

## **University Policy 2.02.03**

## **Concurrent Program Enrollments**

**Policy Revision Approval Date: March 13, 2007**

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

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

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

### **POLICY STATEMENT**

Learners may not be enrolled in more than one Capella University degree program concurrently. Learners enrolled in specific bachelor's or master's degree programs may pursue multiple specializations within a single degree program concurrently, pursuant to the procedures described in this policy. Learners enrolled in specific bachelor's, master's, or doctoral degree programs may pursue multiple concentrations concurrently.

Learners may pursue a certificate program concurrently with a degree program.

### **RATIONALE**

This policy provides learners the opportunity to pursue a variety of academic learning options, while maintaining the framework established to support the academic quality and integrity of Capella University's academic offerings. This policy establishes consistent guidelines for pursuing multiple specializations within a single degree program, multiple concentrations, and concurrent degree and certificate programs. It is the learner's responsibility to be aware of and meet the requirements for the additional specialization(s) and concentration(s).

### **DEFINITIONS**

#### Certificate

A certificate is a non-degree credential at a specific level that is awarded upon successful completion of course work 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 course work 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

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.

### Minor

A minor is a specific set of courses in a narrowly defined field that is required to fulfill degree requirements in the undergraduate program.

### Specialization

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

## **PROCEDURES**

### I. Requesting Multiple Specializations in Any Eligible Program

A. Information about degree programs that allow multiple specialization enrollments is available in Capella's *University Catalog*.

#### B. New Learners

1. New learners may request enrollment in multiple specializations at the time of admission.
2. Learners may only request enrollment in multiple specializations within a single degree program (i.e., the degree program for which they are seeking admission).
3. Learners who request enrollment in multiple specializations must meet the admission requirements for each requested specialization.
4. Learners who do not meet the admission requirements for each requested specialization will only be enrolled in the specialization(s) for which they meet the admission requirements.

#### C. Current Learners

1. Current learners may request enrollment in an additional specialization(s) at any point during their program.
2. Learners may only request enrollment in an additional specialization(s) within the degree program in which they are currently enrolled.
3. Learners may request a change to a new degree program and enrollment in one or more additional specializations within their new degree program. For further information, see university policy 2.02.07 *Changing Academic Program*.
4. Learners who request enrollment in one or more additional specializations within their degree program must meet admission requirements for each requested additional specialization.
5. Learners who request enrollment in one or more additional specializations within their degree program must meet the program requirements for the additional specialization(s) listed in the *University Catalog* in effect at the time they are admitted to the additional specialization(s).

6. Learners may request to add, change, or drop a specialization by completing and submitting the [Change Program, Specialization, or Concentration Form](#) located on Campus.

D. Three or More Specializations

1. New learners may request enrollment in three or more specializations at the time of admission.
2. Current learners may request enrollment in three or more specializations within their degree program at any point during their program.
3. Requests for enrollment in three or more specializations are reviewed and approved or denied by the school dean or designee.

E. Requirements and Restrictions

1. Learners must meet the program requirements of their specialization(s) listed in the *University Catalog* in effect at the time they were admitted to the university. For each specialization added to their degree program, learners must meet the program requirements listed in the *University Catalog* in effect at the time they are admitted to the additional specialization(s).
2. Learners who add specialization(s) to their degree program must complete the capstone course for each specialization should the degree program require a specialization-specific (rather than program-specific) capstone course.
3. Learners who add one or more specializations to their degree program 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.
4. Learners may have multiple specializations listed on their official academic transcript at the time of degree conferral.
5. Enrolling in multiple specializations does not increase the learner's maximum time to degree completion pursuant to university policy *2.01.02 Maximum Time to Degree Completion*.
6. Specializations cannot be added to conferred degrees.

II. Concentrations in Eligible Programs

- A. Learners must be enrolled in a degree program to be eligible to earn a concentration.
- B. Learners may pursue multiple concentrations concurrently.
- C. Learners enrolled in a program that requires a concentration and who want to pursue an additional concentration may request enrollment in the additional concentration at the time of admission or at any point during their program.
- D. Learners may request enrollment in an optional concentration(s) at the time of admission or at any point during their program.
- E. Learners may request to add, change, or drop a concentration(s) by completing and submitting the [Change Program, Specialization, or Concentration Form](#) located on Campus.
- F. Learners who add one or more concentrations to their degree program may only apply one course taken as part of the requirements for one concentration to a subsequent concentration.
- G. Learners may have multiple concentrations listed on their official academic transcript at the time of degree conferral.

- H. Enrolling in multiple concentrations does not increase the learner's maximum time to degree completion pursuant to university policy *2.01.02 Maximum Time to Degree Completion*.
- I. Concentrations cannot be added to conferred degrees.

### III. Minors in Eligible Programs

- A. Learners must be enrolled in a degree program to be eligible to earn a minor.
- B. Learners may pursue multiple minors concurrently.
- C. Requests for enrollment in three or more minors are reviewed and approved or denied by the school dean or designee.
- D. Learners may request to add, change, or drop minors by completing and submitting the [Change Program, Specialization, or Concentration Form](#) located on Campus.
- E. Learners who add one or more minors to their degree program may share no more than 25 percent of the combined total required minor credits. Only full courses can fulfill the 25 percent limit.
- F. Learners may have multiple minors listed on their official academic transcript at the time of degree conferral.
- G. Enrolling in multiple minors does not increase the learner's maximum time to degree completion pursuant to university policy *2.01.02 Maximum Time to Degree Completion*.
- H. Minors cannot be added to conferred degrees.

### IV. FlexPath Learners

Learners enrolled in a FlexPath degree program may not concurrently pursue a certificate program outside the FlexPath delivery model.

## **POLICY OWNERS**

Academic Owner: Vice President of Academic Affairs  
Operations Owner: Admissions & Records Operations

## **RELATED DOCUMENTS**

University policy 2.01.01 Admission  
University policy 2.01.02 Maximum Time to Degree Completion  
University policy 2.02.07 Changing Academic Program  
University policy 3.01.09 Degree and Certificate Conferral  
University policy 3.04.04 Application of Capella Credits

## **REVISION HISTORY**

Original Policy Approval Date: April 23, 2004  
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Administrative edits as result of ongoing review: 10-26-10; 4-1-11; 10-24-12; 6-13-13; 3-1-17;  
5-23-19; 3-26-21

Formerly university policy 04.39 Multiple Program Enrollments and 2.02.03 Multiple Program Enrollments