

University Policy 2.01.01**Admission**

Revised Policy Approval Date: May 15, 2023
Revised Policy Effective Date: July 1, 2023
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POLICY STATEMENT

Capella University was founded with a commitment to extend access to high-quality higher education and is dedicated to the success of its students. As a part of the admission process, the university seeks to assess an applicant's potential to succeed in its online environment. Applicants must meet the program-specific admission requirements outlined in the accompanying table to be offered admission to Capella University. All applicants are also expected to read, speak, and write fluently in English. Although particular emphasis is placed on the applicant's academic history, non-academic factors may also be considered when evaluating an application for admission. Therefore, additional information and/or application materials may be requested and considered on an individual basis. Exceptions to admission requirements may be granted by the school dean or designee.

Students are responsible for fulfilling the program requirements specified in the catalog in effect at the time they are enrolled.

Students seeking to take an individual course at Capella may be admitted to the university as non-degree-seeking students. Some courses may not be available to non-degree-seeking students. Non-degree-seeking students registered for a Capella course are subject to all applicable university rules and policies.

University Minimum Admission Requirements for Programs and Courses in GuidedPath

Capella Academic Offering	Minimum Level of Education Completed; Postsecondary Education from an Institution Accredited by an Agency Currently Recognized by the U.S. Department of Education or from an Internationally Recognized Institution	Minimum Degree-Conferred Grade Point Average (on a 4.0 scale)	Programs with Additional Requirements
Non-Degree	Bachelor's-level course: high school diploma or equivalent Master's-level course: bachelor's degree Doctoral-level course: master's degree	None	Counselor Education courses*
BS BSW	High school diploma or equivalent	None	All undergraduate degree programs*

			All Accelerated Master's Pathway options*
RN-to-BSN	High school diploma or equivalent, and A diploma or associate's degree in nursing	None 2.0	School of Nursing and Health Sciences' RN-to-BSN degree program*
Graduate Certificate	Bachelor's degree	2.3	School of Nursing and Health Sciences' Care Coordination, Nursing Informatics, and Nursing Leadership graduate certificates* School of Social and Behavioral Sciences' Play Therapy graduate certificate*
MS MBA MHA MSW	Bachelor's degree	2.3	School of Social and Behavioral Sciences' MS in Clinical Mental Health Counseling, MS in Marriage and Family Therapy, MS in School Counseling, and MS in School Psychology degree programs and MS Clinical Counseling specialization* School of Social and Behavioral Sciences' MS Leadership in Educational Administration specialization* School of Social and Behavioral Sciences' MS Early Childhood Education and Reading and Literacy specializations*
MPH	Bachelor's degree	2.5	
MSW— Advanced Standing	Bachelor's degree	3.0	School of Nursing and Health Sciences' MSW—Advanced Standing degree program*
MSN	Bachelor's degree	2.8	School of Nursing and Health Sciences' MSN degree program*
RN-to-MSN	135 Undergraduate credits	2.8	School of Nursing and Health Sciences' RN-to-MSN degree program*
Post-Master's Certificate	Master's degree	3.0	School of Nursing and Health Sciences' Adult-Gerontology Primary Care Nurse Practitioner and Family Nurse Practitioner post-master's certificates*

EdS	Master's degree	3.0	School of Social and Behavioral Sciences' EdS in School Psychology*
PhD DBA DIT EdD DHA DNP DrPH DSW PsyD	Master's degree (related master's degree preferred)	3.0	School of Nursing and Health Sciences' DNP degree program School of Nursing and Health Sciences' DrPH degree program* School of Nursing and Health Sciences' DSW degree program* School of Social and Behavioral Sciences' PhD in Behavior Analysis degree program* School of Social and Behavioral Sciences' PsyD in Clinical Psychology and PsyD in School Psychology degree programs*

* Select degree programs have higher GPA and/or additional admission requirements. Refer to procedures section VII of this policy and Capella's *University Catalog* for more information.

University Minimum Admission Requirements for Programs in FlexPath

Capella Academic Offering	Minimum Level of Education Completed; Postsecondary Education from an Institution Accredited by an Agency Currently Recognized by the U.S. Department of Education or from an Internationally Recognized Institution	Recommended Grade Point Average* (on a 4.0 scale)	Programs with Additional Requirements
BS, FlexPath option	High school diploma or equivalent, and at least 45 applied transfer college credits OR	2.8	
	High school diploma or equivalent, and at least 100 applied transfer college credits†	Not Applicable	
BSN, FlexPath option	High school diploma or equivalent, at least 45 applied transfer college credits, and a diploma or associate's degree in nursing OR	2.8	School of Nursing and Health Sciences' FlexPath option in the RN-to-BSN degree program*

	High school diploma or equivalent, at least 100 applied transfer college credits, and a diploma or associate's degree in nursing†	Not applicable	
MS, FlexPath option; MBA, FlexPath option; MHA, FlexPath option MSN, FlexPath option	Bachelor's degree	2.8	School of Business, Technology, and Health Care Administration's FlexPath options in the MBA degree program* School of Nursing and Health Sciences' FlexPath options in the MSN degree program*
DBA, FlexPath option DNP, FlexPath option EdD, FlexPath option	Master's degree (related master's degree preferred)	3.0	School of Nursing and Health Sciences' FlexPath option in the DNP degree program*

Admission to programs in the FlexPath format is evaluated using a holistic review of an applicant's academic history as well as any applicable industry credentials. Lower GPA may be considered with additional documentation.

* Select degree programs have higher GPA and/or additional admission requirements. Refer to procedures section VIII of this policy and Capella's *University Catalog* for more information.

† No more than 50 applied quarter credits of American Council of Education recommended credits may be considered for admission requirements.

International and English as a Second Language Applicants

International applicants must have attended an internationally recognized institution. All applicants are expected to understand, read, speak, and write fluently in English.

Equal Opportunity and Nondiscrimination

Capella University prohibits discriminatory practices and pledges to seek out and minimize all forms of discrimination in all of its activities and programs. The university supports federal and state legislation prohibiting discrimination against any person based on race, color, creed, religion, sex, national origin, age, marital status, disability, sexual orientation, or status with regard to public assistance. Further, it is the university's policy to assure equal opportunity to all persons with disabilities, disabled veterans, and veterans of the Vietnam era. The university complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil

Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008.

RATIONALE

The purpose of this policy is to ensure that Capella University upholds quality standards for admission while extending access to high-quality higher education.

DEFINITIONS

Program Start Date

Program start date reflects the official start date of a student's academic program and is assigned when a student first registers for at least one course that is part of a degree or certificate program if they remain registered through course census date (12th calendar day of a course).

PROCEDURES

I. Application Materials for All Applicants

- A. Applicants must complete the admission application and submit all required program-specific documentation as detailed in the Admission Components table.
- B. Any application materials or statements submitted to Capella University may be subject to verification.
- C. Any application materials submitted become the property of Capella University. Original materials will not be forwarded to other institutions or agencies nor will they be returned to the applicant or student, regardless of the submitting party. Copies may be issued to student upon request.
- D. Truth in Information
If unexplained discrepancies appear between statements or documents provided to Capella University as a part of admission materials and information otherwise obtained, applicants may be rejected for admission, admission may be revoked, or students may be dismissed.

II. All International and Second-Language Applicants

- A. Transcript Evaluation
 - 1. Applicants must have any international college or university transcripts evaluated and reviewed for eligibility for admission.
 - 2. Applicants may elect to have their transcripts evaluated by an approved organization and sent to Capella or may choose to have Capella arrange a third-party evaluation for an additional, nonrefundable fee. Capella-facilitated evaluations are for the sole purpose of Capella admission review and may not be accepted by other academic institutions.
 - 3. Transcript evaluation is not a guarantee of admission.
- B. English Proficiency
 - 1. Applicants whose language of instruction is not English are required to take one of the following English proficiency tests and achieve the listed minimum score.

- a. Duolingo English Test with a minimum acceptable overall score of 105, including a minimum acceptable score of 105 in both the Literacy and Production subcomponents.
 - b. Test of English as a Foreign Language (TOEFL) with a minimum acceptable overall score of 79 for the iBT test, or a minimum overall score of 8 for the TOEFL Essentials.
 - c. International English Language Testing System (IELTS) with a minimum acceptable score of 6.5.
 - d. Michigan English Test (MET) with a minimum acceptable overall score of 53.
2. Applicants who have earned a postsecondary degree from a U.S.-accredited university are not required to take an English proficiency test.
- C. Student Visas
Capella is an online university and does not issue I-20 forms (U.S. Department of Homeland Security Certificates of Eligibility for student visas). Capella cannot fulfill requests for student visas. Obtaining any necessary immigration authorizations for residencies, site-based learning, and any other non-online university events and activities is the sole responsibility of the student.
- D. Capella University complies with US Federal Office of Foreign Assets Control (OFAC) sanctions. International sanctions regarding the import of services may affect admission decisions for applicants in some countries.

III. Evaluation Process for All Applicants

The submitted information, in addition to any previous academic work at Capella, is reviewed by Admissions in accordance with admission requirements for the requested program. Clinical programs may also require faculty interviews of applicants. The review of all application material results in one of the following recommendations:

- A. Applicant meets all admission requirements and is offered admission.
- B. Applicants who do not fully satisfy admission requirements may be considered as exceptions and may be asked to submit a resume, extended goal statement, and/or other relevant documents in addition to initial application materials. These applications are reviewed by the school for an admission decision. The decision is referred to Admissions for processing.
- C. Conditional admission may be available to applicants for select programs.
 1. Under conditional admission status, applicants who have not yet submitted all official transcripts and/or other required documentation may be granted permission to matriculate into their program while continuing the application process.
 2. Students granted conditional admission have until the end of the first full quarter following their program start date to submit all official transcripts and/or required documentation. Upon acceptance of their admission offer, students under conditional admission status will be permitted to register for second quarter courses at the next quarter start.
 3. Upon submission of all required materials, the application will be reviewed according to the evaluation process.
 4. Students under conditional admission status are ineligible to have financial aid disbursed until they have been fully admitted. Students are encouraged to contact a financing coach for more information.

5. Students who fail to complete the application, submit all official transcripts and/or other required documentation, or meet admission requirements will be administratively withdrawn from the university.
- D. The applicant does not meet admission requirements. Admission is denied.
 1. Conditionally admitted students who are denied full admission are allowed to complete any coursework in progress at the time of the denial and will remain registered in their current course(s) unless they initiate a course drop or withdrawal pursuant to university policy 2.02.02 *Course Registration*.
 2. Students are financially responsible for any tuition and fees related to their course(s) in accordance with university policy 4.03.02 *Tuition and Fee Refunds*.

IV. Site-Based Learning (Field Experiences/Practice Immersions, Internships, or Practica)

To ensure availability, appropriate supervision, and an equivalent experience in site-based learning, all individuals admitted to the School of Nursing and Health Sciences and the School of Social and Behavioral Sciences with any required, elective, or optional site-based learning must be eligible to work within the United States, Guam, Puerto Rico, or the U.S. Virgin Islands at the time of the experience, and must agree that this experience will be completed within the United States, Guam, Puerto Rico, or the U.S. Virgin Islands.

Note: Capella University is not able to offer visas or other types of work permits; therefore, obtaining any necessary authorization is the sole responsibility of the student. All individuals admitted to the School of Nursing and Health Sciences and the School of Social and Behavioral Sciences specializations that include site-based learning (field experiences/practice immersions, internships, or practica) must be eligible to work within the United States, Guam, Puerto Rico, or the U.S. Virgin Islands at the time of the experience and must agree that this experience will be completed within the United States, Guam, Puerto Rico, or the U.S. Virgin Islands.

V. Returning Students

- A. Students who have been separated from the university through discontinuation or administrative withdrawal may be required to reapply for admission.
- B. Reapplication for admission is subject to review by the school dean or designee. The decision of the school dean or designee is final and not subject to appeal.
- C. Students who do not register for courses for four consecutive quarters will be administratively withdrawn from the university and must reapply for admission. Admitted students must meet the program-specific admission requirements effective in the catalog current at the time of admission.
- D. Alumni applicants seeking admission to a degree program at the same level as a conferred Capella degree will be ineligible for admission when that program is identical, equivalent, or has substantive course overlap to the individual's previously-earned degree, as defined by the Registrar's Office.
- E. Doctoral alumni are ineligible for admission to a second Capella doctoral degree.

VI. Additional Admission Requirements for All Applicants

- A. Applicants to all undergraduate degree programs must be at least 24 years old.

1. This age requirement may be waived for military applicants, veterans, and applicants with 24 or more quarter credits of applied transfer coursework.
 2. Applied transfer college coursework and/or credentials that map to preapproved credit for prior learning opportunities may be considered toward the total described above.
- B. Undergraduate applicants must have graduated from a state-recognized public or private high school or home school, or obtained a General Education Diploma (GED, high school equivalent) from a recognized education provider.

VII. Additional Admission Requirements for Programs in the GuidedPath Format

The following degree programs and specializations have additional admission requirements related to accreditation, licensing, or other determining factors:

A. Non-Degree Admission

Non-degree-seeking students planning to take a graduate-level counseling course are required to submit a degree-conferred transcript for a bachelor's degree as well as transcripts from all previous institutions at which graduate work was completed (minimum degree-conferred GPA of 2.7 for undergraduate work and 3.0 cumulative GPA for graduate work). A rationale statement may also be required.

B. All Undergraduate Degree Programs

1. Applicants who do not have at least 4.5 credits eligible for college/university transfer must successfully complete a university-approved assessment.
2. Applicants to Accelerated Master's Pathway options must have a cumulative 2.8 GPA on all previous college coursework, and no fewer than 24 applied transfer quarter credits.

C. School of Nursing and Health Sciences

1. As part of the admissions process, any nursing applicant whose record indicates any part or current disciplinary action from a licensure board may be required to submit additional documentation, including from the state board of nursing.
2. Applicants to the RN-to-BSN degree program must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to practice in the United States.
3. Applicants to the Care Coordination, Nursing Informatics, and Nursing Leadership graduate certificates must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to practice in the United States, and a bachelor's degree in nursing with a minimum 2.8 degree-conferred GPA from an institution accredited by an agency currently recognized by the U.S. Department of Education or from an internationally recognized institution.
4. Applicants to the MSN Care Coordination, Nursing Education, Nursing Informatics, and Nursing Leadership and Administration specializations must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to practice in the United States, and a bachelor's degree in nursing from an institution accredited by an agency currently recognized by the U.S. Department of Education or from an internationally recognized institution.
5. Applicants to the MSN Adult-Gerontology Primary Care Nurse Practitioner and Family Nurse Practitioner specializations must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to practice in the United States, a bachelor's degree in nursing with a minimum 3.0 degree-conferred GPA

from an institution accredited by an agency currently recognized by the U.S. Department of Education or from an internationally recognized institution, and at least one year of Registered Nurse (RN) experience within the past two years at the time of verification submission.

6. Applicants to the RN-to-MSN Bridge Care Coordination, Nursing Education, Nursing Informatics, and Nursing Leadership and Administration specializations must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to practice in the United States, and a minimum of 135 completed undergraduate credits with a cumulative GPA of 2.8.
 7. Applicants to the Post-Master's Certificates in Adult-Gerontology Primary Care Nurse Practitioner and Family Nurse Practitioner must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to practice in the United States, a master's degree in nursing with a minimum 3.0 degree-conferred GPA from an institution accredited by an agency currently recognized by the U.S. Department of Education or from an internationally recognized institution, and at least one year of nursing experience within the past two years at the time of verification submission. Applicants who are board-certified Nurse Practitioners will also be required to submit their Board Verification and must have a current, independently verifiable, and unrestricted APRN license to practice in the United States, and at least one year of advanced nursing experience within the past two years at the time of verification submission.
 8. Applicants to the DNP degree program must have a current, independently verifiable and unrestricted RN license (or its equivalent) to practice in the United States, one year of licensed RN work experience or currently be employed as an RN, and a master's degree in nursing.
 9. Applicants to the DrPH degree program must have a related graduate degree or any graduate degree and a graduate certificate in public health.
 10. Applicants to the MSW—Advanced Standing degree program must have a bachelor's degree in social work from a Council of Social Work Education (CSWE)-accredited program in good standing and institutionally accredited institution, or an international program recognized by CSWE's International Social Work Degree Recognition and Evaluation Service at the time of degree conferral with a minimum 3.0 degree-conferred GPA.
 11. Applicants to the DSW degree program must have a master's degree in social work from an institution accredited by the CSWE.
- D. School of Social and Behavioral Sciences
1. Applicants to the MS in Clinical Mental Health Counseling, MS in Marriage and Family Therapy, and MS in School Psychology degree programs and the MS Clinical Counseling specialization are required to submit a degree-conferred transcript for a bachelor's degree as well as transcripts from all previous institutions at which graduate work was completed (minimum degree-conferred GPA of 2.7 for undergraduate work and 3.0 cumulative GPA for related graduate work). Applicants will also be assessed on professionalism and academic fit to the program as determined by the school.
 2. Applicants to the MS in School Counseling degree program are required to submit a degree-conferred transcript for a bachelor's degree as well as transcripts from all

previous institutions at which graduate work was completed (minimum degree-conferred GPA of 3.0 for undergraduate work and related graduate work. Applicants will also be assessed on professionalism and academic fit to the program as determined by the school.

3. Applicants to the EdS in School Psychology degree program must have an MS in School Psychology from Capella University. Applicants will also be assessed on professionalism and academic fit to the program as determined by the school.
4. Applicants to the Play Therapy graduate certificate are required to have a minimum 3.0 degree-conferred GPA from a master's degree-granting institution and a master's degree in counseling or psychology. Active students currently enrolled in a Capella University master's counseling, marriage and family therapy, or psychology degree program may be admitted to the Play Therapy graduate certificate upon the successful completion of specific, predetermined courses within their degree program and/or specialization provided they have a minimum 3.0 cumulative GPA at the time of application.
5. Applicants to the PhD in Behavior Analysis degree program must hold a current BCBA certification.
6. Applicants to the PsyD in Clinical Psychology degree program must have a master's degree in psychology or a related field with a minimum 3.0 degree-conferred GPA or a master's degree in another field and a bachelor's degree in psychology, each with a degree-conferred GPA of 3.0. Applicants will also be assessed on professionalism and academic fit to the program as determined by the school.
7. Applicants to the PsyD in School Psychology degree program must have a master's degree with a minimum 3.0 degree-conferred GPA. Applicants will also be assessed on professionalism and academic fit to the program as determined by the school.
8. Applicants to the MS Leadership in Educational Administration specialization must have three years of licensed teaching experience. Applicants to the Georgia Professional Standards Commission performance-based building-level leadership program must hold a master's degree in educational leadership or other approved field, meet pre-service educational leadership requirements, serve in a leadership role or position in a partner district, and meet any other specific admission requirements outlined in a district partnership agreement.
9. Applicants to the MS Early Childhood Education and Reading and Literacy specializations must have a current initial teaching license issued with no stipulations and have completed general education coursework equivalent to Capella's undergraduate general education requirements.

VIII. Additional Requirements for Programs in the FlexPath Format

- A. Applicants who have completed a degree in the FlexPath format may not begin a subsequent academic degree program any sooner than the start of the next academic quarter. See also university policy *2.02.07 Changing Academic Program*.
- B. Applicants to FlexPath options in the bachelor's degree programs will be evaluated for admission with a holistic review. Applicants with a GPA of less than 2.8 may be required to submit additional documents for review.
- C. Applicants to the FlexPath option in the RN-to-BSN degree program must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to

practice in the United States. Applicants will be evaluated for admission with a holistic review. Applicants with fewer than 100 applied transfer college credits or a degree-conferred GPA of less than 2.8 may be required to submit additional documents for review.

- D. Applicants to FlexPath options in the MBA degree program will be evaluated for admission with a holistic review. Applicants must have a bachelor's degree in a business-related field, or a bachelor's degree in a non-business-related field in addition to relevant business experience. Applicants with a GPA of less than 2.8 may be required to submit additional documents for review.
- E. Applicants to the FlexPath options in the MSN degree program will be evaluated with a holistic review. Applicants must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to practice in the United States, and a bachelor's degree in nursing from an institution accredited by an agency currently recognized by the U.S. Department of Education or from an internationally recognized institution.
- F. Applicants to the FlexPath option in the DNP degree program must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to practice in the United States, one year of licensed RN work experience or currently be employed as an RN, and a master's degree in nursing.

POLICY OWNERS

Academic Owner: Registrar

Operations Owner: Admissions & Records Operations

RELATED DOCUMENTS

University policy 2.01.02 Maximum Time to Degree Completion

University policy 2.02.02 Course Registration

University policy 2.02.07 Changing Academic Program

University policy 2.02.10 Separation from the University

University policy 3.01.04 Academic Standing

University policy 3.04.04 Application of Capella Credits

University policy 4.01.01 FERPA and Student Directory Information

REVISION HISTORY

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Administrative edits as result of ongoing review: 10-1-08; 1-16-09; 5-27-09; 7-29-09; 11-19-09; 1-13-10; 2-18-10; 4-20-10; 5-13-10; 7-26-10; 8-11-10; 10-26-10; 1-25-11; 5-17-11; 7-28-11; 8-9-11; 10-25-11; 1-9-12; 2-16-12; 7-1-12; 10-18-12; 11-6-12; 7-7-14; 1-29-15; 4-15-15; 7-10-15; 7-30-15; 11-17-15; 1-4-16; 1-22-16; 2-15-16; 3-7-16; 5-4-16; 10-1-16; 10-27-16; 12-14-16; 4-

26-17; 7-26-17; 8-16-17; 10-25-17; 1-24-18; 4-1-18; 4-25-18; 6-12-18; 1-1-19; 1-24-19; 7-1-19;
10-1-19; 1-7-20; 1-29-20; 4-29-20; 5-20-20; 6-30-20; 3-26-21; 4-28-21; 7-28-21; 9-15-21; 10-
14-21; 11-4-21; 1-11-22; 1-25-23; 4-11-23; 8-29-23; 10-25-23; 10-31-23; 4-24-24; 5-21-24; 8-
14-24; 4-1-25; 4-23-25; 7-1-25