

University Policy 2.02.10**Separation from the University****Policy Revision Approval Date: March 13, 2007****Policy Revision Effective Date: April 1, 2007****Procedure Approval Date: July 25, 2017****Procedure Effective Date: August 1, 2017****POLICY STATEMENT**

Learners may be separated from Capella University through discontinuation, administrative withdrawal, suspension, or dismissal. Separations may result from learner choice, administrative reasons, or violations of university policy. The specific procedures and conditions for separation are described in each relevant policy, as referenced in the procedure section of this policy.

Learners may request a discontinuation from the university per the procedures described in this policy. Learners who request and are granted a discontinuation from the university may be eligible for re-enrollment or readmission.

Learners who are administratively withdrawn from the university may be eligible for readmission when stated conditions have been met.

Learners who are suspended from the university may be eligible for re-enrollment or readmission when stated conditions have been met.

Learners who are dismissed from the university are not eligible for readmission.

All actions are taken as a result of a final decision, as more specifically addressed in each policy.

DEFINITIONS**Administrative Withdrawal**

Administrative withdrawal is a university-initiated separation of a learner from the university.

Discontinuation

Discontinuation is a learner-initiated separation from the university.

Dismissal

Dismissal is a university-initiated permanent separation of a learner from the university and is noted on the learner's official academic transcript.

Suspension

Suspension is a university-initiated temporary status during which a learner is denied access to the courseroom and prohibited from engaging in university activities until stated conditions have been met.

PROCEDURES

I. Relationship to Other Policies

The specific procedures and conditions for discontinuation, administrative withdrawal, suspension, or dismissal are described in the following university policies:

A. Discontinuation

2.01.02 Maximum Time to Degree Completion

B. Administrative Withdrawal

2.01.01 Admission

2.01.02 Maximum Time to Degree Completion

3.01.04 Academic Standing

3.04.01 Academic Readiness

4.02.02 Learner Code of Conduct

4.02.04 Discrimination, Harassment, and Assault

4.02.05 Drugs and Alcohol

4.03.01 Tuition and Fees

4.03.02 Tuition and Fee Refunds

C. Suspension

3.01.04 Academic Standing

4.02.02 Learner Code of Conduct

D. Dismissal

3.01.01 Academic Integrity and Honesty

3.01.04 Academic Standing

3.01.05 Financial Aid Satisfactory Academic Progress

4.02.02 Learner Code of Conduct

4.02.03 Learner Grievance

4.02.04 Discrimination, Harassment, and Assault

4.02.05 Drugs and Alcohol

II. Discontinuation

- A. Learners in the credit-based (GuidedPath) delivery model may request an immediate or delayed discontinuation from the university by completing and submitting the [Discontinuation Request Form](#) located on Campus.
- B. Learners enrolled in the FlexPath delivery model may request immediate discontinuation from the university, as indicated in the Discontinuation Request Form.
- C. Learners who request an immediate discontinuation from the university will be removed from all courses and subject to university policy *4.03.02 Tuition and Fee Refunds*. An immediate discontinuation is effective the date of the request.
- D. Learners who request a delayed discontinuation from the university will remain registered for all courses until the requested date of discontinuation, unless they initiate a course drop or withdrawal per university policy *2.02.02 Course Registration*. Learners removed from courses at the requested date of discontinuation are subject to university policy *4.03.02 Tuition and Fee Refunds*. Delayed discontinuations are effective the last date of the quarter.

III. All procedures in this policy apply to learners in credit-based (GuidedPath) and FlexPath programs.

POLICY OWNERS

Academic Owner: President, Chief Academic Officer

Operations Owner: Learner Services and Operations

RELATED DOCUMENTS

None

REVISION HISTORY

Original Policy Approval Date: July 1, 2004

Revision Dates: 4-1-06; 3-13-07; 8-11-16; 7-25-17

Administrative edits as result of ongoing review: 12-20-07; 10-1-08; 11-19-09; 2-19-10; 6-25-10; 7-20-10; 4-17-12; 8-6-12; 6-13-13; 10-23-13; 9-11-14; 11-1-14; 11-1-16; 12-14-16

Formerly university policy 2.02.10 Dismissal from the University