University Policy 3.04.06	Access to Learning Resources

Policy Revision Approval Date: January 11, 2007
Policy Revision Effective Date: April 1, 2007
Procedure Approval Date: January 11, 2007
Procedure Effective Date: April 1, 2007

POLICY STATEMENT

Access to the online courseroom, the Capella University Library, Campus, and other Capella learning resources is limited to Capella learners, faculty, and staff, except when such access is necessary for regulatory, accreditation, or other business purposes and has been authorized by the provost. Access to Capella learning resources must be authorized and granted in accordance with the procedures established to support this policy.

Access to Capella learning resources must neither infringe on the activities of learners and faculty nor threaten the academic integrity of the courseroom or the university.

RATIONALE

Capella University recognizes the need to provide limited access to the online courseroom, the Capella University Library, Campus, and other Capella learning resources to individuals other than Capella learners, alumni, faculty, and staff, as described in this policy.

Although the courseroom, Capella University Library, Campus, and other secure Capella learning resources are not open for public access, they are neither private nor confidential domains. Neither learners nor faculty should assume privacy within these areas.

DEFINITIONS

None

PROCEDURES

I. Courseroom Access
   A. For regulatory, accreditation, and other business purposes, the courseroom may be accessed and observed by individuals other than Capella learners, faculty, and staff.
   B. Access to the online courseroom will be authorized by the provost only after the review of such a request determines that the access:
      1. is necessary and appropriate;
      2. does not infringe on the activities of learners and faculty; and
      3. does not threaten the academic integrity of the courseroom.

II. Library and Campus Access

A. For regulatory, accreditation, and other business purposes, access to the Capella University Library, Campus, and other Capella learning resources may be granted to individuals other than Capella learners, alumni, faculty, and staff.

B. Access to these resources will be authorized by the provost only after the review of such a request determines that the access:

1. is necessary and appropriate; and
2. does not threaten the integrity of the university.

III. Requesting access to the online courseroom, Capella University Library, Campus, or other restricted Capella learning resources:

A. Individuals seeking access must complete the Request for Access to Learning Resources Form available on Stella, Capella's intranet.

B. The completed form is submitted to the provost for review and approval.

C. If the request for access is approved by the provost, it is forwarded to the Information Technology (IT) department, where access is granted.

D. IT notifies the provost when access has been granted.

E. The provost informs the requestor that access has been approved and notifies him or her of the limitations and conditions of that access.

F. All individuals granted access will be required to sign a Statement of Terms and Conditions Form prior to being granted access.

G. If the request for access is denied, the provost informs the requestor that access has been denied.

POLICY OWNERS

Academic Owner: University General Counsel
Operations Owner: University General Counsel

RELATED DOCUMENTS

University policy 3.01.01 Academic Integrity and Honesty
University policy 3.02.06 Academic Quality and Effectiveness

REVISION HISTORY

Original Policy Approval Date: February 19, 2006
Administrative edits as result of ongoing review: 2-22-10; 4-17-12; 8-11-16; 7-1-18; 5-23-19