 2003	3.0 qc BUS3500
CON234 Contingency Contracting	DD-1408-0033	May 1999 to present	4.5 qc GRAD5555
CON235 Advanced Contract Pricing	DD-1405-0008	January 1998 to present	4.5 qc OM5035 Data Analysis and Decision-Making for Managers
CON241 Automated Information Systems Contracting	DD-1402-0006	April 1993 to September 1998	4.5 qc TS3500
CON353 Advanced Business Solutions for Mission Support	DD-1408-0056	October 2004 to present	4.5 qc OM5040 Strategic Planning
FE201 Intermediate Facilities Engineering	DD-1408-0057	November 2003 to present	1.5 qc GEN1500
IND101 Contract Property Administration	DD-0331-0002	January 1999 to September 2003	4.5 qc GEN3500
IND201 Intermediate Contract Property Administration	DD-0331-0001	January 1999 to September 2003	4.5 qc GEN3500
IRM101 Basic Information Systems Acquisition (Distance Learning)	DD-1408-0036	September 1999 to present	3.0 qc TS3500
IRM201 Intermediate Information Systems Acquisition	DD-0326-0006	May 1998 to present	6.0 qc TS3120 Fundamentals of Project Management
		October 1995 to April 1998	4.5 qc TS3120 Fundamentals of Project Management

IRM303 Advanced Information Systems Acquisition	DD-0326-0005	October 1995 to present	4.5 qc TS5120 Project Management for Technology Professionals
LOG101 Acquisition Logistics Fundamentals	DD-1405-0010	October 1999 to present	1.5 qc GEN1500
LOG102 Systems Sustainment Management Fundamentals	DD-1408-0058	October 2004 to present	3.0 qc GEN1500
LOG201 Intermediate Acquisition Logistics	DD-0326-0010	October 2001 to present	4.5 qc TS3500 or 3.0 qc GRAD 5555
	DD-0326-0009	March 1999 to September 2001	4.5 qc GEN3500
	AR-0326-0055 Version II	September 1991 to May 1997	3.0 qc GEN3500 or 1.5 qc GRAD5555
LOG202 ALMC-LR Logistics Support Analysis	AR-0326-0056	January 1990 to January 1996	3.0 qc GEN3500 or 1.5 qc GRAD5555
LOG205 ALMC-AH Provisioning	AR-1405-0221 Version II	January 1993 to September 2003	4.5 qc GEN1500
LOG235A Performance Based Logistics	DD-1408-0059	December 2003 to present	4.5 qc BUS3500
LOG235B Performance Based Logistics	DD-1408-0060	March 2004 to present	1.5 qc GRAD5555
LOG304 Advanced Acquisition Logistics Management	DD-0326-0004	August 1996 to present	4.5 qc TS3500

Program Management	DD-1408-0002	January 1973 to January 1990	4.5 qc BUS3500 **or** 9.0 qc GRAD5555 if Program Management for Functional Managers has been completed **or** 13.5 qc GRAD5555
PMT250 Program Management Tools	DD-1408-0048	August 1996 to present	4.5 qc TS4060 Managing the Project I
PMT301 Project Management	DD-1408-0007	February 1990 to June 1995	3.0 qc BUS3500 or 13.5 GRAD5555
PMT302 Advanced Program Management	DD-1408-0018	March 1995 to August 2002	4.5 qc OM7041Finance, 4.5 qc OM7055 Operations Management **and** 4.5 qc GRAD5555
PMT303 Executive Program Manager's Course	DD-1408-0019	August 1994 to February 2001	4.5 qc GRAD5555
PMT304 Advanced International Management Workshop	DD-1408-0061	October 1989 to present	3.0 qc BUS3500
PMT305; PMT403 Program Manager's Skills	DD-1408-0021	June 2006 to present	4.5 qc GRAD5555
		June 1996 to June 2006	1.5 qc GRAD5555
PMT341 Systems Acquisition for Contracting Personnel	DD-1408-0009	January 1990 to September 1997	4.5 qc GRAD5555
PM352 Program Management Office	DD-1408-0046	June 2002 to present	9.0 qc TS3500 **or** 4.5 qc GRAD5555
PMT401 Program Manager's Course	DD-1408-0044	January 2003 to present	13.5 qc GRAD5555

PMT402 Executive Program Manager's Course	DD-1408-0019	June 2006 to present	6.0 qc GRAD5555
		August 1994 to May 2006	4.5 qc GRAD5555
PMT403 Program Manager's Skills	DD-1408-0021	June 2006 to present	4.5 qc GRAD5555
PQM103; ALM-34-0235 Defense Specification Management	DD-1408-0029	April 1998 to present	3.0 qc GEN1500
	AR-1408-0035 Version II	May 1993 to March 1998	1.5 qc GEN1500
PQM201 Intermediate Production, Quality and Manufacturing	DD-1408-0042	December 2000 to present	4.5 qc BUS3500
PQM301; PRD301 Advanced Production, Quality and Manufacturing	DD-1408-0010	October 1993 to present	4.5 qc GRAD5555
SAM101 Basic Software Acquisition Management	DD-1408-0037	December 1998 to present	3.0 qc TS3500
SAM201 Intermediate Software Acquisition Management	DD-1408-0013	August 2004 to present	3.0 qc TS3500
		June 1996 to July 2004	4.5 qc TS3500
SAM301 Advanced Software Acquisition Management	DD-1402-0004 Version II	January 1998 to present	3.0 qc TS3500
SYS201 Intermediate Systems Planning, Research, Development and Engineering	DD-1408-0043	September 2001 to present	4.5 qc TS3500
SYS301 Advanced Systems Planning, Research, Development and Engineering	DD-1408-0016	June 1996 to present	4.5 qc TS5524 Advanced Project Management

TST101 Introduction to Acquisition Workforce Test and Evaluation	DD-1408-0050	October 2000 to present	1.5 qc GEN1500
TST201 Intermediate Test and Evaluation	DD-1408-0022	August 1996 to present	4.5 qc TS3500

Attachment Two: DAU Program Credit Summaries

The following table supplements the data shown in Attachment One by summarizing the typical transfer credits allowed for the successful completion of different levels in DAU Career Fields. For example, for the DAU Career Field of Business, Cost Estimating and Financial Management, DAU students completing the listed courses in Level 1 would receive 9.0 quarter-hour bachelor's degree credits. For completing Level II, the student would receive up to 12.0 quarter-hour bachelor's degree credits, and for completing Level III, the student would receive 3.0 quarter-hour bachelor's degree credits. Students completing all three levels in that career field would receive up to 24.0 quarter-hour credits toward their bachelor's degree program.

Key:
qc	Quarter credit-hour
GEN1500	Bachelor's degree lower-division elective
GEN3500	Bachelor's degree upper-division elective
BUS3500	Bachelor's degree Business Specialization elective
TS3500	Bachelor's degree Technology Specialization elective
GRAD5555	Master's degree elective
UG	Undergraduate course credit
Grad	Graduate course credit

Note: Capella Equivalent Credits identified in this table as may not be applicable to every Capella program. DAU students wishing to transfer credit for successfully completed DAU courses should contact a Capella enrollment advisor for guidance. Undergraduate credits cannot be transferred into graduate-level programs, and graduate credits cannot be transferred into undergraduate-level programs.

DAU Career Field	Level 1 Courses	Level II Courses	Level III Courses	Capella Course Credits	Level I Credits	Level II Credits	Level 3 Credits	Total Capella Course Credits
Auditing			ACQ101	3.0 qc GEN1500	3.0 qc UG			3.0 qc UG
Business, Cost Estimating and Financial Management	ACQ101 BCF101 BCF103			3.0 qc GEN1500 4.5 qc GEN1500 1.5 qc BUS3500	9.0 qc UG	Up to 12.0 qc UG		Up to 24.0 qc UG
		ACQ201 BCF101 or BCF103 BCF204 or BCF211		6.0 qc GEN3500 4.5 qc GEN1500 1.5 qc GEN1500 1.5 qc BUS3500 1.5 qc GEN1500				
			BCF301	3.0 qc BUS3500			3.0 qc UG	
Contracting	CON100 CON110 CON111 CON112 CON120			3.0 qc GEN3500 1.5 qc GEN1500 1.5 qc GEN1500 1.5 qc GEN1500 4.5 qc BUS3500	12.0 qc UG	13.5 qc UG		25.5 qc UG, 4.5 qc GRAD
		CON202 CON204 CON210		6.0 qc GEN3500 4.5 qc GEN3500 3.0 qc GEN3500				
			CON353	4.5 qc OM5040			4.5 qc GRAD	

DAU Career Field	Level 1 Courses	Level II Courses	Level III Courses	Capella Course Credits	Level I Credits	Level II Credits	Level 3 Credits	Total DAU Program Cred
Facilities Engineering	ACQ101			3.0 qc GEN1500	3.0 qc UG	3.0 qc UG		3.0 qc UG
		ACQ101		3.0 qc GEN1500				
Industrial / Contract Property Management	CON100 CON110 CON111 CON112 CON120			3.0 qc GEN3500 1.5 qc GEN1500 1.5 qc GEN1500 1.5 qc GEN1500 4.5 qc BUS3500	12.0 qc UG	9.0 qc UG		12.0 qc UG, 4.5 qc GRAD
		CON202 CON204 CON210		6.0 qc GEN3500 4.5 qc GEN3500 3.0 qc GEN3500				
			CON353	4.5 qc OM5040			4.5 qc GRAD	
Information Technology	ACQ101 IRM101 SAM101			4.5 qc GEN1500 3.0 qc TS3500 3.0 qc TS3500	10.5 qc UG	15.0 qc UG	16.5 qc UG or 7.5 qc UG and 4.5 qc GRAD	42.0 qc UG or 33.0 qc UG, 4.5 qc GRAD
		ACQ201 IRM201 SAM201		6.0 qc GEN3500 4.5 qc TS3120 4.5 qc TS3500				
			IRM303 SAM301 PMT352	4.5 qc TS5120 3.0 qc TS3500 9.0 qc TS3500 **or** 4.5 qc GRAD5555				

DAU Career Field	Level 1 Courses	Level II Courses	Level III Courses	Capella Course Credits	Level I Credits	Level II Credits	Level 3 Credits	Total DAU Program Cred
Life Cycle Logistics	ACQ101 LOG101 LOG102			3.0 qc GEN1500 1.5 qc GEN1500 3.0 qc GEN1500	7.5 qc UG	15.0 qc UG and 1.5 qc GRAD or 10.5 qc UG and 6.0 qc GRAD		22.5 qc UG, 6.0 qc GRAD or 18.0 qc UG, 12.0 qc GRAD
		ACQ201 LOG201AB LOG235A LOG235B		6.0 qc GEN3500 4.5 qc TS3500 **or** 3.0 qc GRAD5555 4.5 qc BUS3500 1.5 qc GRAD5555				
			PQM301	4.5 qc GRAD5555			4.5 qc Grad	
Production, Quality and Manufacturing	ACQ101			3.0 qc GEN1500	3.0 qc UG	9.0 qc UG		12.0 qc UG, 4.5 qc Grad
		ACQ201 PQM201		4.5 qc GEN3500 4.5 qc BUS3500				
			PQM301	4.5 qc GRAD5555			4.5 qc Grad	
Program Management	ACQ101 ACQ201			4.5 qc GEN1500 6.0 qc GEN3500	10.5 qc UG	10.5 qc UG		30.0 qc UG or 21.0 qc UG, 4.5 qc Grad
		ACQ201 PMT250		6.0 qc GEN3500 4.5 qc TS4060				
			PMT352	9.0 qc TS3500 **or** 4.5 qc GRAD5555			9.0 qc UG **or** 4.5 qc Grad	
Purchasing	CON100 CON110 CON111 CON112 CON120			3.0 qc GEN3500 1.5 qc GEN1500 1.5 qc GEN1500 1.5 qc GEN 1500 4.5 qc BUS3500	12.0 qc UG			18.0 qc UG
		CON202		6.0 qc GEN3500		6.0 qc UG		

DAU Career Field	Level 1 Courses	Level II Courses	Level III Courses	Capella Course Credits	Level I Credits	Level II Credits	Level 3 Credits	Total DAU Program Cred
Systems Planning, Research, Development and Engineering – Science and Technology Manager		ACQ101		3.0 qc GEN1500		3.0 qc UG		3.0 qc UG
Systems Planning, Research, Development and Engineering – Systems Engineering	ACQ101			4.5 qc GEN1500	3.0 qc UG	9.0 qc UG	4.5 qc Grad	12.0 qc UG, 4.5 qc GRAD
		ACQ201 SYS201		6.0 qc GEN3500 4.5 qc TS3500				
			SYS301	4.5 qc TS5524				
Test and Evaluation	ACQ101 TST101			3.0 qc GEN1500 1.5 qc GEN1500	4.5 qc UG			9.0 qc UG
		ACQ20		4.5 qc GEN3500		4.5 qc UG		