

# Capella Consumer Information

## General Institutional Information

### Accreditation and licensure of institution and programs

Capella University is accredited by the Higher Learning Commission, one of six regional accrediting bodies recognized by the U.S. Department of Education.<sup>1</sup>

In addition to our [regional accreditation](#), Capella has achieved [specialized and program-specific](#) accreditations.

Capella learners reside in all 50 states, and Capella University is licensed, registered, authorized, or certified in the states detailed on [Legal & Regulatory Information](#).

Upon request, Capella will provide students or prospective students with a copy of accreditation and licensure documents.

### Family Education Rights and Privacy Act (FERPA)

Capella University complies with the provisions of the [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974, which regulates the confidentiality of data in education records and terms for its disclosure. Capella has a department dedicated to ensuring compliance with the act and creating relevant policies and procedures regarding the release of student education records and related information under the act.

### Career Center

The mission of the Career Center is to assist students and alumni in developing and implementing their unique career management goals, resulting in measurable career outcomes. Our online Career Center provides resources and tips for job searches, interviewing, and creating résumés.

### Transfer of credits

Capella University evaluates official transcripts from regionally accredited or internationally recognized institutions to determine [acceptance of transfer credit](#).

### Articulation agreements

Articulation agreements made with Capella's partners give you the opportunity to experience a simplified transfer process and streamlined transition from a two-year to a four-year degree program. Capella's current articulation agreement partners are listed below.

- Alamo Colleges, TX
- Lower Columbia College, WA
- Madison Area Technical College, WI
- Normandale Community College (Associate in Nursing), MN
- St. Clair County Community College, MI
- Valencia College, FL

For more information regarding articulation agreements or how your credits might transfer, please contact an enrollment counselor at 1.866.679.9682.

### Textbooks

The Capella Online Bookstore (powered by Ed Map) is your source for all the materials required for your courses. Available items include textbooks, coursepacks, hardware, and software (select Microsoft and Adobe software can be purchased via the online software store).

<sup>1</sup> Higher Learning Commission contact information: <https://www.hlcommission.org>, 800.621.7440.

### Three-day cancellation

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of the application fee. The school will provide a 100% refund within 30 days of receiving the notice of cancellation.

## Academics

### Academic programs

Capella University offers bachelor's, master's, and doctoral degree options, along with certificate programs. There are 53 degree program offerings and more than 150 specializations.

### Residency

Capella University students in certain graduate-level programs are **required to attend residencies**, which are in-person learning experiences that provide face-to-face interaction between faculty and students.

### Capella faculty

Capella University is dedicated to finding **faculty members** who hold top academic credentials and professional experience in the specialized areas they teach.

### Written arrangements

Capella University has not entered into any written arrangements with any other schools and does not participate in the following: consortium agreements (either to be the host school or home school), contractual agreements, or study abroad programs.

## Tuition and Financial Aid

### Notice of availability of institutional and federal financial aid information

The Office of Financial Aid is the primary source for information about financial assistance—both **federal aid** and **other options**—available at Capella University. To speak with a financial aid representative, call 1.888.CAPELLA (1.888.227.3552).

### How to apply for federal aid

To receive financial aid, students must apply for aid each aid year. Our website has **step-by-step instructions on how to apply** for federal financial aid as well as other aid awards. To speak with a financial aid representative, call 1.888.CAPELLA (1.888.227.3552).

### Tuition and fees

The **Tuition and Fees page** outlines potential costs per program. To calculate your cost—including potential savings through transfer credits, corporate alliances, military affiliations, etc.—and explore financing options, contact an enrollment counselor at 1.888.CAPELLA (1.888.227.3552).

### Capella scholarships and grants

Capella provides a variety of **grants and scholarships** throughout the year to help students finance their education.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants (FSEOGs) are awarded to Pell recipients who have demonstrated exceptional financial need based on the Expected Family Contribution (EFC) provided by completing the Free Application for Federal Student Aid (FAFSA). The award amount depends on your financial need. The FSEOG is considered to be “gift aid,” therefore it does not have to be repaid.

### Federal Work-Study (FWS) Program

Capella participates in the Federal Work-Study (FWS) Program, which provides part-time employment to eligible students who demonstrate financial need. Financial need is based on the Expected Family Contribution (EFC), which is determined by completing the Free Application for Federal Student Aid (FAFSA). The Federal Work-Study funds are a part of the financial aid package; however, they are paid to students on a bi-weekly basis after employment requirements are met and wages have been earned.

### Private education loans

Private education loans are available to students who are ineligible for federal financial aid or find that federal financial aid does not cover their full education costs. Students are encouraged to apply for federal financial aid prior to considering private education loans. Federal financial aid program terms and conditions may be more favorable than private education loans. For additional information please contact a financial aid representative at 1.888.CAPELLA (1.888.227.3552). All private loans will be processed accordingly. Self-certification forms are available and will be completed, upon request.

### Disbursements and federal aid refunds

Students who are eligible for financial aid, enrolled at least half-time (for federal loans), and have engaged in their course(s) will have their funds disbursed to Capella during the third week of their course(s). After applying the funds to any outstanding balances, Capella will process a federal aid refund (if applicable) within 7 business days. Once the refund has been processed, it will take 3–5 business days for Capella to process the refund by direct deposit or mail. Disbursements made after the third week of courses are processed using the same timelines.

### Books and supplies

Students are automatically opted into the Financial Aid Book Allowance program. This program provides students a portion of their anticipated financial aid refund to use at Capella's online bookstore. Instead of offering the Financial Aid Book Allowance, many of Capella's degree programs now offer a Resource Kit that covers course material costs and allows learners to receive their materials before the course begins.

### Cost of attendance and Net Price Calculator

Financing your education takes both planning and budgeting. Our [financial aid tools](#) can help you set expectations for the types of funding you may be eligible to receive and the cost of attendance for the particular degree and program in which you are interested.

### Experimental Sites Initiative (ESI)

Capella is participating in two Experimental Sites Initiatives (ESI), which test the effectiveness of statutory and regulatory flexibility for disbursing Title IV student aid.

ESI Experiment 6 involves testing the effect of reduced Unsubsidized Stafford loan borrowing limits on graduation and persistence rates. For Capella, this will take the form of a \$2,000 reduction (\$500 per quarter) in the annual Unsubsidized eligibility for a select population of students. This is a statutory exemption from the usual regulatory provisions provided by the Department of Education.

The Prior Learner Assessment ESI involves testing the effect of an increase in cost of attendance (COA) allowing learners to received additional Title IV aid towards Prior Learning Assessment (PLA) fees. For Capella, this will take the form of an increase in TIV eligibility for the exact cost of the PLA fee, which varies by number of credits and career level. FlexPath programs are excluded from this initiative.

### Financial responsibility

Students can help protect their future by [borrowing responsibly](#). This begins with borrowing only loan funds that are needed and planning ahead for repayment. For more information regarding the terms of the Direct Loan program, students may review their [Master Promissory Note \(MPN\)](#) or the [Direct Loans website](#).

### Tuition refund policy

Students who drop or withdraw from course(s) will have a percentage of tuition and fees refunded in accordance with [university policy](#).

### Return of financial aid funds at withdrawal

According to [university policy](#), financial aid recipients who withdraw or stop participating in their course(s) will have their unearned funding returned to the Title IV program(s) from which they were received.

### Separation or withdrawal from the university

Students may request an immediate or delayed [discontinuation from the university](#) by completing and submitting the Discontinuation Request Form.

### Financial Aid Satisfactory Academic Progress (FASAP)

Students are required to meet and maintain [satisfactory academic progress](#) to be eligible for federal financial aid. Failure to meet minimum requirements will result in students being placed on financial aid warning or probation, or becoming ineligible.

### Entrance and exit counseling

Students who request Direct Loan funding are required to complete the entrance counseling via the [StudentLoans.gov website](#). The counseling provides comprehensive information on the terms and conditions of the loan and the borrower's responsibilities.

Capella notifies students about completing [exit counseling](#) once they have dropped below half-time enrollment, withdrawn, or have graduated. Exit counseling helps students understand their rights and responsibilities as a student loan borrower.

### National Student Loan Data System (NSLDS)

[NSLDS](#) is the Department of Education's central database for student financial aid. Students who request and receive student aid will have that information reported to NSLDS. Loans will be accessible to guaranty agencies, lenders, and schools if they are authorized to use the NSLDS system. Students may access this information to see an integrated view of Title IV loans and/or grant information.

### Percentage of students using financial assistance

At Capella, 84% of students use financial aid assistance, including federal financial aid, non-federal financial aid, scholarships, and alternative loans. Of all undergraduate students (those who are less than half time, half time, and full-time), 53% receive Pell Grants.<sup>2</sup>

### Federal financial aid penalties for drug law violations

A student who has been convicted of a drug-related violation under federal or state law can be disqualified for federal financial aid funding.

Those convicted of possessing illegal drugs will lose financial aid eligibility for:

- First offense: 1 year from date of conviction
- Second offense: 2 years from date of conviction
- Third+ offense(s): Indefinitely

Those convicted of selling illegal drugs will lose financial aid eligibility for:

- First offense: 2 years from date of conviction
- Second offense: Indefinitely

## Student Outcomes

### Gainful employment disclosures

Our [gainful employment disclosures](#) provide information regarding program costs, time to completion, occupational codes, and median debt, along with other important data to students and prospective students.

### Learning and career outcomes

Capella University is committed to offering clear, transparent information about what learners can expect from completing one of our programs. Each program is designed to provide career-relevant skills and to help students advance professionally after graduation. See learning and career outcomes at [CapellaResults.com](#).

Read the [results of a 2016 alumni survey](#) conducted in partnership with Gallup to learn more about learning outcomes.

### Advanced education for bachelor's graduates

Twenty to twenty-five percent of learners who received a bachelor's degree from Capella re-enrolled into a master's program as of 12/31/16.

### Retention rate

The industry standard for reporting retention rate is based on the percentage of first-time, full-time bachelor's-degree-seeking students from the previous fall quarter who are again enrolled in the current fall quarter. While Capella University does not serve first-time, full-time undergraduate students (and therefore has a retention rate of 0% for this population), the university's retention rate for first-time, part-time undergraduate students is 26%.<sup>3</sup>

Capella's institutional retention rate is the percentage of learners in a cohort who are active or who have graduated on the first anniversary of their second course as a cohort. Capella's overall retention rate is 58.3%.<sup>2</sup>

### Transfer out rate

The transfer out rate is based on the population of first-time, full-time undergraduate students. In Capella's Fall 2009 population, there were no students who matched these criteria who could be evaluated.<sup>3</sup>

### Graduation rate

The industry standard for reporting an institution's graduation rate is based on first-time, full-time undergraduate students. As of December 31, 2015,<sup>4</sup> 91% of Capella students enrolled part-time while 9% enrolled full-time. In order to provide a better understanding of our graduation rates based on all degree and certificate students, Capella calculates an Institutional Completion Rate. Capella's completion rate is a rolling six-year average of students who reached census of their second course and who completed their degree or certificate. The current Institutional Graduation rate is 42%.<sup>4</sup> The populations used in the institutional graduation rate are not limited to first-time, full-time undergraduate students.<sup>5</sup>

Due to the lack of statistical data, Capella is not required to report the graduation rates for first-time, full-time undergraduate students who received a Pell Grant, students who received a Subsidized Direct Loan (no Pell Grant), and students who did not receive a Pell Grant or a Subsidized Direct Loan.

<sup>2</sup> Source: National Center for Education Statistics, <https://nces.ed.gov/collegenavigator/?s=MN&zc=55402&zd=0&of=3&id=413413>

<sup>3</sup> Source: National Center for Education Statistics, <https://nces.ed.gov/collegenavigator/?s=MN&zc=55402&zd=0&of=3&id=413413>

<sup>4</sup> Capella University Fact Sheet, September 30, 2016.

<sup>5</sup> Integrated Postsecondary Education Data System (IPEDS) Financial Aid Report, 2012 (based on Fall 2011 population).

## Placement rates

Capella does not offer job placement services or regularly calculate placement rates. The Commission on Accreditation for Marriage and Family Therapy Education of the American Association for Marriage and Family Therapy Education (COAMFTE)<sup>6</sup> requires that Capella University report job placement rates for graduates of the MS in Marriage and Family Counseling/Therapy program. Of those who reported actively seeking employment, 58% of the Marriage and Family Counseling/Therapy surveyed reported job placement within 180 days of graduation.<sup>7</sup>

## Student Demographics

Capella's student demographic percentages are based on full-time undergraduate students. The information regarding ethnicity is based on self-reported information from students.<sup>8</sup>

| Gender             | Part Time     | Full Time     | All Students  |
|--------------------|---------------|---------------|---------------|
| Male               | 36.46%        | 50.00%        | 37.60%        |
| Female             | 63.54%        | 50.00%        | 63.00%        |
| <b>Grand Total</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> |

| Ethnicity                      | Part Time     | Full Time     | All Students  |
|--------------------------------|---------------|---------------|---------------|
| Two or More                    | 0.0%          | 0.0%          | 0.0%          |
| American Indian Alaskan Native | 0.0%          | 0.0%          | 0.0%          |
| Asian                          | 0.0%          | 0.0%          | 0.0%          |
| Black                          | 16.67%        | 25.00%        | 17.00%        |
| Hispanic                       | 2.08%         | 25.00%        | 3.53%         |
| Not Specified                  | 69.79%        | 25.00%        | 68.00%        |
| Pacific Islander               | 0.0%          | 0.0%          | 0.0%          |
| White                          | 11.46%        | 25.00%        | 12.00%        |
| Non-Resident Alien             | 0.0%          | 0.0%          | 0.0%          |
| <b>Grand Total</b>             | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> |

Per the Integrated Postsecondary Education Data System (IPEDS), full-time status is defined as 9 or more credits per quarter for graduate students, and 12 or more credits per quarter for undergraduate students. Due to rounding, percentages may not sum to exactly 100%. Data current as of December 31, 2016.

## Degrees and Certificates Conferred (as of September 30, 2016)

Total (1993–2016): 61,427

Number of alumni (Degree and certificate recipients): 59,167

<sup>6</sup> The MS in Marriage and Family Counseling/Therapy program at Capella University is Accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), 112 South Alfred Street, Alexandria, Virginia 22314; 703.838.9808, [coa@aamft.org](mailto:coa@aamft.org).

<sup>7</sup> Capella does not offer job placement. Data for job placement were gathered via an alumni survey distributed to alumni that graduated from Capella's CACREP-accredited programs between 1/1/15 and 12/31/15. 12 Marriage and Family Counseling/Therapy respondents to the Alumni Survey reported actively seeking employment. Of those seeking employment, 7 reported being employed within 180 days of graduation.

<sup>8</sup> Source: IPEDS Fall 2016 enrollment

# Health and Safety

## Annual crime statistics

In accordance with the Crime Awareness and Campus Security Act of 1990, Capella University makes available to all students and employees the Annual Crime Report that is submitted to the U.S. Department of Education. The report includes statistics for the previous 3 years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the university, and on public property within, or immediately adjacent to and accessible to the campus.

## View Capella University's Annual Crime report

1. Access the U.S. Department of Education's [Campus Safety and Security Data Analysis Cutting Tool](#).
2. Navigate to the "Get data for one institution/campus" link in the right-hand column on the main page.
3. Use the Search page to select the campus ("Capella University") and view the crime report data listed there.

## Drug and alcohol awareness

Capella University is committed to providing a drug and alcohol free environment for students, faculty, and employees. The university maintains policies, procedures, and programs to provide information surrounding drug and alcohol awareness. See the [Campus Crime Policy](#) and the [University Policy on Drugs and Alcohol](#) for more details about Capella's student drug awareness program. Capella University faculty and employees should see the Capella University Employee Handbook for more details about Capella's employee drug and alcohol policy, and for available resources.

Capella complies with the requirements of the Drug Free Workplace Act of 1988. Under this act, employees must notify Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after the conviction. Capella is required to notify the Department of Education within 10 days of an employee's conviction and must take action against an employee within 30 days of a violation of the policy.

## Campus crime policies

Capella University is dedicated to providing a safe environment for students, faculty, and employees. Outlined in the [Campus Crime Policies](#) are the programs, policies, and procedures that may minimize the risk of criminal activity.

## Sex offender registry

The Federal Campus Sex Crimes Prevention Act requires that colleges and universities advise the community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed or is a student.

To learn the identity of registered sex offenders visit the [Sex Offender Database](#). The information provided here is intended to be in compliance with the Crime Awareness and Campus Security Act and is for safety purposes only. It should not be used to intimidate, threaten, or harass. Misuse of this information may result in prosecution.

## Information for crime victims about disciplinary proceedings

Upon written request from the alleged victim of any crime of violence or non-forcible sex offense, Capella will disclose the results of any disciplinary actions taken by Capella against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request.

## Vaccinations

As an online university with no physical student campus, Capella generally does not have specific requirements for vaccinations.

However, some Capella programs do require fieldwork at sites that may or may not have their own requirements for vaccinations. Learners would need to comply with the requirements of their fieldwork site. As an example, Oregon regulations require that nursing students with direct patient contact complete and provide, through their university, a

criminal background check, proof of immunizations, drug test, health screening and evidence of professional liability insurance prior to clinical placement. The Oregon Health Authority Immunization Requirements are as follows:

- Hepatitis B (Hep B)
- Measles, mumps and rubella (MMR)
- Tetanus, diphtheria, pertussis (Tdap)
- Varicella
- Recommended but not required—Polio
- Recommended but not required—Influenza (seasonal flu)

Capella University partners with CastleBranch Inc. to collect, store and share learner immunization, health, criminal background and insurance information for these purposes.

## Additional Information

### Copyright and file sharing

Faculty, staff, and students must comply with federal [copyright and trademark laws](#), such as the [Digital Millennium Copyright Act](#). No one may use Capella information resources and other information technology tools for unauthorized file sharing, posting of copyrighted materials as one's own, or other copyright violations. Copyright infringement can result in civil and criminal penalties.

## Alternatives to Illegal Download

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### Services for students with disabilities

We provide [access, accommodations, and advocacy for Capella students who have disabilities](#). Examples include both online courseroom considerations, such as accessible textbooks and additional time on learning activities, and residential colloquia support, including sign language interpreters and mobility assistance. To learn more about our disability services policies and procedures or how to request academic accommodations, call 1.888.CAPELLA (1.888.227.3552).

### Voter registration

Students not registered to vote can use the [USA.gov](http://USA.gov) website to obtain voter registration requirements for their specific state.



## Contact Us

If you have any additional questions regarding our financial assistance programs, academic programs, tuition costs, or other items indicated in this disclosure please contact us.

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

USA (toll-free): 1.866.283.7921

Canada (toll-free): 1.866.734.5934

International: 1.612.339.8650

Fax: 1.612.977.5060

Monday–Thursday: 7 a.m.–11 p.m.

Friday: 7 a.m.–8 p.m.

Saturday: 9 a.m.–5:30 p.m.

*All times listed are Central Time.*