

## **University Policy 3.04.01**

## **Academic Readiness**

**Policy Revision Approval Date: June 4, 2009**

**Policy Revision Effective Date: June 5, 2009**

**Procedure Approval Date: August 11, 2016**

**Procedure Effective Date: September 1, 2016**

### **POLICY STATEMENT**

To participate in Capella University programs, all learners must demonstrate academic readiness by successfully completing Capella's first course. In addition, undergraduate learners must demonstrate fundamental writing skills and logical reasoning competence as described in the procedures contained within this policy.

### **RATIONALE**

First course is a course that all learners must successfully complete to continue participating in all Capella University programs. It is designed to assist learners with identifying the areas of support they need in order to be successful and to ensure that they are prepared to continue their studies.

Undergraduate learners must possess adequate competency in the areas of writing and logical reasoning in order to be successful in their program. Therefore, a minimum level of writing and logical reasoning competence is established as a requirement for participating in Capella programs as defined in this policy and procedures.

### **DEFINITIONS**

#### Administrative Withdrawal

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

#### Concurrent Course

A concurrent course is a course that runs simultaneously, either in its entirety or partially, with another course, including first course.

#### First Course

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

### **PROCEDURES**

- I. First Course Registration for Credit-based (GuidedPath) Programs
  - A. At the time of admission, enrollment counselors register learners for their required first course and discuss with them the importance of its successful completion.

- B. Undergraduate learners who do not have any credits eligible for college/university transfer must prove successful performance within first course. If successful performance is not met, learners will be dropped from subsequent courses.
  - 1. Undergraduate learners who begin first course in the second month of a quarter and who do not have a midterm grade of “C” or higher will be dropped from their subsequent courses.
  - 2. Undergraduate learners who begin first course in the third month of a quarter and who do not have a midterm grade of “C” or higher will be dropped from course(s) beginning at the second 5-week session of the next quarter.

## II. Successful Completion of First Course for Credit-based (GuidedPath) Programs

- A. Undergraduate learners must receive a passing grade in first course, which requires successful completion of the Writing and Logical Reasoning assessments.
- B. Learners who successfully complete first course may register for the next course(s) of their programs.

## III. Failure to Meet Academic Readiness Standards in Credit-based (GuidedPath) Programs

- A. Learners who earn a grade of “F” in first course have not demonstrated the standards of academic readiness. They will be connected with academic readiness tools and will work with their academic coach to develop a plan to strengthen areas in need of improvement. Learners will remain registered in their concurrent course(s) unless they initiate a course drop or withdrawal. They will not be allowed to register for any additional courses or continue their program until they successfully complete first course.
- B. Learners who receive an Incomplete (“I”) grade in first course have not demonstrated the standards of academic readiness. They will be connected with academic readiness tools and will work with their academic coach to develop a plan to strengthen areas in need of improvement. Learners will remain registered in their concurrent course(s) unless they initiate a course drop or withdrawal. They will not be allowed to register for any additional courses or continue their program until they successfully complete first course in compliance with university policy *3.04.08 Incomplete Grades*.
- C. Learners who drop first course have not demonstrated the standards of academic readiness. They will not be allowed to complete courses in which they are concurrently registered at the time of the first course drop. They will not be allowed to register for any additional courses or continue their program until they successfully complete first course.
- D. Learners who withdraw from first course have not demonstrated the standards of academic readiness. They will be connected with academic readiness tools and will work with their academic coach to develop a plan to strengthen areas in need of improvement. Learners will remain registered in their concurrent course(s) unless they initiate a course drop or withdrawal. They will not be allowed to register for any additional courses or continue their program until they successfully complete first course.
- E. University policy *4.03.02 Tuition and Fee Refunds* remains in effect and does not provide any financial accommodation for first course failure.

## IV. Second First Course Attempt for Credit-Based (GuidedPath) Learners

- A. Learners are responsible for meeting the guidelines of all university policies to be eligible to register for a second first course attempt.

- B. Graduate learners who fail first course on their initial attempt are allowed a second first course attempt at the beginning of a quarter at their discretion.
- C. Undergraduate learners who fail first course on their initial attempt must request and obtain faculty approval for a second attempt from their school. If school approval is not granted for a second attempt at first course, undergraduate learners must wait one calendar year or complete eight additional transferable quarter credits before reapplying for admission.
- D. Learners who drop or withdraw from first course are allowed to register for first course at the beginning of a quarter at their discretion.
- E. Learners who register for a second first course attempt will not be allowed to register for any concurrent course(s).
- F. Learners register for their second first course attempt by contacting their academic coach.
- G. Learners who change programs must complete the first course affiliated with their new school and/or program.
- H. Learners who fail first course on their second attempt will be administratively withdrawn from the university.
- I. Undergraduate learners withdrawn from the university as a result of failing their second attempt at first course are not eligible for admission into any undergraduate degree or certificate program.
- J. Learners may appeal an administrative withdrawal pursuant to section VI.

#### V. FlexPath Academic Readiness

- A. Graduate learners enrolled in FlexPath who fail first course on their initial attempt are allowed a second first course attempt at the beginning of a session at their discretion.
- B. Undergraduate learners enrolled in FlexPath who fail first course on their initial attempt must work with their FlexPath coach to obtain faculty approval for a second attempt of first course from their school.
- C. Learners who drop or withdraw from first course are allowed to register for first course at the beginning of a session at their discretion.
- D. FlexPath learners who register for a second first course attempt will not be allowed to register for any concurrent course(s) or continue their program until they successfully complete first course.
- E. FlexPath learners register for their second first course attempt by contacting their FlexPath coach.
- F. FlexPath learners are responsible for meeting the guidelines of all university policies to be eligible to register for a second first course attempt.
- G. FlexPath learners who fail first course on their second attempt will be administratively withdrawn from the university and are not allowed to return to the FlexPath model.
- H. Undergraduate learners withdrawn from the university as a result of failing their second attempt at first course are not eligible for admission into any undergraduate degree or certificate program.

#### VI. Administrative Withdrawal Appeal Due to Extenuating Circumstances for All Learners

- A. Within seven calendar days of the administrative withdrawal notice being sent to the learner, he or she may appeal the administrative withdrawal decision due to extenuating circumstances occurring during the quarter of first course failure.

- B. Extenuating circumstances may include but are not limited to the death of a family member, job-required relocation, or severe physical injury or illness. Documentation of the circumstance must be provided by parties other than the learner; for example, a death certificate, a letter from the learner's supervisor, or a letter from the learner's physician must accompany the request.
- C. Learners must be able to demonstrate satisfactory, ongoing participation in first course up to the time the extenuating circumstances occurred.
- D. If the appeal is approved, the learner may only register for first course. Learners will not be allowed to register for any additional courses or continue their program until they successfully complete first course.
- E. The decision of the school dean or designee is final. Matters that have been reviewed and have received a final decision under this policy are not eligible for further review under another policy.

### **POLICY OWNERS**

Academic Owner: Deans

Operations Owner: Academic Advising

### **RELATED DOCUMENTS**

University policy 2.01.01 Admission

University policy 2.02.02 Course Registration

University policy 2.02.10 Separation from the University

University policy 3.01.04 Academic Standing

University policy 3.01.05 Financial Aid Satisfactory Academic Progress

University policy 3.04.08 Incomplete Grades

### **REVISION HISTORY**

Original Policy Approval Date: January 1, 2006

Revision Dates: 1-1-06; 11-1-06; 1-1-07; 11-1-10; 3-8-12; 6-6-13; 10-31-14; 9-18-15; 8-11-16

Administrative edits as result of ongoing review: 11-17-09; 2-22-10; 7-29-13; 2-10-14; 12-14-16; 7-26-17

Formerly university policy 02.055 Academic Readiness