

University Policy 2.01.02**Maximum Time to Degree Completion****Policy Revision Approval Date: March 27, 2007****Policy Revision Effective Date: July 1, 2007****Procedure Approval Date: August 11, 2016****Procedure Effective Date: September 1, 2016****POLICY STATEMENT**

Capella University requires learners to complete all degree or certificate program requirements within specific time limits in order to be eligible to graduate. Learners who do not complete their degree or certificate program within required time limits, which are based on their degree or certificate level, will be administratively withdrawn from the university. These time limits are the outside dates for completion and do not supersede the obligation to maintain satisfactory academic progress throughout the learner's program of study. Time limits for degree and certificate programs are outlined in this policy.

Time limits for Capella University degree and certificate programs are as follows:

Degrees and Certificates	Maximum Time to Completion
Bachelor's Degree	8 years
Master's Degree*	4 years
Education Specialist Degree	4 years
Doctoral Degree**	7 years
Certificate***	3 years

* Learners enrolled in the Master of Science in Education with a specialization in Special Education Teaching, Master of Science in Marriage and Family Counseling/Therapy, Master of Science in Mental Health Counseling, Master of Science in School Counseling, Master of Science in Psychology with a specialization in Clinical Counseling, or Master of Science in Nursing have a maximum of six years to complete their degree program.

* Learners enrolled in the Master of Science in Information Systems and Technology Management or Master of Public Health have a maximum of five years to complete their degree program.

** Learners enrolled in the PsyD degree program have a maximum of nine years to complete their degree program.

*** Learners enrolled in the Specialist Certificate in School Psychology have a maximum of four years to complete their certificate program.

RATIONALE

By limiting the length of time learners may take to complete their degree or certificate program, Capella University supports learner success, helping learners make reasonable and timely progress in their programs and ensuring that their completed degrees and certificates are representative of current course work.

DEFINITIONS

Certificate

A certificate is a non-degree credential at a specific level that is awarded upon successful completion of course work and learning experiences in an academic or professional field.

Dean's Designee

A dean's designee is an individual designated by the dean to act in 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).

Degree

A degree is the name of a specific academic degree that may include a broad academic subject.

Degree Extension Form (DEF)

A Degree Extension Form is a written communication between the learner and the school describing the conditions under which an extension may be granted.

Degree Program

A degree program is a specific set of course work and learning experiences in a field of study that, upon successful completion, results in the conferral of a degree or credential.

Maximum Time to Completion

Maximum time to completion is the time allotted for learners to complete their degree or certificate program. Maximum time to completion begins on the learner's program's initial census date and continues regardless of course activity, registration status, or change of specialization, minor, focus, emphasis, concentration, catalog, or delivery model until a degree is conferred.

PROCEDURES

I. Federal Financial Aid Impact

This is a university policy separate from financial aid policies. Therefore, the listed time limits may not align with financial aid eligibility requirements. For further information, contact a financial aid counselor or see the financial aid policies located on Campus.

- II. Failure to Meet Maximum Time to Completion
 - A. Learners will be notified via email one quarter prior to the last date of eligibility for maximum time to completion that they will be administratively withdrawn from the university unless they have a signed Degree Extension Form (DEF), granting them an exception that extends their maximum time to completion deadline.
 - B. Learners will be notified via email that they have been administratively withdrawn from the university effective as of the last date of their maximum time to completion.

- III. Maximum Time to Completion Extensions
 - A. Extension Criteria
 - 1. Extensions requested due to change of specialization or extenuating circumstances may be approved by the faculty chair and validated by the Learner Services and Operations department. Extensions are generally limited to between two and four quarters, unless the learner's circumstance warrants a longer period, as approved by the dean or dean's designee.
 - 2. Extenuating circumstance
 - a. A leave of absence may qualify as an extenuating circumstance.
 - b. Time spent during a military leave of absence does not count toward maximum time to completion.
 - B. Extension Application Process

Bachelor's, master's, specialist, doctoral, and certificate learners may apply for an extension by contacting Academic Advising to discuss their status.

 - 1. Learners consult with Academic Advising to identify their remaining degree or certificate program requirements, propose a new time frame for completion if necessary, and discuss any potential financial aid impact.
 - 2. Learners complete the Degree Extension Form (DEF) located on Campus that reflects the new completion date based on the proposed extension.
 - 3. Learners and their academic advisors sign the DEF and submit it to the dean's designee for review, along with appropriate academic rationale.
 - C. Extension Approvals
 - 1. The dean's designee reviews the proposed DEF and rationale and determines if they meet the criteria for approval.
 - 2. If the extension request is approved, the decision and rationale are filed in the learner's official academic record.
 - 3. If the extension request is not approved, the learner is notified that he or she will be administratively withdrawn from the university when the maximum time to completion deadline has expired.
 - 4. The decision of the dean's designee is final.
 - D. Failure to Meet DEF Terms

Learners who cannot complete their degree or certificate program within the time frame of their DEF will be administratively withdrawn from the university, with no option to appeal.

- IV. Change of Degree or Certificate Program and Maximum Time to Completion
 - E. Learners who change their degree or certificate program are assigned a new maximum time to completion.

- F. Learners who are changing their specialization, minor, focus, emphasis, concentration, catalog, or delivery model are not assigned a new maximum time to completion.
- V. Readmission and Maximum Time to Completion
- A. Readmission Eligibility
 - 1. Learners who have discontinued from the university or who have been administratively withdrawn after four consecutive quarters of inactivity may apply for readmission at any time.
 - 2. Administrative Withdrawal
 - a. Bachelor's- and master's-level learners who have been administratively withdrawn from the university as a result of not completing their degree or certificate program before the maximum time to completion deadline may reapply for admission to Capella University.
 - b. Doctoral-level learners who have been administratively withdrawn from the university as a result of not completing their degree program before the maximum time to completion deadline are not eligible for readmission to that program, or for admission to any doctoral program at Capella University.
 - B. Readmission and Maximum Time to Completion
Learners who are readmitted are assigned a new maximum time to completion and catalog.
- VI. Administrative Withdrawal Appeals Process for Doctoral Learners
- A. Learners must appeal an administrative withdrawal decision within seven calendar days of being sent notification of the decision.
 - B. Learners must complete and submit the Max Time Administrative Withdrawal Appeal Form.
 - C. Learners must include an explanation of the extenuating circumstances surrounding their administrative withdrawal and the impact of those circumstances on the learner's academic progress. The case decision is based on documentation/evidence supplied by the learner.
 - D. Learners must indicate their plan for future academic progress and success.
 - E. Learners are not permitted to register for any Capella course (including non-credit courses, residencies, etc.) while the outcome of their appeal is pending.
 - F. A president's designee reviews the appeal and makes a determination.
 - 1. Within 10 calendar days of receiving the appeal and all supporting documentation, the president's designee will email the learner to notify him or her of the decision.
 - 2. The decision of the president's designee is final.
- VII. All procedures in this policy apply to learners in credit-based (GuidedPath) and FlexPath programs.

POLICY OWNERS

Academic Owner: Registrar

Operations Owner: Learner Services and Operations

RELATED DOCUMENTS

University policy 2.01.01 Admission
University policy 2.02.03 Concurrent Program Enrollments
University policy 2.02.07 Changing Academic Program
University policy 2.02.08 Leave of Absence
University policy 3.01.04 Academic Standing
University policy 3.01.05 Financial Aid Satisfactory Academic Progress
University policy 4.01.02 Retention of Learner Records
University policy 4.03.02 Tuition and Fee Refunds
Financial Aid policies—See Campus

REVISION HISTORY

Original Policy Approval Date: July 1, 2005

Revision Dates: 6-12-07; 3-10-09; 6-21-12; 12-17-13; 5-13-14, 8-11-16

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