

University Policy 3.02.01**Program and Course Development****Revised Policy Approval Date: March 15, 2013****Revised Policy Effective Date: April 1, 2013****Revised Procedure Approval Date: January 23, 2023****Revised Procedure Effective Date: April 1, 2023****POLICY STATEMENT**

Capella University degree levels, degrees, degree programs, specializations, certificate programs and other academic offerings may be added, restaged, or retired. Decisions to add or retire academic offerings ensure that Capella's academic offerings meet the university's high academic principles, business standards, and regulatory requirements.

The Capella University Board of Trustees approves the addition or deletion of degree levels, degrees, and degree programs. Capella University's provost, upon review and recommendation of a product development governance team, approves the addition or retirement of all other academic offerings. Restaged academic offerings are reviewed and approved by the provost and the product development governance team.

RATIONALE

Capella University recognizes the importance of a thorough and systematic process for the review, approval, and development of new academic offerings. This ensures that Capella's educational offerings meet the university's high academic and business standards, the best interests of Capella University and its students, and regulatory requirements. This policy and its related procedures outline the authority required for approving and implementing academic offerings as well as retiring existing ones.

DEFINITIONS**Academic Offerings**

Academic offerings refer to Capella University's academic degree and certificate programs and other educational offerings, including but not limited to specializations and concentrations. Capella does not consider training, continuing education, or professional development courses as part of its academic offerings.

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

New

New refers to an academic offering that has not yet been offered by Capella University.

Restaged

A restaged academic offering is a revision of an existing academic offering that has resulted in substantial modification of the offering.

Retired

Retired refers to an academic offering no longer offered for new enrollment by Capella University.

Specialization

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

PROCEDURES

- I. Adding an Academic Offering Type
 - A. All proposed academic offering types are reviewed by the Academic Offerings Steering Committee.
 - B. The Academic Offerings Steering Committee provides recommendations on the academic offering structure to the provost.
 - C. The provost reviews and has final approval of new and retired academic offering types.
- II. Academic Offering Development—New and Restaged Offerings
 - A. Appropriate school leadership and the portfolio strategy team develop business cases for potential new/restaged academic offerings, including student and regulatory impacts, for review and approval by the product development governance team.
 - B. As appropriate, Capella University reviews Higher Learning Commission guidelines, university policy considerations, and other specifications for compliance and integrity.
 - C. New and restaged offerings are approved by the appropriate school curriculum committee, the Academic Leadership Team, the provost, and the product development governance team. New degrees or degree programs are also reviewed and approved by the Board of Trustees.

- D. Curricula for new/restaged academic offerings are developed pursuant to this policy and Capella University practices.
 - E. Academic Offering Sales and Marketing Launch
Once the university receives requisite regulatory approvals, the new/restaged academic offering becomes public information, per the approved sales and marketing launch schedule and Capella University practices. Subsequently, the academic offerings are available for prospect inquiry and future enrollments.
- III. Retiring an Academic Offering
- For each academic offering proposed for retirement, the sponsoring school and the portfolio strategy team develop a comprehensive retirement plan that includes student impacts, regulatory impacts, and communication to all necessary audiences. The retirement is reviewed and approved by the appropriate school curriculum committee, the Academic Leadership Team, the provost, and the product development governance team. Retirements of degrees or degree programs are also reviewed and approved by the Board of Trustees.
- IV. Course Development
- A. Capella University courses incorporate the fundamental principles of credibility, relevance, and flexibility. To hold to these principles, courses must occasionally be added to or retired from programs—or revised.
 - B. The school dean provides the authorization to add, retire, or revise a course.
 - C. New and revised courses are developed by faculty content experts in collaboration with instruction design support and advice from advisory boards or other external professionals as relevant.
 - D. The implementation of a new, retired, or revised course is coordinated on behalf of the school dean.

POLICY OWNERS

Academic Owner: Provost

Operations Owner: Provost

RELATED DOCUMENTS

University policy 3.01.08 Academic Degree and Certificate Requirements

University policy 3.02.06 Academic Quality and Effectiveness

REVISION HISTORY

Original Policy Approval Date: July 27, 2002

Revision Dates: 6-1-2008; 2-11-13; 3-15-13; 5-12-16; 8-23-19; 1-23-23

Administrative edits as a result of ongoing review: 4-7-09; 8-13-10; 8-11-16; 7-1-18; 4-1-20; 7-1-20; 7-1-23; 7-1-24; 4-1-25

Previously policy AC01 and 3.02.01 Addition/Deletion of Programs