

## University Policy 3.04.05

## Attendance at Residencies

**Policy Revision Approval Date: August 14, 2007**

**Policy Revision Effective Date: September 1, 2007**

**Procedure Approval Date: June 30, 2016**

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

### **POLICY STATEMENT**

Capella University requires full attendance at and completion of residencies for learners enrolled in programs that require them as described in the *University Catalog*. Learners must attend each required residency in its entirety in order to successfully complete their degree requirements and be eligible for graduation. Residency requirements must be completed prior to registering for the final integrative project course (master's learners) or entering the advanced doctoral phase (doctoral learners). This policy will be carried out under the authority of the deans or their designees.

### **RATIONALE**

Capella University believes residencies foster community building and provide faculty and learners with face-to-face contact, and knowledge and skill development that will support continued learner success.

### **DEFINITIONS**

#### Advanced Doctoral Phase

The advanced doctoral phase begins after a learner has completed all didactic course work and residencies. An advanced doctoral learner's requirements include any remaining courses in the comprehensive examination, dissertation, or doctoral capstone course sequence, and any additional program requirements as published in the *University Catalog*.

#### Didactic Course Work

Didactic course work refers to academic courses that focus predominantly on instruction of theories, facts, and competencies.

#### Residency

Residencies are onsite learning experiences varying in length and number according to program and specialization. They include doctoral and master's residencies and the year-in-residence.

### **PROCEDURES**

#### I. Residency Requirements by Degree Program and Specialization

Learners must complete the residency requirements for their degree program and specialization as listed in Capella's *University Catalog*.

#### II. Residency Completion Requirements

#### A. Doctoral Learners

Doctoral learners are required to complete all of their residency requirements prior to entering the advanced doctoral phase of their doctoral program. In unusual circumstances, an exception to register may be granted by the chief academic officer upon the recommendation of the school dean.

#### B. Master's Learners

Master's learners are required to complete all of their residency requirements prior to registering for the final integrative project course(s) in their master's program. In unusual circumstances, an exception to register may be granted by the chief academic officer upon recommendation of the school dean.

### III. Attendance

#### A. Residency Requirements

Learners are required to complete all residency requirements, which may include online course work, assessments, and attendance at a face-to-face experience. These requirements vary by program as listed in Capella's *University Catalog*.

1. Learners must log in to courserooms and check in to onsite events at the start times published in their residency schedules.
2. Learners must meet participation requirements for all residency components.
3. Learners must check out at the published check-out times for onsite events.
4. After attending onsite events, learners may be required to successfully complete an assessment and/or receive a passing grade to fulfill a program's residency requirement.

#### B. Exceptions

##### 1. Exception criteria

- a. In unexpected medical and family emergency situations, learners may be allowed to arrive late or depart early from a residency experience.
- b. Failure to make appropriate travel arrangements does not constitute an emergency situation.

##### 2. Requesting an exception

- a. To request an exception, learners may contact Academic Advising prior to the event or contact staff at the residency information desk during the event.
- b. Learners may be required to provide third party documentation that supports an exception request.
- c. Requests for exceptions are reviewed by the school dean or designee on a case-by-case basis.
- d. The school dean or designee will determine whether the learner must complete an additional assignment to receive credit for the residency experience.

### IV. Tuition and Fees

#### A. Tuition is charged separately for each residency (see [iGuide](#) for the current fee schedule).

In addition, learners are responsible for the cost of their travel, accommodations, food, and other expenses associated with residencies.

#### B. Learners canceling their non-credit-bearing residency registration may be charged a cancellation fee for the full tuition of the residency, depending on when the cancellation is made. Learners who need to cancel a non-credit-bearing residency registration must

- complete and submit the [Colloquium/Residency Cancellation Request Form](#) on [iGuide](#). See the Residencies section of [iGuide](#) for details on registration and cancellation fees.
- C. Learners canceling their credit-bearing residency registration as described in section VII of university policy 2.02.02 *Course Registration*, should refer to university policy 4.03.02 *Tuition and Fee Refunds* to determine the financial implications of their actions.
- V. Educational Accommodations for Learners with Disabilities
- A. Capella University is dedicated to providing accommodations and services to qualified learners with disabilities so that they may achieve their full academic potential. The type of accommodation provided is dependent on a learner's disability and limitations. Learners with disabilities who require academic accommodations should contact the disabilities coordinator at [DisabilityServices@capella.edu](mailto:DisabilityServices@capella.edu).
- B. Disability Accommodation Fees  
Learners are not charged additional fees for disability accommodations. However, the university reserves the right to use external service agencies to provide the necessary accommodations. Examples of accommodations include but are not limited to sign language interpreters, mobility services, and real-time captionists.
- C. Disability Accommodation Cancellation Fee  
A learner who is unable to attend an event for which accommodations have been contracted must cancel these accommodations at least seven calendar days prior to the start of the event. Learners canceling fewer than seven calendar days prior to the event will be required to pay all cancellation fees incurred by the university for arranging disability accommodation services.

## **POLICY OWNERS**

Academic Owner: School Deans

Operations Owner: Events and Residency Operations

## **RELATED DOCUMENTS**

University policy 2.02.02 Course Registration

University policy 4.03.01 Tuition and Fees

University policy 4.03.02 Tuition and Fee Refunds

## **REVISION HISTORY**

Original Policy Approval Date: September 7, 2004

Revision Dates: 7-1-05; 8-14-07; 11-19-12; 7-2-15; 6-30-16

Administrative edits as result of ongoing review: 12-20-07; 10-1-08; 12-18-08; 1-16-09; 5-27-09; 7-29-09; 11-5-09; 12-21-09; 2-22-10; 4-17-12; 2-10-14

Formerly university policy 02.07 Attendance at Residencies