POLICY STATEMENT
Capella University operates under a series of policies and corresponding procedures that ensure the integrity and academic quality of university programs. These university policies are reviewed on a regularly scheduled basis and revised on an as-needed basis. New university policies are developed as appropriate to the changing needs of the university. All university policies are published online and made available to learners, faculty, staff, and other interested parties upon request. The framework upon which this policy is based is contained in the document Framework Governing University Policy.

RATIONALE
The purpose of this policy is to ensure that university policies are formally approved; promulgated in a uniform format; consistent with the mission, goals, and initiatives of the university; and centrally maintained.

DEFINITIONS
Policy
Policies are the approved written rules, regulations, and courses of action that guide decision making and determine behavior relevant to the university community and that are necessary for accomplishing the mission, goals, and initiatives of the university.

Practice
Practices are the specific processes developed in support of most policy-related procedures. Although practices are not part of the formal university policy, they provide step-by-step instructions for completing the procedures and are made available to all staff responsible for implementing policy. Practices may include but are not limited to process flow diagrams, checklists, forms, and job aids.

Procedure
Procedures are the specific actions or series of actions acknowledged by the university to be the most effective way to accomplish the goals and objectives of the policy, and that generally describe the major roles and responsibilities required to complete these actions. The level of detail described in the procedures should be specific enough for the primary audience (e.g., learners, faculty, staff, stakeholders) to be able to clearly understand how to comply with the policy.
PROCEDURES

I. University Policy Origination
   Any Capella University faculty or staff member may propose a new policy and related
   procedures or request a revision to an existing policy or procedure. The policy review and
   development process reflects a staged-gate model where specific criteria exist at each stage
to determine the continuation path of a proposed new/revised policy.

II. University Policy Proposal Review and Approval Process
A. Request
   1. A Capella staff or faculty member completes and submits a policy request or
      revision form, or contacts the University Policy Team with a policy request.
   2. The University Policy Team and the requester consult with the policy owner(s), if
      the owner is different than the requester.
   3. The University Policy Team triages the request with the provost.
B. Development
   The University Policy Team, policy owner(s), requester, and identified stakeholders
   develop a formal proposal, including a draft of the new or revised policy.
C. Initial Review
   1. The proposal is reviewed for feedback and initial approval by the University Policy
      Council (UPC), and, if designated, by the Capella University Board of Directors.
      Regulatory and Finance departments are included in these reviews. The Policy
      Impact and Implementation Team (PIIT) also reviews the proposal and provides
      feedback.
   2. Changes to the initial proposal may be made based on feedback from each of these
      groups.
   3. Meeting minutes for all UPC meetings will be recorded and retained.
D. Vetting and Approval
   1. The proposal is reviewed with any revisions and approved for vetting by the UPC.
   2. Upon approval by the UPC, the proposal is vetted by Capella University staff and
      faculty.
   3. If substantial changes to the proposal are made due to feedback received during the
      vetting process, an additional approval from the UPC will be required.
   4. The proposal is reviewed by Capella University school deans.
   5. The proposal is reviewed by Academic Publications.
   6. The proposal is reviewed for final approval by the provost and, if designated, by the
      Capella University Board of Directors.
E. Implementation
   The University Policy Team works with stakeholders to implement and communicate
   policy changes as necessary.

III. University Policy Compliance
A. The University Policy Team manages the policy compliance program under the
   direction of the provost.
B. The policy compliance program monitors the following:
   1. The university policy portfolio
   2. Each university policy
3. The university policy review and approval process

IV. Publication and Dissemination of University Policies
All university policies are published online and are accessible within Capella and to external audiences. Select policies are also published in Capella’s *University Catalog*.

V. University Policy Numbering System
The university policy numbering system is managed by the University Policy Team and consists of the following:
A. General Policy Classification
   The first digit(s) in the sequence—a one- or two-digit number—followed by a period.
B. General Policy Sub-Classification
   A two-digit number immediately following the first period, followed by a second period.
C. Individual Policy Classification
   A two-digit number immediately following the second period.

POLICY OWNERS
Academic Owner: University Policy Team
Operations Owner: University Policy Team

RELATED DOCUMENTS
Framework Governing University Policy
University Policy Council (UPC) Charter
Policy Impact and Implementation Team (PIIT) Charter
New Policy Request Form
Revised Policy Request Form

REVISION HISTORY
Original Policy Approval Date: September 25, 1999
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