

University Policy 3.04.05

Attendance at Residencies

Revised Policy Approval Date: August 14, 2007

Revised Policy Effective Date: September 1, 2007

Revised Procedure Approval Date: June 30, 2016

Revised Procedure Effective Date: July 1, 2016

POLICY STATEMENT

Capella University requires full attendance at and completion of residencies for students enrolled in programs that require them as described in the *University Catalog*. Students 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 students), registering for the practicum/internship experience (specialist students), or entering the advanced doctoral phase (doctoral students). 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 students with face-to-face contact, and knowledge and skill development that will support continued student success.

DEFINITIONS

Advanced Doctoral Phase

The advanced doctoral phase begins after a student has completed all didactic course work and residencies. An advanced doctoral student'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 Coursework

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

Residency

Residencies are virtual or on-site learning experiences varying in length and number according to program and specialization. They include doctoral, specialist, and master's residencies and the year-in-residence.

PROCEDURES

I. Residency Requirements by Degree Program and Specialization

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

II. Residency Completion Requirements

A. Doctoral Students

Doctoral students 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 provost upon the recommendation of the school dean.

B. Specialist Students

Specialist students are required to complete all of their residency requirements prior to registering for the practicum/internship experience. In unusual circumstances, an exception to register may be granted by the provost upon the recommendation of the school dean.

C. Master's Students

Master's students 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 provost upon the recommendation of the school dean.

III. Attendance

A. Residency Requirements

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

1. Students must log in to courserooms and check in to on-site events at the start times published in their residency schedules.
2. Students must meet participation requirements for all residency components.
3. Students must check out at the published check-out times for on-site events.
4. After attending on-site events, students 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, students 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, students may contact Academic Advising prior to the event or contact staff at the residency information desk during the event.
- b. Students 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 student 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 [Campus](#) for the current fee schedule). In addition, students are responsible for the cost of their travel, accommodations, food, and other expenses associated with residencies.
- B. Students 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. See the Residencies section of [Campus](#) for details on registration and cancellation fees.
- C. Students canceling their credit-bearing residency registration as described in section IV 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 Students with Disabilities

- A. Capella University is dedicated to providing accommodations and services to qualified students with disabilities so that they may achieve their full academic potential. The type of accommodation provided is dependent on a student's disability and limitations. Students with disabilities who require academic accommodations should contact the disabilities coordinator at DisabilityServices@capella.edu.
- B. Disability Accommodation Fees
Students 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 student 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. Students 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; 4-1-18; 5-23-19; 8-14-19; 7-1-22; 4-1-25

Formerly university policy 02.07 Attendance at Residencies