

## University Policy 3.04.04

## Application of Capella Credits

**Revised Policy Approval Date: December 19, 2006**

**Revised Policy Effective Date: April 1, 2007**

**Revised Procedure Approval Date: July 25, 2017**

**Revised Procedure Effective Date: August 1, 2017**

### **POLICY STATEMENT**

Course credits previously earned at Capella University are evaluated and applied when appropriate to new degree or certificate programs, specializations, or concentrations, pursuant to the procedures established to support this policy.

### **RATIONALE**

This policy outlines the terms for applying Capella University course credits toward new degree or certificate programs, specializations, or concentrations.

### **DEFINITIONS**

#### Certificate

A certificate is a non-degree credential at a specific level that is awarded upon successful completion of coursework and learning experiences in an academic or professional field.

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

### 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.

### Specialization

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

## **PROCEDURES**

- I. Applying Capella Credits Earned as Non-Program Students  
Students may apply no more than 12 quarter credits earned at Capella toward a subsequent degree or certificate program, or 15 quarter credits toward a graduate psychology degree or certificate program. Only full courses may be applied.
- II. Applying Capella Credits Earned as Certificate Students
  - A. Certificate students changing their certificate program may apply previously earned Capella credits to their new certificate program, provided that the credits satisfy the requirements for the new certificate program.
  - B. Students who have been conferred a Capella graduate certificate may apply courses earned for that certificate program toward a subsequent certificate program, provided that the credits satisfy the requirements for the subsequent graduate certificate program.
  - C. Graduate Students will need to complete a minimum of four unique graduate quarter credits or at least 25 percent of total required graduate quarter credits, whichever is greater, toward their subsequent graduate certificate program, providing the credits satisfy the requirements for the subsequent graduate certificate program.
  - D. Undergraduate students will need to complete a minimum of twelve unique undergraduate quarter credits or at least 50% of total required undergraduate quarter credits, whichever is greater, toward their subsequent certificate program, providing the credits satisfy the requirements for the subsequent certificate program.
  - E. Students who have been conferred a Capella certificate may apply credits earned as part of the requirements for that certificate program toward a subsequent degree program, provided that the credits satisfy the requirements for the degree program.
- III. Applying Capella Credits Earned as Bachelor's Students
  - A. Bachelor's students changing their degree program or specialization may apply previously earned Capella undergraduate credits to their new degree program or specialization, provided that the credits satisfy the requirements for the new degree program or specialization.
  - B. Second Bachelor's Degree  
Students who have a conferred Capella bachelor's degree and are seeking a subsequent Capella bachelor's degree must have approval from the dean of the school for the second bachelor's program.

1. Students who have been conferred a Capella bachelor's degree may apply up to 135 quarter credits of general education and elective courses earned as part of the requirements for that degree program toward a subsequent bachelor's degree program, provided that the credits satisfy the requirements for the subsequent bachelor's degree program.
2. Students will need to take a minimum of 45 unique quarter credits toward their subsequent bachelor's degree program, provided that the credits satisfy the requirements for the subsequent bachelor's degree program.

#### IV. Applying Capella Credits Earned as Master's Students

- A. Master's students changing their degree program or specialization may apply previously earned Capella graduate credits to their new degree program or specialization, provided that the credits satisfy the requirements for the new degree program or specialization.
- B. Students who have been conferred a Capella master's degree may apply credits earned as part of the requirements for that degree program toward a subsequent master's degree program, provided that the credits satisfy the requirements for the subsequent master's degree program.
  1. Students may apply a maximum of 12 quarter credits toward a subsequent master's degree program in the schools of Business, Technology, and Health Care Administration; Nursing and Health Sciences; and Social and Behavioral Sciences.
  2. Students may apply a maximum of 15 quarter credits toward a subsequent master's degree in psychology in the School of Social and Behavioral Sciences.
- C. Students who have been conferred a Capella master's degree may apply credits earned as part of the requirements for that degree program toward a subsequent doctoral degree program, provided that the credits satisfy the requirements for the doctoral degree program.

#### V. Applying Capella Credits Earned as Education Specialist (EdS) Students

- A. EdS students changing their degree program or specialization may apply previously earned Capella graduate credits to their new degree program or specialization, provided that the credits satisfy the requirements for the new degree program or specialization.
- B. Students who have been conferred a Capella EdS degree may not apply any of the credits earned as part of the requirements for that degree program toward a second EdS degree program, even if they satisfy the requirements for the second EdS degree program.
- C. Students who have been conferred a Capella EdS degree may apply credits earned as part of the requirements for that degree program toward a subsequent doctoral degree or certificate program, provided that the credits satisfy the requirements for the doctoral degree or certificate program.

#### VI. Applying Capella Credits Earned as Doctoral Students

- A. Doctoral students changing their degree program or specialization may apply previously earned Capella graduate credits to their new degree program or

specialization, provided that the credits satisfy the requirements for the new degree program or specialization.

- B. Students who have been conferred a Capella doctoral degree may not apply any of the credits earned as part of the requirements for that degree program toward any subsequent degree program or specialization, even if they satisfy the requirements for another degree program or specialization.

VII. Applying Capella Credit Earned in Bachelor's/Master's Integrated Pathways

Students who have earned graduate course credit as part of the requirements for a Capella bachelor's degree program in an eligible bachelor's/master's integrated pathway may apply the graduate course credits toward a corresponding master's degree program.

- A. A student may apply predetermined master's-level coursework taken as a part of the bachelor's/master's integrated pathway toward the corresponding master's degree program. The maximum amount of graduate credit that may be applied to both degrees is determined by the program and can be found in the program requirements in the student's catalog.
- B. Students may be able to apply master's-level coursework taken as a part of a bachelor's/master's integrated pathway toward another master's degree or certificate program, provided that the credits satisfy the requirements for the master's degree or certificate program.

VIII. Applying Capella Credit Toward Multiple Specializations

- A. Students enrolled in multiple specializations may share no more than 25 percent of the combined total required specialization credits. Only full courses will be accepted toward the 25 percent limit. Students should refer to university policy *2.02.03 Concurrent Program Enrollments* for more information about multiple specializations.
- B. Students enrolled in multiple specializations may use a single course to satisfy multiple specialization requirements, should the specializations require the same course. The credits earned for that single course may only be applied toward the total number of required credits for one specialization.

IX. Applying Capella Courses Toward Multiple Concentrations

Students who add an additional concentration to their degree program may only apply one course taken as part of the requirements for the first concentration toward a subsequent concentration.

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

**POLICY OWNERS**

Academic Owner: Registrar

Operations Owner: Admissions & Records Operations

## **RELATED DOCUMENTS**

University policy 2.02.03 Concurrent Program Enrollments

## **REVISION HISTORY**

Original Policy Approval Date: September 7, 2004

Revision Dates: 9-1-10; 12-1-10; 7-1-11; 5-1-13; 2-6-14; 10-31-14; 12-1-14; 8-11-16; 3-30-17; 5-1-17; 7-25-17

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