



2024-25 UNDERGRADUATE ACADEMIC HANDBOOK



FORT LEWIS COLLEGE

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Introduction

The policies in this handbook apply to undergraduate students at Fort Lewis College. Undergraduate students are those students enrolled in undergraduate level coursework at the institution. These policies apply to all first-year students, transfer students and post-baccalaureate students enrolled in undergraduate courses. Non-degree seeking students enrolled in undergraduate level coursework are also considered undergraduate students, however not all policies apply as they are not admitted to the institution as degree- or credential-seeking.

This Academic Handbook provides an overview of the Fort Lewis College policies and practices that are most pertinent to the student’s academic enrollment at the institution. The Fort Lewis College Policy Library houses all policies at the institution.

There is also a separate [Student Code of Conduct](#) / Student Handbook that outlines the student’s rights and responsibilities in regard to creating and maintaining a campus environment that is conducive to the pursuit of learning and the development of students as scholars and citizens.

Academic Advisors

At Fort Lewis College, every degree- or credential-seeking student is assigned a primary academic advisor. Advisors play a key role in helping students navigate degree requirements, understand registration processes, and stay on track for graduation. Undergraduate students with fewer than 60 semester credits are supported by a Skyhawk Advisor, while those with 60 or more credits transition to a faculty advisor within their specific department of study. Advisors provide valuable guidance and support, but ultimately, students are responsible for managing their course schedules and ensuring their progress towards degree completion.

Academic Renewal

Academic Renewal is a policy that allows students a “clean slate” in which previous grades will no longer factor into their GPA. Students are only eligible for Academic Renewal one time during their academic career at Fort Lewis College.

Who can apply for Academic Renewal?

A former Fort Lewis College student who has not attended for two years and at least six consecutive terms (e.g., Spring, Summer, Fall, Spring, Summer, Fall) and whose Fort Lewis College cumulative GPA is below 2.00 is eligible to apply for Academic Renewal.

When and how to apply

- A student who was academically separated, submits an Academic Renewal petition by the admission application deadline for the semester they wish to return.
- A student who was not academically separated, must submit their Academic Renewal petition by their return semester's Census date (the 12th day of classes).
- Complete the [Academic Renewal Petition](#).

More information about Academic renewal

- If a student is granted Academic Renewal, none of the grades they received before renewal will factor into their GPA. Previously completed courses for which they earned a grade of C- or higher will still count toward graduation as long as they are allowable under the Time Limits on Coursework policy.
- Although they will not factor into the student's GPA, all grades and coursework completed before renewal will remain visible on their academic transcript. A note stating "Academic Renewal Approve [date approved]" will also appear on the transcript.
- Other institutions may not recognize Academic Renewal. Since pre-renewal grades appear on the student's transcript, other institutions may still consider them when determining eligibility for employment, admission, scholarships, etc.
- Once granted Academic Renewal, a student's Academic Standing returns to Good Standing and they are subject to Academic Standing policies.
- Student must maintain Satisfactory Academic Standing and complete at least 30 credit hours after re-admission before being eligible for a baccalaureate degree (even if all other degree requirements have been met).

Questions?

- Contact academicrenewal@fortlewis.edu for Academic Renewal process questions.
- Contact the Office of Admission at admission@fortlewis.edu about re-admission

Academic Standing

Academic standing is a measurement of the quality of an undergraduate student's academic performance at a given point in time.

- A student is assigned an academic standing after finishing at least one course every semester.
- A cumulative GPA of 2.00 or higher is needed to maintain good academic standing.
- A student whose cumulative GPA is less than 2.00 is no longer in good standing. They can continue as a student enrolling each semester, as long as they achieve a 2.00 or higher semester GPA each semester.
- The purpose of this system is to allow students time to incrementally repair low cumulative GPAs by achieving higher semester GPAs.
- Students not in good standing for consecutive semesters OR after earning more than 60 GPA hours must achieve a semester GPA of 2.00 or higher, or they will be academically separated.

Cumulative GPA	Semester GPA	Academic Standing
2.00 or higher	2.00 or higher	Good Standing
2.00 or higher	Below 2.00	Academic Warning
Below 2.00	Below 2.00	Academic Care Alert if in Good Standing or on Academic Warning the previous semester and has fewer than 60 attempted hours
Below 2.00	Below 2.00	Academic Intervention if on Academic Care Alert the previous semester <u>OR</u> in Good Standing or on Academic Warning the previous semester with 60 or more attempted hours
Below 2.00	Above 2.00	Academic Intervention if on Academic Intervention <u>OR</u> Academic Care Alert <u>OR</u> Reinstated from Academic Separation the previous semester.
Below 2.00	Below 2.00	Academic Separation if on Academic Intervention <u>OR</u> Reinstated from Academic Separation the previous semester

Options for Students who are Academically Separated:

- 1) Successfully appeal the academic separation (details below) to the Academic Standards Committee
- 2) Take at least six consecutive terms (e.g., Fall, Spring, Summer, Fall, Spring, Summer) off from Fort Lewis College and then request [Academic Renewal](#) when re-applying to Fort Lewis College.

Appeal of Academic Separation

The only academic standing that may be appealed is Academic Separation. A student must submit the appropriate paperwork to the Academic Standards Committee to appeal Academic Separation.

- To do this, see the instructions on the [Academic Standards website](#).
- The Academic Standards Committee reviews appeals five times each year.
- After the committee decides, students who submit an appeal will be notified by email as soon as possible.
- Successful appeals usually meet the following two conditions:
 1. There are compelling and unforeseen reasons for poor academic performance.
 2. There is a high probability that the student’s cumulative GPA can be raised to 2.00 or higher in no more than one additional semester of coursework. Typically, this means having a Quality Point Deficiency of no more than 10 points.

- Any student may appeal a decision of the Undergraduate Academic Standards Committee. Such an appeal must be in writing to the provost or designee within seven days of the emailed decision of the Undergraduate Academic Standards Committee.

Assessment of College Readiness in English and Math

The state's [Developmental Education Policy](#) applies to all credential-seeking students. This policy requires evaluating each first-year and transfer student to determine if the student is exempt from or subject to an assessment of college readiness in English and mathematics. If the assessment is required, the authorized processes and minimum scores must be earned to establish college readiness.

If, through the assessment process, a student is determined not to be college ready in:

- English, the student will be placed into COMP 150: Rhetoric and Research with supplemental academic instruction (SAI).
- Mathematics, the student will be placed into MATH 105: Quantitative Reasoning, MATH 112: Algebra for Calculus with supplemental academic instruction, or MATH 132: Introduction to Statistics with supplemental academic instruction or a developmental algebra course (TRS 82: Introduction to Algebra).

All students subject to college readiness assessment must complete the required assessment process no later than Census Date of the first term of attendance. Students may request re-assessment through procedures established by the Testing Center.

Please see [Composition Course Sequence and Placement](#) or [Math course pathways and placement Criteria](#) further details regarding placement.

Attendance

Regular class attendance is expected in all courses for which a student is registered.

- All students must attend class or participate remotely to establish financial aid eligibility. Non-attendance or non-participation prior to census will result in loss of financial aid for that class.
- Participation/attendance must be established prior to census day of each term.
- The faculty member determines the impact of non-attendance on the final grade in a course.
- Course attendance does not constitute a course add.
- Non-attendance does not constitute a course drop, course withdrawal, or semester withdrawal.

Roster Verification

To be eligible for federal financial aid, students must attend their classes during the first week of the semester. This attendance is crucial as it allows instructors to verify the class roster, a process required by the U.S. Department of Education known as roster verification. Failure to attend during this period may result in the loss of federal financial aid for that class, as the student's enrollment cannot be confirmed. It is therefore essential that students prioritize attending all their classes during the first week to secure their financial aid eligibility.

Optional Disenrollment Policy

Instructors have the option - but not the obligation - to disenroll a student from a class if - and only if - the student has missed at least one scheduled class during the first four days of the week in which the course is scheduled to meet for the first time. This policy aims to allow students greater access to desired courses and emphasize the academic responsibilities that begin with the first day of class.

- If a student fails to attend even one scheduled class meeting during the first four days of the week in which the course starts, the student could be dropped from the course. If that course is a prerequisite or co-requisite for other classes, those other courses will also be dropped.
- For courses that meet online, instructors must include in their syllabi the form of student participation that will be counted instead of physical attendance.
- However, non-attendance does not constitute a course drop, course withdrawal, or semester withdrawal. Not all faculty use this option, so if a student needs to drop a course, they must follow the directions.
- Students who are disenrolled per policy will be notified by the Registrar's Office via email.

Auditing

Students may audit courses with the permission of the instructor if they desire to attend classes regularly but do not wish to receive a grade and credit.

- Upon registration, the students must declare that they wish to take a course for audit or credit.
- Students who audit a course must pay the same tuition and fees as those who take the course for credit.
- Students may not change from audit to credit, or vice versa, after the Census Date.
- Students may take audit and credit courses when registering, but the total should not exceed the maximum course load.
- Students who audit a course and later wish to earn regular credit for it, may do so by:
 - Taking a credit by special examination test or
 - Paying an additional fee or
 - Repeating the course for credit.

Catalog

The course catalog or "Catalog" houses the academic requirements for degree or program completion. Students graduating from Fort Lewis College must meet the degree program and course requirements for graduation set forth in the catalog in effect at the time of their matriculation or any subsequent catalog between then and the time of their graduation. Students must choose a primary degree (B.A. or B.S.) and catalog year. The Liberal Arts Core requirements from the student's primary degree and catalog will be counted toward all degree requirements. Students in multiple credential programs (majors, certificates, minors) may use multiple catalogs outside of the primary degree; however, no catalog more than 6 years old at the time of the student's graduation will be accepted as the source of graduation requirements. A student who matriculated more than 6 years before graduation will meet the requirements of the catalog in effect at the time of graduation or may petition via the "Exception to Graduation Requirements" process to be permitted to graduate under some intervening catalog more than 6 years old. The student must contact the Registrar's Office for more information pertaining to this process.

Census

Census (sometimes called Census Date) is the official count of student enrollment at FLC, and it is conducted at the end of the 12th day of classes for Fall, Spring, and Summer terms and typically falls on the Tuesday of the third week of classes.

- Courses dropped before 11:59 p.m. on the day of Census DO NOT appear on students’ transcripts.
- Courses dropped after Census DO appear on a student’s transcript. We refer to courses dropped after the Census as withdrawals, and they appear on the transcript with a grade of “CW” (Course Withdrawal), “AW” (Administrative Withdrawal), or “SW” (Semester Withdrawal), depending on the circumstances.
- The summer term has only one Census date, even though many classes have varied start dates. Courses dropped after the Summer Census are considered withdrawals, even if the class hasn’t started yet. These courses will appear on a student’s transcript, and the student will be responsible for some or all tuition and fees.

Change of Program/Major

A student’s major is initially recorded as the major indicated on their application for admission and/or from the student’s response to the Advising Questionnaire. Students who are undecided about a major or exploring several majors are initially listed as “Undeclared.”

Change of Major Procedure:

Students may change their major by filing a [Program Change](#) form via their Student Resource Center or with the Skyhawk Station.

Pre-Major to Major Procedure

Some students declared major may include the words “pre-major.” Students move from “pre-major” to fully declared based on departmental policy and procedure. The Registrar’s Office processes these once the student has been admitted to the major following the internal admission process.

Declaration Policy

Students must be fully declared in a major by the time they earn 45 credits. Students who do not meet this requirement can only register for a subsequent semester once they comply or are approved for an extension by the provost or designee. Students must request an extension in writing to the Registrar’s Office.

Classification of Students

Students admitted to the College with the intention of pursuing the requirements for a baccalaureate degree or a certificate program are classified according to the number of semester credits earned unless they have a completed baccalaureate degree, in which case, they are classified on that basis:

First-Year	Fewer than 30 semester credits
Sophomore	30-59 semester credits
Junior	60-89 semester credits
Senior	90 or more semester credits
Post-Baccalaureate	Earned baccalaureate degree

“Non-degree” students intend to take coursework without completing a degree or certificate.

Communications

Electronic mail (e-mail) is an official means of communication within Fort Lewis College. Therefore, the College will send formal and informal communications to students via their FLC email address and expects those communications will be received and read in a timely manner.

Composition Course Sequence and Placement

All students must complete two English composition courses to fulfill the requirements of the Liberal Arts Core.

- Students are evaluated at enrollment for one of two sequences: Introductory Composition followed by Intermediate Composition or Intermediate Composition followed by Advanced Composition, based on the premise that students should undertake the more rigorous sequence if they are prepared.
- Sequence assignments are based on prior coursework.
 - First-year students are assessed based on their average High School GPA. If a student has a 3.0 or higher they shall be placed into COMP 150 without Supplemental Academic Instruction. If the high school GPA is below 3.0, students are placed into COMP 150 with Supplemental Academic Instruction.

Course Load

Normal Course Load

Typical course load is the number of credits baccalaureate degree-seeking students must enroll in each fall and spring semester.

With limited exceptions, Fort Lewis College offers 120-credit, four-year baccalaureate degree programs. For this reason, baccalaureate degree-seeking students are expected to complete at least 30 credits each academic year. Typically, students meet this expectation by enrolling in a regular course load of 15 credits each fall and spring semester. However, different combinations of credits may be appropriate based on the major or as an academic advisor recommends.

Maximum Course Load

Maximum course load is the maximum number of credits undergraduate students may enroll in each semester. The maximum course load is 22 credits in a fall or spring semester. The maximum course load is 16 credits in a summer semester. This maximum course load for a summer semester is limited to 8 credit hours in any ONE part of a summer term. Exceptions to this policy will be granted for internships only. Students may request approval to exceed this limit for an internship by submitting a petition for a [Student to Register for a Credit Overload](#) form through the Registrar’s Office. All enrolled courses, including those taken for audit, count toward this maximum.

Enrollment Certification Course Load

For purposes of enrollment verifications for third parties, undergraduate students’ course loads will be categorized as full-time, half-time, or part-time as follows:

Term	Full-Time	Half-Time	Part-Time
Fall, Spring, Summer	Minimum of 12 credits	6-11 credits	1-5 credits

Course Program of Study

U.S. Department of Education (ED) regulations require that a student be enrolled in a Title IV approved degree or certificate seeking program to receive federal financial aid and that aid will only be disbursed for courses required to meet the student’s primary program of study. Federal financial aid will be adjusted if the student is not registered in enough credits that apply towards their primary program of study requirements. Students should plan carefully and ensure that their registration aligns with their degree/certificate program requirements.

Students will be notified by the Financial Aid Office if they are not registered in a full-time load (12 credits) of courses that are required of their primary program of study. The student may adjust their course registration, or their aid will be reduced to reflect their enrollment status in required courses.

Credit by Examination

College credit may be awarded for exceptional performance on tests administered by several external testing agencies. To qualify for college credit based on test performance, the test must be completed before taking any collegiate coursework at Fort Lewis College in the same area.

Advanced Placement (AP) Program

Fort Lewis College participates in the Advanced Placement Program of the College Board. Under this program, outstanding secondary school students may take specific college-level courses in their own high schools. Satisfactory scores on an examination administered and graded by the College Board are forwarded to Fort Lewis College and may serve as a basis for credit and/or advanced placement. For a complete list of which courses can be replaced by a passing score on an AP test, please see the Transfer Credit section of the catalog.

College Level Examination Program (CLEP)

Fort Lewis College has adopted a policy whereby up to 24 credits may be granted based on appropriate scores on the College Level Examination Program (CLEP) general examinations. For more information on CLEP credits, please see the Transfer Credit section of the catalog.

International Baccalaureate (IB)

The International Baccalaureate is a comprehensive course of study for academically talented high school students in select high schools worldwide. The number of credits awarded for completing an IB diploma program will be a minimum of 24 semester credits. For more information on earning college credit through IB standard level or higher-level courses, please see the Transfer Credits section of the catalog.

DANTES Subject Standardized Tests (DSST)

The DSST exams were developed to enable schools to credit students for knowledge equivalent to that learned by students taking the course. The exams have been approved by the American Council on Education (ACE). The ACE provides both a recommended passing score and a recommended number of credits that could be awarded to successful students. With these recommendations, Fort Lewis College awards the following credit

for selected [DSST exams](#). See the complete list of exams that FLC awards credit for in the catalog's Transfer Credit section.

Dean's List

The Dean's List honors students for high scholastic achievement. This list is published at the end of the fall, spring, and summer terms,

Students who attain a grade point average of 3.60 or better in no fewer than 15 credit hours of graded college-level work and have completed all work for which they are registered by the end of the term will be on the Dean's List for that term.

FERPA

The [Family Educational Rights and Privacy Act](#), commonly referred to as FERPA, is a federal law designed to protect the privacy of student education records. The information in a student's education record is theirs, and that student has the right to view it, request changes, and make it confidential. FLC is responsible for protecting students' educational records and can only share that information under certain circumstances. Please read the [policy and procedures](#) related to FERPA and the privacy of student education records.

Grades

Students are assigned a grade for each course registered after the Census Date. A grade can be classified as either an appraisal of the quality of a student's work or an explanation about why such an appraisal was not made.

Grades Appraising Quality of Work

The College has four grading systems to appraise a student's work quality in a course.

Letter grade system

The letter grade system assigns grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F. Grades of A to D- earn credit. Grades of F do not earn credit. Grades of A to F are figured into the computation of grade point averages.

Credit / No Credit System

The Credit/No Credit system assigns a grade of CR or NC. Grades of CR earn credit; grades of NC do not earn credit. Grades of CR and NC are not used to compute grade point averages.

There are two ways to initiate the CR/NC grading system:

1. Instructor-initiated

The use of the CR/NC grading system for a course may be authorized through the curriculum approval process, provided that the course is of one of the following instructional types:

- Clinical Experience
- Internship
- Practicum
- School-Based Field Experience
- Student Teaching

If the course is not one of the instructional types listed above, the Curriculum Committee can grant an exemption. Exemptions may not be granted to any GT Pathways courses. To justify applying for an exemption, the increased benefit to student learning from using the Cr/NCr grading system must be demonstrated and supported, in a manner appropriate to the discipline. In addition, the application must include a plan to advise students of the GPA implications of enrolling in a CR/NC class. Each major is limited to no more than two courses (maximum six credits), which may be exempted.

2. Student-initiated

Students may request to take an elective courses using the CR/NC grading system. This grading system may not be applied to courses fulfilling Liberal Arts Core, major, minor, concentration, or certificate requirements, except required courses under an instructor-initiated CR/NC grading system. The student must request the CR/NC grading instead of Letter grading from the instructor before the Census Date for the term.

Excluding courses with instructional types of Clinical Experience, Internship, Practicum, School-Based Field Experience, or Student Teaching, a student may count a maximum of 12 CR/NC credits towards graduation, regardless of whether the use of the CR/NC grading system was faculty-initiated or student-initiated.

Credit for prior learning system:

The credit for prior learning system assigns a grade of X to a course satisfactorily completed via credit by examination or military service. Grades of X earn credit. Grades of X are not used in computing grade point averages.

Grades Explaining Why Quality of Work Was Not Appraised

A grade of AU, AW, CW, I, MW, NG, or SW explains why the quality of a student's work in a course was not appraised.

- **AU** - A grade AU means the student initiated and the instructor approved the course auditing. No credit is awarded for a grade of AU. This grade is not used in the computation of grade point averages.
- **AW** - A grade of AW means the College withdrew the student from a course or term as an administrative policy allows. No credit is awarded for a grade of AW. This grade is not used in the computation of grade point averages. Credits in a course with an AW grades are used in the Financial Aid calculation of attempted credits.
- **CW** - A grade of CW means the student initiated a withdrawal from a course by the Course Withdrawal Deadline posted on the [Skyhawk Station website](#). Grades of CW do not require instructor or administrative approval. Students are limited to three CW grades during their undergraduate career at Fort Lewis College. No credit is awarded for a CW grade. This grade is not used in the computation of grade point averages. Credits for a course with a CW grade are used in the Financial Aid calculation of attempted credits.
- **I** - A grade of I means the student initiated and the instructor approved by grading policy a delay in the appraisal of the student's work. No credit is awarded for a grade of I. See "Incomplete Grades" in this handbook for more information. Credits for a course with an I grade are used in the Financial Aid calculation of attempted credits.
- **MW** - A grade of MW means the student was called to active military duty. No credit is awarded for a grade of MW. This grade is not used in the computation of grade point averages.

- **NG** - A grade of NG means the instructor did not file a grade for the course by the deadline. No credit is awarded for a grade of NG. This grade is not used in the computation of grade point averages. Once the deadline has passed, up to one year after the grade of NG was filed, the instructor may make an appraisal of the quality of a student's work and change the student's grade. NG grades will revert to F grades after one year. A grade of NG must be resolved before credential conferral. Credits for a course with an NG grade are used in the Financial Aid calculation of attempted credits.
- **SW** - A grade of SW means the student initiated a withdrawal from all courses in a semester before the last day of classes. No credit is awarded for a grade of SW. This grade is not used in the computation of grade point averages. Students submitting their first request for a post-Census semester withdrawal during their undergraduate career at Fort Lewis College will be automatically approved, and all courses will be assigned the grade of SW. The Provost or designee will review all subsequent requests for a post-census semester withdrawal. If the request is approved, all courses will be assigned the grade of AW. Credits for a course with a SW grade are used in the Financial Aid calculation of attempted credits.

Grade Change Policy

After grades have been posted to the student's transcript, the appropriate faculty may make a grade change for up to one year after the start of the term. If a year has passed since the original grade was filed, special approval for a grade change from the appropriate dean or designee is required and the faculty must initiate this process by submitting the Grade Change Form to the Registrar's Office. If a student has graduated before a grade change is filed, the original grade will remain permanently on the graduate's academic transcript.

Grades that are Incomplete

An Incomplete (I) grade may be issued for a course in which:

- The majority of the course requirements have been met.
- The student is unable to complete the requirements in the term in which the course is taken for compelling and unforeseen reasons.
- The instructor believes the student can complete the requirements without repeating the course.

Incomplete Grades are issued at the instructor's discretion -- instructors are not required to allow a student to take an Incomplete for any reason.

- The instructor can allow **up to** one year to complete outstanding coursework. They are not required to give the whole year to complete coursework.
- If an instructor agrees to let a student take an Incomplete, the student must complete the [Incomplete Grade Request form](#).
 - The student will outline the agreed-upon terms on the form, including the coursework they need to complete and the time frame for completing it.
 - Both the student and the instructor must sign the form.
- An Incomplete will appear on the student's transcript with an "I" in place of a grade until one of two things happens:
 - The student completes the required coursework within the time allowed, and the instructor changes the student's grade.
 - If the student fails to complete the required coursework, the "I" will be changed to an "F" on their transcript after one year unless approved for an extension.

Grade Point Averages

Grade point averages summarize the quality of a student's work at Fort Lewis College. Course grades accepted through the transfer process are not included in any grade point averages.

Computational Method: Grade point averages are computed by dividing the total quality points for the appropriate courses by the associated number of GPA credit hours. The result is truncated to two decimal points.

Types of Grade Point Averages

Cumulative

The cumulative GPA is computed using the quality points and GPA credit hours for all courses numbered 100 or above taken at Fort Lewis College. Courses receiving grades of AU, AW, CR, CW, I, MW, NC, P, S, SW, and X, as well as grades of courses accepted through the transfer process, do not figure in the computation of the cumulative GPA. The cumulative GPA is one factor in determining a student's eligibility to pursue a specific program of study, to be awarded a baccalaureate degree, to receive honors, to participate in athletics programs, and to receive federal financial aid and institutional scholarships, among other uses.

Major

The major GPA is computed using only the quality points and GPA credit hours for courses taken at Fort Lewis College required for a major. Courses required for a major are defined as all courses listed in the Catalog of Courses specified as "Major Requirements." If a student takes multiple courses that could meet the same major requirement, the Registrar's Office will maximize Major GPAs upon request or if the student's Major GPA is below a 2.0. Courses receiving grades of AU, AW, CR, CW, I, MW, NC, NG, P, S, SW, and X, as well as courses accepted through the transfer process, do not figure in the computation of the major GPA. The major GPA is one factor in determining a student's eligibility to be admitted to, pursue, and complete a program of study, among other uses.

Minor

The minor's GPA is computed using only the quality points and GPA credit hours for courses required for a minor at Fort Lewis College. Courses required for a minor are defined as all courses listed in the Catalog of Courses specified as "Minor Requirements." If a required course is repeated, only the attempt with the highest grade is included in the minor GPA. If a student takes multiple courses that could meet the same minor requirement, only one course with the highest grade is included in the minor GPA. Courses receiving grades of AU, AW, CR, CW, I, MW, NC, NG, P, S, SW, and X, as well as courses accepted through the transfer process, do not figure in the computation of the minor GPA. The minor GPA is used to determine eligibility to complete that course of study, among other uses.

Certificate

The certificate GPA is computed using only the quality points and GPA credit hours for courses taken at Fort Lewis College required for a certificate. If a required course is repeated, only the attempt with the highest grade is included in the certificate GPA. If a student takes multiple courses that could meet the same certificate requirement, only one course with the highest grade is included in the certificate GPA. Courses

receiving grades of AU, AW, CR, CW, I, MW, NC, NG, P, S, SW, and X, as well as courses accepted through the transfer process, do not figure in the computation of the certificate GPA. The certificate GPA is used to determine eligibility to award a certificate, among other uses.

Remedial

The remedial GPA is computed using only the quality points and GPA credit hours for courses below 100 taken at Fort Lewis College. Courses receiving grades of AU, AW, CR, CW, I, MW, NG, or SW do not figure in the computation of the remedial GPA. This GPA determines eligibility for federal need-based aid, among other uses.

Term

The term (or semester) GPA is computed using only the quality points and GPA credit hours for courses numbered 100 or above in a specific term (fall, spring, or summer). Courses receiving grades of AU, AW, CR, CW, I, MW, NC, NG, P, S, SW, and X, as well as courses accepted through the transfer process, do not figure in the computation of the term GPA. The term GPA provides academic standing warnings, among other uses.

Honors

The honors GPA is computed using only the quality points and GPA credit hours for Honors coursework taken at Fort Lewis College. Courses receiving grades of AU, AW, CR, CW, I, MW, NG, or SW do not figure in the computation of the Honors GPA.

Grade Replacement

Students may choose to retake a course they have previously taken at Fort Lewis College to replace their previously earned grade in their GPA calculation. No more than three grades may be replaced on a student's transcript.

A course that is listed in the catalog as "repeatable" is not eligible for grade replacement as the student may take that course for grades and credits multiple times. See [Repeatable Courses](#) for more information.

Students must request a grade be replaced after the grades have been posted for the term. The student may initiate the request in writing or by completing the Grade Replacement Request form. When a student retakes a course:

- The original and subsequent course(s) and grades will be recorded on the student's transcript.
- The original and subsequent course(s) will count in the student's total attempted hours.
- The highest grade will be used in the student's cumulative GPA calculation.
- The course with the highest grade will count as earned hours applied to degree requirements.

Please note: There may be financial aid implications to retaking courses and the additional course attempts may not be eligible for federal financial aid. Students are advised to consult with the Financial Aid Office regarding this impact.

Graduation with Honors (Latin Honors)

Latin Honors are a system of Latin phrases used in some colleges and universities to indicate the level of distinction with which an academic degree has been earned.

- Students must have earned at least 60 semester credit hours in residence at Fort Lewis College to graduate with Latin honors.
- Grade point averages required for Latin honors are as follows:

Summa Cum Laude	Grade point average of 3.90 to 4.00
Magna Cum Laude	Grade point average of 3.75 to 3.89
Cum Laude	Grade point average of 3.60 to 3.74

Note: Latin honors read at commencement are based on the credit hours and cumulative grade point average posted as of the previous term and are not official. Official honors will be awarded upon posting final grades, calculating the final cumulative GPA, and completing the program of study. Official honors are noted on the final transcript and diploma.

Hold

Account holds often indicate an outstanding obligation that requires a student's attention. Failure to comply with various campus policies may result in account holds placed on a student's account.

- In general, holds prevent students from doing important things, like registering for classes and receiving federal financial aid disbursements, so students should address them as soon as possible.
- Learn more about the types of holds on the [Skyhawk Station website](#).
- Student can view any outstanding action items or holds in their [Workday](#) profile.

Honors Program

The Honors Program is for high-achieving students. Applicants should be both curious and disciplined.

- Students should apply early in their college career.
- Applicants should check the Honors Program homepage for details.
- Once admitted, each Honors Scholar meets with the Honors Coordinator to design a unique course of study. The Honors Coordinator will mentor each Honors Scholar in a collaborative, creative engagement of a real-world problem. Their combined efforts lead to the scholar's capstone project completed in their final year.

Individual and Independent Study

Departmental Individual Study (299) and Independent Study (499) courses are student learning experiences structured and supervised by a faculty member.

- Individual and Independent Study courses should be completed in the term in which they are approved.

- The number of credits earned for an Individual or Independent Study course is based on the number of hours the student will take to complete it. Students will complete at least 50 work hours for each credit hour earned.
- The instructor of record will determine the appropriate number of credit hours and document that the student completed those hours. A maximum of eight credits of departmental 299/499 courses will count toward a baccalaureate degree.

Process for independent study approval:

1. Both student and instructor must complete the [Independent Study form](#) and it must be approved by the department chair and Dean (or designee).
2. Registration must be completed by the Census Date.

Leaving FLC

Whether a student wants to take a break during a future semester, withdraw from the current semester, or transfer to another college, they should complete the “Leaving FLC” form in their [student resource center account](#).

Learn more about options on [the Skyhawk Station website](#), and talk to an advisor to explore options and get help navigating the process.

Math Course Pathways and Placement Criteria

There are two pathways through the mathematics curriculum: The Calculus pathway and the Quantitative/Statistics pathway.

- Students are evaluated at enrollment and re-evaluated each subsequent semester for eligibility on each pathway.
- Assessment for placement into a mathematics pathway is based on the student’s high school GPA and grades achieved in mathematics courses in high school or based on college-level math coursework completed. Students may also challenge their math placement by completing the math placement test offered through the testing center.

Pace Requirements for Remedial Education Policy

Under the state’s [Developmental Education Policy](#) and the College’s [Pace Requirement for Remedial Education policy](#), students who are determined to be not college-ready in English and/or mathematics through an assessment process must complete the mandated supplemental academic instruction or developmental courses with a grade of C- or higher by the time they earn 30 college-level credits at Fort Lewis College.

- The mandated course in English will be either COMP 150: Rhetoric and Research with supplemental academic instruction (SAI).
- The mandated course in mathematics will be either MATH 105: Quantitative Reasoning or MATH 132: Introduction to Statistics with supplemental academic instruction or a developmental Intermediate Algebra course (TRS 82: Introduction to Algebra).

Pace Requirement for Introductory Composition and Math

Students must complete COMP 150: Rhetoric and Research (CO1) and an MA1-designated mathematics course by the time they earn 45 college-level credits at Fort Lewis College.

- Students may satisfy the COMP 150 requirement by earning a grade of C- or better at Fort Lewis College, transferring in an equivalent course, transferring a course designated as CO1 from another Colorado institution, submitting credit by examination scores that qualify for COMP 150 credit, or qualifying for the COMP 250-COMP 350 (CO2-CO3) composition sequence under the composition course placement policy.
- Students may satisfy the MA1-designated mathematics course requirement by earning a grade of D- or better at Fort Lewis College in MATH 105, MATH 112, MATH 113, MATH 121, MATH 132, MATH 221, or MATH 222, transferring in an equivalent course, transferring in a course designated as MA1 from another Colorado institution, or submitting credit by examination scores that qualify for MA1 credit.

Students violating this policy must register for the COMP 150 and/or an MA1-designated mathematics course at Fort Lewis College the following term until those requirements have been completed.

Quality Points

Quality points for a course are determined by the numeric grade earned in the course multiplied by the number of credits for the course.

Fort Lewis College uses the four-point system to three decimal points to assign numeric grades:

A = 4.000 points	C = 2.000 points
A- = 3.667 points	C- = 1.667 points
B+ = 3.333 points	D+ = 1.333 points
B = 3.000 points	D = 1.000 point
B- = 2.667 points	D- = .667 point
C+ = 2.333 points	F = 0.000 points

Numeric grades are not assigned for the grades of AU, AW, CR, CW, I, MW, NC, NG, P, S, SW, or X.

Registration overrides

Instructors can give Registration Overrides. An instructor override can allow a student to register for a course if:

- They have not satisfied the prerequisites.
- The course requires instructor's permission.

Students should talk with their instructor if they need an override and may request one through the course registration process.

Repeatable Courses

Specific courses in the curriculum may be repeated and count toward graduation. To determine whether a course may be repeated and the conditions under which it may be repeated, check the course description. In addition, please note limits on these courses:

- PE Activity: No more than six credits in different physical activities.
- Departmental 299/499: No more than eight individual and independent study credits. Some programs have other restrictions on applying 299/499 courses to program requirements. See program course requirements for more information.

Please see [Grade Replacement](#) for information on retaking a course for a better grade.

Returning to FLC

Any student not enrolling for three consecutive semesters (summer is counted as one semester) must reapply through the Office of Admission for readmission to Fort Lewis College. At the point of application, the student is responsible for notifying Fort Lewis College of any possible transfer, test, examination, or military credits earned during any absences. The [Circle Back Office](#) can provide additional information and support on returning to FLC.

Student Bill of Rights

- The General Assembly implemented the Student Bill of Rights (C.R.S. 23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:
- A quality general education experience that develops competencies in reading, writing, mathematics, technology, and critical thinking through an integrated arts and science experience.
- Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless the commission recognizes additional degree requirements.
- A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years unless the commission recognizes additional degree requirements.
- Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees.
- Students have a right to know which courses are transferable among the state public two-year and four-year higher education institutions.
- Upon successful completion of core general education courses, students should have those courses that satisfy the core course requirements of all Colorado public institutions of higher education.
- Students have a right to know if courses from one or more public higher education institutions satisfy the students' graduation requirements;
- A student's credit for completing the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

Student Complaints Policy

Students have a right to pursue resolution of the problems they encounter in their dealings with Fort Lewis College faculty, staff, or administrators.

- In cases where a student believes they have been discriminated against on the basis of age, race, color, religion, national origin, gender, disability, sexual orientation, political beliefs, or veteran status, they may pursue information and grievance processes through the [Equal Opportunity Office](#).
- If a student believes their academic rights have been violated, they can find the pertinent policies in the [Faculty Handbook](#) and submit a [formal complaint](#).
- In the [Student Complaints Policy](#), complaints are defined as problems that arise between a current, prospective, or former student due to employee violations of Fort Lewis College policies or procedures, state statutes or regulations, or accreditation requirements. The student may initiate a complaint by and submitting a [formal complaint](#).

Time Limits on Coursework

Prior coursework is evaluated at the time a student matriculates to Fort Lewis College. Any coursework older than 10 years will not be transferred to FLC and will not count towards degree requirements. If a student has previously attended Fort Lewis College and is returning, their prior coursework will be evaluated at time of readmission and coursework older than 10 years will not count towards degree requirements.

- This policy does not apply to courses fulfilling Liberal Arts Core requirements or being used as free electives.
- See Transfer Credit Policies in the catalog for details on coursework from other institutions of higher education.