

University Policy 2.02.10

Separation from the University

Revised Policy Approval Date: March 13, 2007

Revised Policy Effective Date: April 1, 2007

Revised Procedure Approval Date: October 24, 2022

Revised Procedure Effective Date: November 1, 2022

POLICY STATEMENT

Students may be separated from Capella University through discontinuation, administrative withdrawal, suspension, or dismissal. Separations may result from student 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.

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

Students who are administratively withdrawn from the university may be eligible for readmission when stated conditions have been met.

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

Students 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 student from the university.

Discontinuation

Discontinuation is a student-initiated separation from the university.

Dismissal

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

First Course

First course is the student's initial course, which provides the disciplinary foundation of each program. It is required for all students in degree programs and some certificate programs and is designed to ensure students demonstrate sufficient academic readiness for subsequent Capella courses.

Suspension

Suspension is a university-initiated temporary status during which a student is denied access to the classroom 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 Student 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 Student 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 Student Code of Conduct

4.02.03 Student Grievance

4.02.04 Discrimination, Harassment, and Assault

4.02.05 Drugs and Alcohol

II. Discontinuation

A. Students in the 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. Students enrolled in the FlexPath delivery model may request immediate discontinuation from the university, as indicated in the Discontinuation Request Form.

C. Students 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. Students 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*. Students 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, or potentially earlier in the case of a first course monthly start.

- E. Students seeking voluntary discontinuation due to financial or physical hardship may request discontinuation and seek exception from obligations otherwise set forth in university policy *4.03.02 Tuition and Fee Refunds* for the discontinued term. Students may be required to provide evidence at the time of discontinuation supporting the exception, and the University's determination of entitlement to exception and the extent of such exception will be determined on a case-by-case basis at the University's discretion.

III. All procedures in this policy apply to students in programs in GuidedPath and FlexPath formats.

POLICY OWNERS

Academic Owner: President, Provost

Operations Owner: Admissions & Records 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; 10-24-22

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; 4-1-18; 5-23-19; 3-26-21; 7-1-23; 1-1-25; 4-1-25

Formerly university policy 2.02.10 Dismissal from the University