

Policy Revision Approval Date: August 13, 2010**Policy Revision Effective Date: November 1, 2010****Procedure Approval Date: June 21, 2012****Procedure Effective Date: July 1, 2012****POLICY STATEMENT**

Capella University publishes an official *University Catalog* twice each year. The catalog includes requirements for the university's academic offerings, policies related to learners and academic affairs, related regulatory information, and pertinent material about the university's philosophy and operations. The catalog (and all its content) is effective upon January and July quarter starts.

Catalog addenda introduce new academic offerings, requirements, related regulatory and policy information, and may correct significant errors previously published in the catalog.

RATIONALE

This policy and its related procedures describe the purpose of Capella's *University Catalog* and its publication, use, and content. The catalog is designed to provide the university community with an accurate description of the requirements for the university's academic offerings during a specific period of time.

DEFINITIONS*University Catalog*

Capella's *University Catalog* is the official record of requirements for the university's academic offerings.

University Catalog Addendum

A catalog addendum is the official record of requirements for academic offerings introduced on quarters the full catalog is not published.

PROCEDURES**I. Catalog Publication**

Capella University publishes an official *University Catalog* twice each year. Catalog addenda are published as necessary each quarter the full catalog is not published.

II. University Policies

Capella University learners are responsible for understanding and following the most current version of all university policies, which are available on Campus. The university policies published in the *University Catalog* represent those in effect at the time of publication; subsequent updates to university policies are posted on Campus.

POLICY OWNER

Academic Owner: Academic Publications

Operations Owner: Academic Publications

RELATED DOCUMENTS

University policy 2.02.03 Concurrent Program Enrollments

University policy 2.02.07 Changing Degree Program, Specialization, Certificate

University policy 3.01.09 Degree and Certificate Conferral

University Catalog

REVISION HISTORY

Original Policy Approval Date: July 27, 2002

Revision Dates: 12-19-06; 11-1-10

Administrative edits as result of ongoing review: 1-30-07; 4-17-12