

## **University Policy 1.01.05**

## **Policy Exceptions**

**Policy Revision Approval Date: November 11, 2009**

**Policy Revision Effective Date: January 1, 2010**

**Procedure Approval Date: November 11, 2009**

**Procedure Effective Date: January 1, 2010**

### **POLICY STATEMENT**

Capella University expects its academic administrators, faculty, staff, and learners to adhere to all university policies and academic requirements. Occasionally, exceptions to a university policy may be granted based on criteria established in each policy and related procedures or as determined by the chief academic officer/university president and described in this policy and related procedures.

### **RATIONALE**

Capella University expects adherence to university policies and requirements. However, the university anticipates that issues and circumstances may occasionally arise that warrant an exception to a university policy.

### **DEFINITIONS**

#### Dean's Designee

A dean's designee is an individual designated by the dean to act on his or her behalf. The designee must be in a leadership position equivalent to or above a faculty chair (e.g., associate or assistant dean).

#### Exceptions

Exceptions to a policy, procedure, or requirement are requests to be exempted from compliance with a policy, procedure, or requirement. Exceptions may include appeals, extensions, and variations.

#### Policy

The term "policy" as it is used in this definition includes procedures and practices, including the policy statement.

### **PROCEDURES**

#### **I. Overview**

- A. If a policy does not address exceptions or appeals, there is an assumption of compliance with the policy as written.
- B. Policies and/or procedures from which the university will not make exceptions are identified in the policies themselves.
- C. Policy exceptions are typically granted only when the policies contain specific procedures describing the exception, including the decision-making process.

D. Policy exceptions may be requested based on the procedures described in section II.

## II. Policy Exceptions

A. Policy exceptions are typically contained in the policy and/or procedure language. Directions for applying for exceptions are contained in the applicable policy and/or procedure. Learners may contact Academic Advising for assistance in requesting an exception.

### B. Exception Criteria

1. Policy exceptions must be documented and based on academically sound and/or policy-related rationale as described in policy parameters.
2. Policy exceptions must be consistent with the intent of the policy.

### C. Review/Resolution

1. The dean or dean's designee is responsible for making policy exception decisions unless noted in policy and/or procedure.
2. Policy exceptions are approved on a case-by-case basis.
3. The Learner Services and Operations department is responsible for validating that policy exceptions meet university and regulatory requirements, and that the rationale is academically sound and within the realm of the applicable policy.
4. Communication of the policy exception decision to the learner occurs after validation/verification.

### D. Policy Impact

Policy exceptions should not set precedent for policy and/or procedure changes. However, if exception patterns reflect the need for a permanent change or shift in the intent of the policy, the University Policy Council (UPC) will evaluate the policy and make recommendations for revision of the policy, should the evaluation prove necessary.

## **POLICY OWNERS**

Academic Owner: University Policy Team

Operations Owner: Learner Affairs

## **RELATED DOCUMENTS**

University policy 1.01.04 University Policy Development and Compliance

## **REVISION HISTORY**

Original Policy Approval Date: July 27, 2002

Revision Dates: 11-11-09

Administrative edits as result of ongoing review: 3-10-08; 2-19-10; 8-4-11; 4-17-12; 10-23-13; 2-10-14

Formerly university policy 01.41 Process for Approving Deviations from a University Policy