

University Policy 2.01.01**Admission****Policy Approval Date: May 8, 2015****Policy Effective Date: July 1, 2015****Procedure Approval Date: October 18, 2017****Procedure Effective Date: November 1, 2017****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 learners. 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. 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. There are no exceptions to admission requirements for the Doctor of Psychology program.

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

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

University Minimum Admission Requirements for Credit-Based (GuidedPath) Programs and Courses

Capella Academic Offering	Minimum Level of Education Completed; Postsecondary Education from an Institution Accredited by a U.S. Department of Education-Recognized Accrediting Agency or 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*

Undergraduate Certificate	High School diploma or equivalent	None	School of Business and Technology's Accounting, Network Technology: Cisco, and Network Technology: Microsoft undergraduate certificates*
BS	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, Diabetes Nursing, Nursing Informatics, and Nursing Leadership graduate certificates* Harold Abel School of Psychology's Applied Behavior Analysis and Play Therapy graduate certificates*
MS MBA MEd MHA MPA	Bachelor's degree	2.3	School of Business and Technology's MBA Accounting CPA Pathway* School of Education's MS Leadership in Educational Administration specialization* School of Education's MS Early Childhood Education and Reading and Literacy Specializations* School of Counseling and Human Services' MS in Addiction Studies, MS in Marriage and Family Counseling/Therapy, MS in Mental Health Counseling, and MS in School Counseling degree programs*
MPH	Bachelor's degree	2.5	
MSW	Bachelor's degree	2.7	School of Public Service Leadership's MSW and MSW—Advanced Standing degree program*
MSN	Bachelor's degree	3.0	School of Nursing and Health Sciences' MSN degree program*
RN-to-MSN	135 undergraduate credits	3.0	School of Nursing and Health Sciences' RN-to-MSN degree program*
Post-Master's Certificate	Master's degree	3.0	Harold Abel School of Psychology's Specialist Certificate in School Psychology* School of Nursing and Health Sciences' Post-Master's Certificate in

			Nursing Education and Post-Master's Certificate in Epidemiology *
EdS	Master's degree	3.0	School of Education's EdS Leadership in Educational Administration specialization*
PhD DBA DIT EdD DHA DNP DrPH DEM DPA DSW DHS	Master's degree (related master's degree preferred)	3.0	School of Education's PhD Leadership in Educational Administration, Nursing Education, and Special Education Leadership specializations* School of Nursing and Health Sciences' DNP degree program and DNP Preparatory Program* School of Nursing and Health Sciences' DrPH degree program* School of Public Service Leadership's DSW degree program* School of Counseling and Human Services' PhD in Counselor Education and Supervision degree program* Harold Abel School of Psychology's PhD in Behavior Analysis specialization*
BSN-to-DNP	Bachelor's degree in nursing	3.0	School of Nursing and Health Sciences' BSN-to-DNP degree program*
PsyD	Bachelor's degree	3.0	Harold Abel School of Psychology's PsyD Clinical Psychology degree program and PsyD in School Psychology degree program*

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

FlexPath Admission Requirements

Capella Academic Offering	Minimum Level of Education Completed; Postsecondary Education from an Institution Accredited by a U.S. Department of Education-Recognized Accrediting Agency or 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 45 applied transfer college credits	3.0	School of Business and Technology's FlexPath options in the BS in Business and BS in Information Technology degree

			programs* Harold Abel School of Psychology's BS in Psychology degree program*
BSN, FlexPath option	High school diploma or equivalent, 45 applied transfer college credits, and a diploma or associate's degree in nursing	3.0	School of Nursing and Health Sciences' FlexPath option in the RN-to-BSN degree program*
Graduate Certificate, FlexPath option	Bachelor's degree	2.5	School of Business and Technology's FlexPath options in the Business Intelligence, Business Management, Entrepreneurship, and Management Consulting graduate certificates*
MS, FlexPath option; MBA, FlexPath option; MHA, FlexPath option MEd, FlexPath option; MSN, FlexPath option;	Bachelor's degree	3.0	School of Business and Technology's FlexPath options in the MBA degree program* School of Nursing and Health Sciences' FlexPath option in the MSN degree program*

FlexPath program admission is evaluated using a holistic review of an applicant's academic history. Lower GPA may be considered with additional documentation.

* 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.

International 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 learner's academic program and is assigned when a learner first registers for at least one course that is part of a degree or certificate program if he or she remains 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. 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 learners may be dismissed.

II. All International 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. Test of English as a Foreign Language (TOEFL) with a minimum acceptable score of 550 for the paper-based test or 79 for those completing the Internet-based examination.
 - b. Michigan English Language Assessment Battery (MELAB) with a minimum acceptable score of 77.
 - c. International English Language Testing System (IELTS) with a minimum acceptable score of 6.5.
 - d. Pearson Test of English (PTE) with a minimum acceptable score of 59.
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, supervised fieldwork, and any other non-online university events and activities is the sole responsibility of the learner.

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. Learners 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, learners 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. Learners under conditional admission status are ineligible to have financial aid disbursed until they have been fully admitted. Learners are encouraged to contact a financial aid counselor for more information.
 - 5. Learners 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 learners 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. Learners 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. Field Experiences/Practice Immersions, Internships, or Practica

To ensure availability, appropriate supervision, and an equivalent experience in field experiences/practice immersions, internships, or practica, all individuals admitted to School of

Nursing and Health Sciences, School of Public Service Leadership, School of Counseling and Human Services, and Harold Abel School of Psychology programs with any required, elective, or optional field experiences must be eligible to work within the United States, Canada, Guam, Puerto Rico, or the U.S. Virgin Islands at the time of the internship or practicum, and must agree that this experience will be completed within the United States, Canada, 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 learner. All individuals admitted to specializations that include field experiences/practice immersions, internships, or practica must be eligible to work within the United States, Canada, Guam, Puerto Rico, or the U.S. Virgin Islands at the time of the internship or practicum and must agree that this experience will be completed within the United States, Canada, Guam, Puerto Rico, or the U.S. Virgin Islands.

V. Returning Learners

- A. Learners 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. Learners who do not register for courses for four consecutive quarters will be administratively withdrawn from the university and must reapply for admission. Admitted learners 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.

VI. Additional Admission Requirements for Credit-Based (GuidedPath) Programs

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 learners 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 to all undergraduate degree and certificate programs must be at least 24 years old.
 - a. This age requirement may be waived for military applicants, veterans, and applicants with 24 or more applied transfer quarter credits of prior college/university coursework.

- b. Applied transfer college coursework and/or credentials that map to preapproved prior learning assessment opportunities may be considered toward the 24-credit minimum equivalency total.
 - 2. Applicants who do not have any credits eligible for college/university transfer must successfully complete a university-approved examination.
 - 3. Applicants to Accelerated Master's Pathway options must have a cumulative 3.0 GPA on all previous college coursework, and no fewer than 24 applied transfer quarter credits. Applicants who do not meet the minimum cumulative GPA must successfully complete a university-approved examination.
- C. School of Business and Technology
 - 1. Applicants to the MBA Accounting CPA Pathway specialization must have a bachelor's degree in Accounting or must have completed Capella University's Undergraduate Certificate in Accounting in addition to a bachelor's degree.
- D. School of Education
 - 1. Applicants to the PhD, EdS, and MS Leadership in Educational Administration specializations must have three years of licensed teaching experience. Applicants to the Georgia Professional Standards Commission performance-based building-level leadership program and the PhD and EdS Leadership in Educational Administration specializations 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.
 - 2. Applicants to the MS Early Childhood Education and Reading and Literacy specializations must have completed general education coursework equivalent to Capella's undergraduate general education requirements.
 - 3. Applicants to the PhD Nursing Education specialization must have a current, unrestricted RN license (or its equivalent) to practice in the United States and a master's degree in nursing.
 - 4. Applicants to the PhD Special Education Leadership specialization must have three years of licensed teaching experience.
- E. School of Nursing and Health Sciences
 - 1. 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.
 - 2. Applicants to the RN-to-BSN degree program who do not have any credits eligible for college/university transfer must successfully complete a university-approved examination.
 - 3. Applicants to the Care Coordination, Diabetes Nursing, 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 3.0 degree-conferred GPA from an institution accredited by a U.S. Department of Education-recognized accrediting agency or an internationally recognized institution.
 - 4. Applicants to the MSN Care Coordination, Diabetes Nursing, 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 a U.S. Department of Education-recognized accrediting agency or an internationally recognized institution.

5. Applicants to the RN-to-MSN Bridge Care Coordination, Diabetes Nursing, 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 3.0.
 6. Applicants to the Post-Master's Certificate in Nursing Education must have a current, independently verifiable, and unrestricted RN license (or its equivalent) to practice in the United States, and a master's degree in nursing from an institution accredited by a U.S. Department of Education-recognized accrediting agency or an internationally recognized institution.
 7. Applicants to the post-master's certificate in epidemiology must have a related graduate degree or any graduate degree and a graduate certificate in public health.
 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 DNP Preparatory 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, a bachelor's degree in nursing, and a master's degree.
 10. Applicants to the BSN-to-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 bachelor's degree in nursing.
 11. Applicants to the DrPH degree program must have a related graduate degree or any graduate degree and a graduate certificate in public health.
- F. School of Public Service Leadership
1. Applicants to the MSW degree program must have a bachelor's degree from a regionally accredited institution or an internationally recognized institution with a minimum 2.7 degree-conferred GPA.
 2. 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 and regionally 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.
 3. Applicants to the DSW degree program must have a master's degree in social work from an institution accredited by the CSWE.
- G. School of Counseling and Human Services
1. Applicants to the MS in Addiction Studies 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 2.3 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 Marriage and Family Counseling/Therapy, MS in Mental Health Counseling, and MS in School Counseling degree programs 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.
3. Applicants to the PhD in Counselor Education and Supervision degree program are required to submit a degree-conferred transcript from a master's degree program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) or CACREP-curriculum equivalent as well as transcripts from all previous institutions at which graduate work was completed (minimum degree-conferred GPA of 3.25 and a 3.25 cumulative GPA for related graduate work). Applicants will also be assessed on professionalism and academic fit to the program as determined by the school.

H. Harold Abel School of Psychology

1. Applicants to the Applied Behavior Analysis graduate certificate must have a bachelor's degree in psychology, counseling, social work, education, medicine, engineering, occupational or speech therapy, or a related field.
2. 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 learners currently enrolled in a Capella University master's counseling 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.
3. Applicants to the Specialist Certificate in School Psychology must have a master's degree with a specialization in School Psychology from Capella University.
4. Applicants to the PhD in Psychology, Behavior Analysis specialization must have completed their previous degree with the BCBA-approved course sequence or hold a current BCBA certification.
5. Applicants to the PsyD Clinical Psychology (bachelor's entry) specialization must have a bachelor's degree in psychology or a related field 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.
6. Applicants to the PsyD Clinical Psychology (master's entry) specialization must have a master's degree in psychology or a related field 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.
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.

VII. Additional Requirements for FlexPath Programs

- A. Applicants to FlexPath options in the BS degree programs will be evaluated for admission with a holistic review. Applicants with a GPA of less than 3.0 will be required to submit additional documents for review.
- B. 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 a GPA of less than 3.0 will be required to submit additional documents for review.
- C. Applicants to FlexPath options in the graduate certificates in Business Intelligence, Business Management, Entrepreneurship, and Management Consulting 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.
- 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 3.0 will be required to submit additional documents for review.
- E. Applicants to FlexPath options in the MS in Information Systems and Technology Management degree program will be evaluated with a holistic review. Applicants must have a bachelor's degree in information technology, information systems, or a similar technology degree; or eight years of relevant experience in a technology management field.
- F. 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 a U.S. Department of Education-recognized accrediting agency or an internationally recognized institution.

POLICY OWNERS

Academic Owner: Registrar

Operations Owner: Learner Services and Operations

RELATED DOCUMENTS

University policy 2.01.02 Maximum Time to Degree Completion

University policy 2.02.02 Course Registration

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 Learner Directory Information

REVISION HISTORY

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