

## University Policy 1.01.05

## Policy Exceptions

**Policy Revision Approval Date: March 22, 2019**

**Policy Revision Effective Date: May 1, 2019**

**Procedure Approval Date: March 22, 2019**

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### **POLICY STATEMENT**

Capella University expects its academic administrators, faculty, staff, and learners to adhere to all university policies and academic requirements. Occasionally, exceptions to a university policy may be granted based on criteria established in each policy and related procedures, or as determined by the chief academic officer/university president and described in this policy and related procedures. The university president may approve policy statement exceptions. The university president is responsible for reporting any approved policy statement exceptions to the Capella University Board of Trustees.

### **RATIONALE**

Capella University expects adherence to university policies and requirements. However, the university anticipates that issues and circumstances may occasionally arise that warrant an exception to a university policy.

### **DEFINITIONS**

#### Chief Academic Officer's Designee

A chief academic officer's designee is an individual designated by the chief academic officer to act on their behalf.

#### Dean's Designee

A dean's designee is an individual designated by the dean to act on their behalf. The designee must be in a position equivalent to or above a faculty chair (e.g., associate or assistant dean).

#### Exceptions

Exceptions to a policy, procedure, or requirement are requests to be exempted from compliance with a policy, procedure, or requirement. Exceptions may include appeals, deferrals, extensions, and variations.

#### Policy

The term "policy" as it is used in this definition includes procedures and practices, including the policy statement.

### **PROCEDURES**

#### I. Overview

- A. If a policy and/or procedure does not address exceptions or appeals, there is an assumption of compliance with the policy and/or procedure as written.
- B. Policies and procedures from which the university will not make exceptions are identified in the policies and/or procedures themselves.
- C. Policy exceptions are typically granted only when the policies include specific procedures describing the exception, including the decision-making process.
- D. Unstated policy exceptions may be requested based on the procedures described in section II.

## II. Policy Exceptions

- A. Policy exceptions are typically contained in the policy and/or procedure language. In these cases, directions for applying for exceptions are contained in the applicable policy and/or procedure. Learners may contact Academic Advising for assistance in requesting an exception.
- B. Exception Criteria
  - 1. Policy exceptions must be documented and based on academically sound and/or policy-related rationale as described in policy parameters.
  - 2. Policy exceptions must be consistent with the intent of the policy.
- C. Review/Resolution
  - 1. The chief academic officer or chief academic officer's designee is responsible for making policy exception decisions unless noted in policy and/or procedure.
  - 2. The dean or dean's designee is responsible for making policy exception decisions requiring school review.
  - 3. Policy exceptions are approved on a case-by-case basis.
  - 4. The Registrar's Office is responsible for validating that policy exceptions meet university and regulatory requirements, and that the rationale is academically sound and within the realm of the applicable policy.
  - 5. Communication of the policy exception decision to the learner occurs after validation/verification.
- D. Policy Impact
 

Approved exceptions should not set precedent for policy and/or procedure changes. However, if exception patterns reflect the need for a permanent change or shift in the intent of the policy, the university policy team and policy owners will evaluate the policy and make recommendations for revision of the policy, should the evaluation prove necessary.

### **POLICY OWNERS**

Academic Owner: Chief Academic Officer

Operations Owner: Registrar's Office

### **RELATED DOCUMENTS**

University policy 1.01.02 University Governance

University policy 1.01.04 University Policy Development and Compliance

**REVISION HISTORY**

Original Policy Approval Date: July 27, 2002

Revision Dates: 11-11-09; 3-22-19

Administrative edits as result of ongoing review: 3-10-08; 2-19-10; 8-4-11; 4-17-12; 10-23-13;  
2-10-14; 4-1-18; 4-1-20

Formerly university policy 01.41 Process for Approving Deviations from a University Policy