

University Policy 2.02.03

Concurrent Program Enrollments

Revised Policy Approval Date: March 13, 2007

Revised Policy Effective Date: April 1, 2007

Revised Procedure Approval Date: April 3, 2023

Revised Procedure Effective Date: July 1, 2023

POLICY STATEMENT

Students may not be enrolled in more than one Capella University degree program concurrently. Students enrolled in specific bachelor's or master's degree programs may pursue multiple specializations within a single degree program concurrently, pursuant to the procedures described in this policy. Students enrolled in specific bachelor's, master's, or doctoral degree programs may pursue multiple concentrations concurrently.

Students may pursue a certificate program concurrently with a degree program.

RATIONALE

This policy provides students the opportunity to pursue a variety of academic learning options, while maintaining the framework established to support the academic quality and integrity of Capella University's academic offerings. This policy establishes consistent guidelines for pursuing multiple specializations within a single degree program, multiple concentrations, and concurrent degree and certificate programs. It is the student's responsibility to be aware of and meet the requirements for the additional specialization(s) and concentration(s).

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.

Certificate Program

A certificate program is a course of study that leads to the award of a certificate; that 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.

Concentration

A concentration is a specific set of courses in a narrowly defined field of study that is taken either to fulfill a degree program requirement or add to a degree program requirement.

Degree

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

Degree Level

A degree level is a classification of postsecondary academic achievement by a prescribed depth of understanding relative to coursework and learning experiences. Capella's degree levels are bachelor's, master's, specialist, and doctoral.

Degree Program

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

Minor

A minor is a specific set of courses in a narrowly defined field that is required to fulfill degree requirements in the undergraduate program.

Specialization

A specialization is a course of study associated with a specific degree program that leads to the award of a degree.

PROCEDURES

I. Requesting Multiple Specializations in Any Eligible Program

A. Information about degree programs that allow multiple specialization enrollments is available in Capella's *University Catalog*.

B. New Students

1. New students may request enrollment in multiple specializations at the time of admission.
2. Students may only request enrollment in multiple specializations within a single degree program (i.e., the degree program for which they are seeking admission).
3. Students who request enrollment in multiple specializations must meet the admission requirements for each requested specialization.
4. Students who do not meet the admission requirements for each requested specialization will only be enrolled in the specialization(s) for which they meet the admission requirements.

C. Current Students

1. Current students may request enrollment in an additional specialization(s) at any point during their program.
2. Students may only request enrollment in an additional specialization(s) within the degree program in which they are currently enrolled.
3. Students may request a change to a new degree program and enrollment in one or more additional specializations within their new degree program. For further information, see university policy 2.02.07 *Changing Academic Program*.
4. Students who request enrollment in one or more additional specializations within their degree program must meet admission requirements for each requested additional specialization.
5. Students who request enrollment in one or more additional specializations within their degree program must meet the program requirements for the additional

specialization(s) listed in the *University Catalog* in effect at the time they are admitted to the additional specialization(s).

6. Students may request to add, change, or drop a specialization by completing and submitting the [Change Program, Specialization, or Concentration Form](#) located on Campus.

D. Three or More Specializations

1. New students may request enrollment in three or more specializations at the time of admission.
2. Current students may request enrollment in three or more specializations within their degree program at any point during their program.
3. Requests for enrollment in three or more specializations are reviewed and approved or denied by the school dean or designee.

E. Requirements and Restrictions

1. Students must meet the program requirements of their specialization(s) listed in the *University Catalog* in effect at the time they were admitted to the university. For each specialization added to their degree program, students must meet the program requirements listed in the *University Catalog* in effect at the time they are admitted to the additional specialization(s).
2. Students who add specialization(s) to their degree program must complete the capstone course for each specialization should the degree program require a specialization-specific (rather than program-specific) capstone course.
3. Students who add one or more specializations to their degree program may share no more than 25 percent of the combined total required specialization credits. Only full courses will be accepted toward the 25 percent limit.
4. Students may have multiple specializations listed on their official academic transcript at the time of degree conferral.
5. Enrolling in multiple specializations does not increase the student's maximum time to degree completion pursuant to university policy *2.01.02 Maximum Time to Degree Completion*.
6. Students enrolled in a general specialization are not eligible to add additional specializations, unless otherwise specified in Capella's *University Catalog*.
7. Specializations cannot be added to conferred degrees.

II. Concentrations in Eligible Programs

- A. Students must be enrolled in a degree program to be eligible to earn a concentration.
- B. Students may pursue multiple concentrations concurrently.
- C. Students enrolled in a program that requires a concentration and who want to pursue an additional concentration may request enrollment in the additional concentration at the time of admission or at any point during their program.
- D. Students may request enrollment in an optional concentration(s) at the time of admission or at any point during their program.
- E. Students may request to add, change, or drop a concentration(s) by completing and submitting the [Change Program, Specialization, or Concentration Form](#) located on Campus.

- F. Students who add one or more concentrations to their degree program may only apply one course taken as part of the requirements for one concentration to a subsequent concentration.
- G. Students may have multiple concentrations listed on their official academic transcript at the time of degree conferral.
- H. Enrolling in multiple concentrations does not increase the student's maximum time to degree completion pursuant to university policy *2.01.02 Maximum Time to Degree Completion*.
- I. Concentrations cannot be added to conferred degrees.

III. Minors in Eligible Programs

- A. Students must be enrolled in a degree program to be eligible to earn a minor.
- B. Students may pursue multiple minors concurrently.
- C. Requests for enrollment in three or more minors are reviewed and approved or denied by the school dean or designee.
- D. Students may request to add, change, or drop minors by completing and submitting the [Change Program, Specialization, or Concentration Form](#) located on Campus.
- E. Students who add one or more minors to their degree program may share no more than 25 percent of the combined total required minor credits. Only full courses can fulfill the 25 percent limit.
- F. Students may have multiple minors listed on their official academic transcript at the time of degree conferral.
- G. Enrolling in multiple minors does not increase the student's maximum time to degree completion pursuant to university policy *2.01.02 Maximum Time to Degree Completion*.
- H. Minors cannot be added to conferred degrees.

IV. FlexPath Students

Students enrolled in a degree program in the FlexPath delivery model may not concurrently pursue a certificate program outside the FlexPath delivery model.

POLICY OWNERS

Academic Owner: Provost

Operations Owner: Admissions & Records Operations

RELATED DOCUMENTS

University policy 2.01.01 Admission

University policy 2.01.02 Maximum Time to Degree Completion

University policy 2.02.07 Changing Academic Program

University policy 3.01.09 Degree and Certificate Conferral

University policy 3.04.04 Application of Capella Credits

REVISION HISTORY

Original Policy Approval Date: April 23, 2004

Revision Dates: 9-1-10; 7-1-12; 8-20-12; 12-17-13; 8-11-16; 4-3-23

Administrative edits as result of ongoing review: 10-26-10; 4-1-11; 10-24-12; 6-13-13; 3-1-17; 5-23-19; 3-26-21; 10-10-23; 7-9-24; 4-1-25

Formerly university policy 04.39 Multiple Program Enrollments and 2.02.03 Multiple Program Enrollments