

# 2023 Capella Consumer Information

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# General institutional information

## Accreditation and licensure of institution and programs

Capella University is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), an institutional accreditation agency recognized by the U.S. Department of Education.

In addition to [our institutional accreditation](#), Capella has earned specialized and program-specific accreditations.

Capella University is registered as a private institution with the Minnesota Office of Higher Education and is an approved institutional participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA). Capella is authorized to operate in all SARA-member states and is registered or authorized to operate in states not participating in SARA, or as required by state educational agencies based on Capella's activities in those states.

[View full legal and regulatory information.](#)

Upon request, Capella will provide students or prospective students with a copy of accreditation and licensure documents.

## Family Educational Rights and Privacy Act (FERPA)

Capella University complies with the provisions of [FERPA of 1974](#), which regulates the confidentiality of data in education records and terms for its disclosure. Capella has dedicated departments to ensure compliance with the act as well as creating relevant policies and procedures regarding the release of student education records and related information under the act.

## Career Center

In support of Capella University's focus on providing high-quality career education, the mission of the [Career Development Center](#) is to help learners and alumni make meaningful and effective career decisions and empower them to proactively manage and enrich their careers.

## Transfer credits

Capella University evaluates official transcripts from institutionally accredited or internationally recognized institutions to determine [acceptance of transfer credit](#).

## Articulation agreements

Capella currently has an articulation agreement with Strayer University.

## Course materials

Capella partners with VitalSource and Ambassador Education Solutions for the delivery of course materials, which could include eBooks, physical textbooks, scholarly articles, interactive media, course-specific software, course packs and other instructional materials.

## Three-day cancellation

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of the application fee. The school will provide a 100% refund within 30 days of receiving the notice of cancellation.

# Academics

## Academic programs

[Capella University](#) offers certificates and bachelor's, master's and doctoral degrees. There are 47 degree program offerings and 89 specializations as of April 26, 2023.

## Residency

Capella University students in certain graduate-level programs are required to complete all [residency requirements](#), which may include online coursework, assessments, and attendance at virtual and face-to-face experiences between faculty and students.

## Capella faculty

Capella University is dedicated to recruiting [faculty members](#) who hold top academic credentials and professional experience in the specialized areas they teach.

## Written arrangements

Capella University has not entered into any written arrangements or consortium agreements where part of the Capella educational program is provided by any other schools.

## Tuition and financial aid

### Notice of availability of institutional and federal financial aid information

The Financial Aid Support Team is the primary source for information about financial assistance – both [federal aid](#) and [other options](#) – available at Capella University. To speak with a financial aid advisor, call 1-888-CAPELLA (1-888-227-3552).

### How to apply for federal aid

To receive financial aid, students must apply for aid each aid year. Our website has [step-by-step instructions on how to apply](#) for federal financial aid and other aid awards. To speak with a financial aid advisor, call 1-888-CAPELLA (1-888-227-3552).

Capella University does not have priority dates as we have start dates every month.

## Tuition and fees

The [Tuition and Fees page](#) outlines potential costs per program. To calculate your cost (including potential savings through transfer credits, corporate alliances, military affiliations, etc.) and explore financing options, contact an enrollment counselor at 1-888-CAPELLA (1-888-227-3552).

## Capella scholarships and grants

Capella offers scholarships to students who are new to Capella or alumni and several scholarships for currently enrolled learners. Visit the [Capella website](#) or [Campus](#) for more information. Review eligibility requirements and application dates to determine if you qualify.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG recipients must meet specific eligibility requirements which may include applying for a Capella scholarship for an eligible program. The grants are awarded to Pell recipients who have demonstrated exceptional financial need based on the expected family contribution provided by completing the Free Application for Federal Student Aid (FAFSA). The award amount depends on financial need. The FSEOG is considered to be gift aid; therefore, it does not have to be repaid.

## Federal Work-Study Program

Capella participates in the Federal Work-Study Program, which provides part-time employment to eligible students who demonstrate financial need. Financial need is based on the expected family contribution, which is determined by completing the FAFSA. Federal Work-Study funds are a part of the financial aid package; however, they are paid to students biweekly after they meet employment requirements and earn a wage. Learn more about [Capella's Federal Work-Study Program](#).

## Private education loans

Private education loans are available to students who are ineligible for federal financial aid or find that federal financial aid does not cover their full education costs. Students are encouraged to apply for federal financial aid prior to considering private education loans. Federal financial aid program terms and conditions may be more favorable than private education loans. Capella University expects the highest levels of professionalism and ethical behavior from all officers, employees and agents whose responsibilities include student financial aid. Please view the [Capella Financial Aid Code of Conduct](#).

For additional information, contact a financial aid advisor at 1-888-CAPELLA (1-888-227-3552). [Self-certification forms](#) are available and will be completed upon request.

## Disbursements and federal aid refunds

Students who are in the GuidedPath learning format, eligible for financial aid, enrolled at least half time (for federal loans), and have engaged in their course(s) will have their funds disbursed to Capella during the third week of their course(s).

Students in the FlexPath learning format will have their funds disbursed around the third week of each 12-week billing session. After applying funds to a student's balance, Capella will process a federal aid refund (if applicable) within seven business days.

Once the refund has been processed, it will take three to five business days for Capella to disburse the refund by direct deposit or mail. Disbursements made after the third week of courses are processed using the same timelines.

## Books and supplies

Many of Capella's degree programs offer a Resource Kit, which is a flat-rate quarterly fee that covers the cost of eBooks, textbooks, interactive media, software, course packs and more. For programs that do not offer the Resource Kit, learners will have access to all electronic materials for the first three weeks of class to allow time to purchase full access.

## Cost of attendance and Net Price Calculator

Financing your education takes both planning and budgeting. Our [financial aid tools](#), including the Net Price Calculator and the College Financing Plan, can help you set expectations for the types of funding you may be eligible to receive and the cost of attendance for your degree and program.

The university is required to establish a Cost of Attendance (COA) for students receiving federal financial aid in the form of grants or loans. The COA is used to establish a student's maximum aid amounts. The COA estimate may not be reflective of a student's actual costs to attend the university.

The university includes the following items in its calculation of COA:

- Tuition and fees
- Books, course materials, supplies and equipment
- Computer costs with documented expense
- Loan fees
- Personal expenses
- Living expenses (housing and food)

- Residency expenses
- Professional licensure costs
- Transportation Costs

To calculate COA, the university uses institutional data and estimates from the college board. For more information on COA, visit the [tuition and fees webpage](#).

### **Experimental sites initiative (ESI)**

Capella participates in ESI experiment six, which tests the effectiveness of statutory and regulatory flexibility for disbursing Title IV student aid.

ESI experiment six involves testing the effect of reduced Unsubsidized Direct Loan borrowing limits on graduation and persistence rates. For Capella, this will take the form of a \$2,000 reduction (\$500 per quarter) in the annual unsubsidized eligibility for a select population of students. This is a statutory exemption from the usual regulatory provisions provided by the Department of Education.

Capella has been approved to partner with the Department of Education for its Experimental Sites Initiative for Federal Work-Study. The experiment involves Capella learners working on-site in academically relevant roles at third party organizations while receiving federal financial aid funds through the Federal Work-Study Program. The experiment is poised to determine if the paid experience for participating learners leads to increased persistence, graduation rates and career readiness.

### **Financial responsibility**

Students can better plan for their future by [borrowing responsibly](#). This begins with borrowing only loan funds that are needed and planning ahead for repayment. For more information regarding the terms of the Direct Loan program, students may review their [Master Promissory Note](#) or the [Department of Education Student Aid website](#).

### **Tuition refund policy**

Students who drop or withdraw from course(s) will have a percentage of tuition and fees refunded in accordance with [university policy](#).

### **Return of Title IV funds procedure**

Under the Department of Education's return of funds regulations, an institution must first determine the amount of Title IV program funds that a student earned. If the student withdraws during the first 60% of any period of enrollment or payment period, the amount of Title IV program funds that the student earned is equal to a pro rata portion of the funds for which the student would otherwise be eligible. If the student withdraws after the 60% threshold, then the student has earned 100% of the Title IV program funds. For FlexPath offerings, which are nonterm, a Title IV return of funds can also be triggered by a period of student nonenrollment that is greater than 25 days and occurs during the FlexPath 12-week billing period if the nonenrollment is not related to an approved leave of absence per Capella University policy. The institution must return to the appropriate Title IV programs, in a specified order, the lesser of (i) the unearned Title IV program funds and (ii) the institutional charges incurred by the student for the period multiplied by the percentage of unearned Title IV program funds. An institution must return the funds no later than 45 days after the date of the institution's determination that a student withdrew.

Undergraduate students will have funds returned in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Parent PLUS Loans
4. Federal Grants
5. Federal Supplemental Education Opportunity Grants

Graduate students will have funds returned in the following order:

1. Unsubsidized Direct Loans
2. Graduate PLUS Loans

### **Defining 60% of a term**

GuidedPath: The federal formula to calculate 60% takes the number of completed<sup>1</sup> calendar days divided by the total number of calendar days in that term. FlexPath: Due to the fluid timing of FlexPath offerings, the formula for determining the 60% date is based on a projection of course completion time. For example, Capella assumes that a student who completes three program points in 16 weeks would continue to complete points at that rate. For undergraduate students who need to complete nine program points to complete one payment period, their projected payment period would be a total of 48 weeks.

<sup>1</sup> Completed calendar days refers to the number of days up to and including the date of last academic activity, such as posting in the courseroom, submitting tests, etc. For non-attendance courses (e.g., dissertation), completed days refers to the days up to and including the course drop date.

### **Timeline for return processing**

Timeline for return processing Capella University calculates the return of Title IV funds no later than 30 days after determining that a student withdrew or stopped participating. The funds are returned to the Title IV program from which they disbursed within 45 days.

A return of funds calculation is not required if either of the following enrollment changes occur prior to the end of the period of enrollment or payment period:

- A student completes all graduation requirements.
- A student successfully completes a module that equals at least 49% of the countable days in the payment period or period of enrollment. This means a student who enrolls in both sessions and withdraws from session 2 must earn a passing grade in at least one session 1 course.

### **Separation or withdrawal from the university**

Students may request an immediate or delayed [discontinuation from the university](#) by completing and submitting the discontinuation request form, located on [Campus](#).

### **Financial aid satisfactory academic progress**

Students are required to meet and maintain [satisfactory academic progress](#) to be eligible for federal financial aid. Failure to meet minimum requirements will result in students being placed on financial aid warning or probation or becoming ineligible.

### **Entrance and exit counseling**

Students who request Direct Loans are required to complete the entrance counseling via the [studentaid.gov website](#). The counseling provides comprehensive information on the terms and conditions of the loan and the borrower's responsibilities.

Capella notifies students about completing [exit counseling](#) once they have dropped below half-time enrollment, withdrawn or have graduated. Exit counseling helps students understand their rights and responsibilities as a student loan borrower.

### **National Student Loan Data System (NSLDS)**

[NSLDS](#) is the Department of Education's central database for student financial aid. Students who request and receive student aid are documented by NSLDS. Loans will be accessible to guaranty agencies, lenders and schools if they are authorized to use the NSLDS system. Students may access this information to see an integrated view of Title IV loans and/or grant information by logging in at [studentaid.gov](#).

## Percentage of students using financial assistance

At Capella, approximately two thirds of students use financial aid assistance, including federal financial aid, nonfederal financial aid, scholarships, and alternative loans. As of fall 2020, 34% of undergraduate students received Pell Grants.<sup>2</sup>

<sup>2</sup> Federally required data is provided to the National Center for Education Statistics.

## Cohort Default Rate

Capella University's latest available (FY 2019) cohort default rate, as calculated by the U.S. Department of Education, is 1.1%.

## Student outcomes

### Advanced education for bachelor's graduates

Twenty three percent (23%) of students who received a bachelor's degree from Capella as of December 31, 2021, reenrolled in a Capella master's program. This information is sourced from internal Capella enrollment data.

### Types of graduate and professional education in which graduates enroll

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must make available information regarding the types of graduate and professional education in which graduates of the institution's four-year degree programs enrolled.

When reviewing these data, it is important to understand that Capella University is primarily an adult-serving graduate institution. Over 60% of Capella learners are enrolled in master's or doctoral degree programs. The average age of our learners is 37 and 70% are enrolled part-time. The university reported fourteen first-time full-time learners in the fall of 2021.

The most common areas of study where Capella students are enrolled are as follows:

- Health professions and related programs
- Psychology
- Education
- Business, Management, Marketing and related support services

The data is derived from the IPEDS Completions Survey (July 1, 2020, to July 30, 2021, data).

Keeping in mind that most of Capella's learners are enrolled part-time, among respondents to the Alumni Outcomes Survey, 5% of graduates of our 4-year bachelor's degree programs indicate their primary activity one year after graduation as being enrolled in a program of continuing education. This data is sourced from an Alumni Outcomes Survey administered quarterly for all Capella Alumni from Q3 2020 through Q3 2022.

### First-time, full-time bachelor's retention rate

Retention rate is based on the percentage of first-time, full-time bachelor's-degree-seeking students from the previous fall quarter who are enrolled in the current fall quarter. Capella University does not serve a large percentage of first-time, full-time undergraduate students. Our most recent retention rate for this population is 60% and is based on a cohort of ten students from fall 2020 who were still enrolled as of fall 2021. The university's retention rate for first-time, part-time undergraduate students is 36%.

### First-time, full-time bachelor's graduation rate

Graduation rate is based on first-time, full-time bachelor's-degree-seeking undergraduates, graduating within 150% (six years). This is also referred to as the Student Right-to-Know graduation rate.

For the 2020–2021 reporting year, Capella's Student Right-to-Know graduation rate was 50%, based on a cohort of four

learners. First-time, full-time undergraduate learners make up less than 1% of our fall 2021 enrollment.

### **Institutional rates to address accreditor-required achievement data**

The following institutional rates are separate and distinct from the first-time, full-time data set forth above and are calculated by the University using the approach set forth below, for purposes of satisfying certain accreditation requirements for sharing of rates inclusive of undergraduate and graduate levels.

#### **Institutional retention rate inclusive of undergraduate and graduate levels**

Capella's retention rate is a six-year average of learners who reach census of their second course and who are active or have graduated on the first anniversary of their first course. Capella's retention rate is 61.8%.

#### **Institutional completion rate inclusive of undergraduate and graduate levels**

The Capella University Completion rate is a rolling six-year average of learners who reached census of their second course and who completed their degree or certificate. Capella's overall completion rate is 40.8%. It is based on a six-year rolling cohort, which means that for purposes of this calculation learners are included as having completed if they completed their program within six years.

### **Exam pass rates**

Capella University is unable to track licensure exam pass rates unless such rates are comprehensively made available to Capella. Capella University reports licensure exam pass rates when they are available. Data may reside in various locations depending on the requirements of specialized accreditors.

#### [SLLA, Praxis, and MTLE](#)

NCMHCE and NCE

- [Clinical Mental Health Counseling](#)
- [School Counseling](#)

#### [AMFTRB](#)

#### [BCBA](#)

### **Placement rates**

Capella does not offer job placement services or regularly calculate placement rates. The Capella University alumni survey contains the following question: "What is your primary activity today?" In 2022, 87% of respondents who were three years after graduation indicated in response to this question that they were employed either full-time or part-time. The response rate for this population is 7% and includes responses from both our undergraduate- and graduate-level alumni. This information does not address whether the graduate was employed in a field related to their studies, and it does not address whether the graduate already had a job while enrolled at Capella and/or advanced to another job after graduation.

The Council for Accreditation of Counseling and Related Educational Programs ([CACREP](#)) requires that Capella University report job placement rates for the PhD in Counselor Education and Supervision, MS in Clinical Mental Health Counseling and MS in School Counseling.<sup>3</sup>

The Commission on Accreditation for Marriage and Family Therapy Education of the American Association for Marriage and Family Therapy Education ([COAMFTE](#)) requires that Capella University report job placement rates for graduates of the MS in Marriage and Family Therapy program.<sup>4</sup> Placement data for these programs are found on:

- [PhD in Counseling Education and Supervision Outcomes](#)
- [MS in Clinical Mental Health Counseling Outcomes](#)
- [MS in School Counseling Outcomes](#)
- [COAMFTE GAD Table](#)

<sup>3</sup>Capella University's PhD in Counselor Education and Supervision, MS in Clinical Mental Health Counseling and MS in School Counseling programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs ([CACREP](#)) through March 31, 2028.

<sup>4</sup>The MS in Marriage and Family Counseling Therapy program at Capella University is accredited by the Commission on Accreditation for Marriage and Family Therapy Education ([COAMFTE](#)), 112 South Alfred Street, Alexandria, Virginia 22314; 703.838.9808, [coa@aamft.org](mailto:coa@aamft.org).

## Student demographics

Capella's student [demographic percentages](#) are based on first-time undergraduate students. The information regarding ethnicity is based on self-reported information from students.<sup>5</sup>

<sup>5</sup>Source: IPEDS Fall 2021 enrollment

**Degrees and certificates conferred (as of Dec. 31, 2022):** 140,265

**Number of alumni** (Degree and certificate recipients): 126,041

## Health and safety

### Annual crime statistics

In accordance with the Crime Awareness and Campus Security Act of 1990, Capella University makes available to all students and employees the Annual Security Report. The report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the university, and on public property within or immediately adjacent and accessible to the campus.

View the [Capella University Annual Security Report](#)

1. Access the U.S. Department of Education's [Campus Safety and Security Data Analysis Cutting Tool](#).
2. Select Get Data for One School.
3. Use the Search page to select the campus (Capella University) and view the crime report data listed there.
  - Email Capella University's Campus Security Authority [Todd Sorensen](#) with any questions.

### Drug and alcohol awareness

Capella University is committed to providing a drug- and alcohol-free environment for students, faculty and employees. The university maintains policies, procedures and programs to provide information surrounding drug and alcohol awareness. See the Campus Crime Policy and the [University Policy on Drugs and Alcohol](#) for more details about Capella's student drug awareness program. Capella University faculty and employees should read the Capella University Employee Handbook for more details about Capella's employee drug and alcohol policy, and for available resources.

Capella complies with the requirements of the Drug Free Workplace Act of 1988. Under this act, employees must notify human resources of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after the conviction. Capella is required to notify the Department of Education within 10 days of an employee's conviction and must take action against an employee within 30 days of a violation of the policy.

## Campus crime policies

Capella University is dedicated to providing a safe environment for students, faculty and employees. Programs, policies and procedures that may minimize the risk of criminal activity are outlined below:

- [Discrimination, harassment and assault](#)
- [Capella University Annual Security Report](#)
- [University policy on drugs and alcohol](#)

## Sex offender registry

The Federal Campus Sex Crimes Prevention Act requires that colleges and universities advise the community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed or is a student.

To learn the identity of registered sex offenders, visit the [Sex Offender Database](#). The information provided here is intended to be in compliance with the Crime Awareness and Campus Security Act and is for safety purposes only. It should not be used to intimidate, threaten or harass. Misuse of this information may result in prosecution.

## Information for crime victims about disciplinary proceedings

Upon written request from the complainant of any crime of violence or nonforcible sex offense, Capella will disclose the results of any disciplinary actions taken by Capella against the student who is the respondent of such crime or offense. If the complainant is deceased as a result of the crime or offense, the information shall be provided, upon request.

## Vaccinations

As an online university with no physical student campus, Capella does not have specific requirements for vaccinations.

However, some Capella programs do require fieldwork at sites that may or may not have their own requirements for vaccinations. Students must comply with the requirements of their fieldwork site. As an example, Oregon regulations require that nursing students with direct patient contact complete and provide, through their university, a criminal background check, proof of immunizations, drug test, health screening and evidence of professional liability insurance prior to clinical placement.

The Oregon Health Authority Immunization Requirements are as follows:

- Hepatitis B (Hep B)
- Measles, mumps and rubella (MMR)
- Tetanus, diphtheria, pertussis (Tdap)
- Varicella
- Recommended but not required – polio
- Recommended but not required – influenza (seasonal flu)

Capella University partners with CastleBranch, Inc. to collect, store and share student immunization, health, criminal backgrounds and insurance information for these purposes.

## Additional information

### Copyright and file sharing

[Faculty, staff and students must comply](#) with federal [copyright and trademark laws](#), such as the [Digital Millennium Copyright Act](#). No one may use Capella information resources and other information technology tools for unauthorized file sharing, posting of copyrighted materials as one's own or other copy right violations. Copyright infringement can result in civil and criminal penalties.

# Consequences of illegal download

## Summary of civil and criminal penalties for violation of federal copyright laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed.

For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## Services for students with disabilities

Our mission is to [provide equal access](#) to learners with disabilities while maintaining the integrity of the University's academic standards. We are also dedicated to providing accommodations and services to qualified learners with disabilities so they may achieve their full educational potential. To learn more about our disability services policies and procedures or how to request academic accommodations, call 1-888-CAPELLA (1-888-227-3552).

## Voter registration

Students not registered to vote can use the [USA.gov website](#) to obtain voter registration requirements for their specific state.

## Information for pregnant and parenting students

Title IX of the Education Amendments Act of 1972 (Title IX) prohibits discrimination on the basis of sex, including pregnancy and related conditions, in educational programs and activities that are eligible for federal funding. Capella's [Discrimination, Harassment, and Assault Policy](#) (4.02.04) clearly states that discrimination is prohibited against persons on the basis of race, creed, national origin, religion, age, gender, gender identity or expression, disability, sexual orientation, marital status, veteran status or status with regard to public assistance in its educational programs and activities. This includes discrimination based on pregnancy. If you have any questions about this statement or your rights, visit our Campus page, [Information for Pregnant and Parenting Students](#).

## Contact information

Capella University, Capella Tower 225 South 6th Street, 9th Floor, Minneapolis, MN 55402

USA (toll free): 1-866-808-4080

Canada (toll free): 1-866-734-5934

International: 1-612-339-8650

Fax: 1-612-977-5060

Monday–Friday: 7 a.m.–8 p.m. Central Time

Saturday: 9 a.m.–5:30 p.m. Central Time