

University Policy 3.02.01**Program and Course Development****Policy Revision Approval Date: March 15, 2013****Policy Revision Effective Date: April 1, 2013****Procedure Approval Date: May 12, 2016****Procedure Effective Date: June 1, 2016****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 Directors approves the addition or deletion of degree levels, degrees, and degree programs. Capella University's chief academic officer, upon review and recommendation of the Product Development Governance Committee, approves the addition or retirement of all other academic offerings. Restaged academic offerings are reviewed and approved by the chief academic officer and the Product Development Governance Committee.

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 academic offerings meet the university's high academic and business standards, the best interests of Capella University and its learners, and regulatory requirements. This policy and its related procedures outline the level of authority required for approving and implementing academic offerings as well as retiring existing ones.

DEFINITIONS**Academic Offerings**

Academic offerings refers to Capella University's academic degree and certificate programs and other educational offerings including but not limited to specializations, concentrations, emphases, and minors. Capella does not consider training, continuing education, or professional development courses to be 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

Degree level is a classification of postsecondary academic achievement by a prescribed depth of understanding relative to course work 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.

Emphasis

An emphasis is a specific set of required courses in a narrowly defined field of study that must be taken to fulfill a degree program requirement. The emphasis can only be earned in conjunction with degree conferral.

Focus

A focus is a specific set of courses in a narrowly defined field of study that must be taken to fulfill degree program requirements. The degree and the focus are awarded simultaneously upon completion of the degree program and the focus requirements.

Minor

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

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 a discontinued academic offering no longer offered by Capella University to new learners.

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 chief academic officer.
 - C. The chief academic officer 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 Markets and Products team develop business cases for potential new/restaged academic offerings, including learner and regulatory impacts, for review and approval by the Product Development Governance Committee.
 - B. As appropriate, Capella University reviews Higher Learning Commission guidelines, university policy considerations, and other specifications for compliance and integrity.
 - C. The appropriate school curriculum committee reviews and grants approvals of curriculum within their school and formally recommends academic offerings for review and approval by the University Curriculum Committee (UCC).
 - D. The UCC reviews and approves all Capella University academic offerings.
 - E. Curricula for new/restaged academic offerings are developed pursuant to university policy *3.02.01 Program and Course Development* and Capella University practices.
 - F. Academic Offering Sales and Marketing Launch
Once all necessary university regulatory approvals are received, the new/restaged academic offering becomes public information, per the approved sales and marketing launch schedule and Capella University practices. At this time 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 Markets and Products team develop a comprehensive retirement plan that includes learner impacts, regulatory impacts, and communication to all necessary audiences. The retirement is reviewed and approved by the University Curriculum Committee (UCC), the chief academic officer, and the Product Development Governance Committee.
- IV. Course Development
- A. Capella University courses incorporate the fundamental principles of credibility, relevance, and flexibility. In order 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: Chief Academic Officer

Operations Owner: Director of Product Development Operations

RELATED DOCUMENTS

University policy 3.01.08 Academic Degree and Certificate Requirements

University policy 3.02.01 Program and Course Development

University policy 3.02.06 Academic Quality and Effectiveness

University Curriculum Committee Charter

REVISION HISTORY

Original Policy Approval Date: July 27, 2002

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

Administrative edits as a result of ongoing review: 4-7-09; 8-13-10; 8-11-16

Previously policy AC01 and 3.02.01 Addition/Deletion of Programs