



Fort Lewis College

Academic Policies & Procedures

2007 – 2008 Academic Year

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This publication summarizes current academic policies and procedures. Fort Lewis College reserves the right to change policies as needed.
Students will be notified via their official Fort Lewis College email account if and when any changes are implemented.

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ACADEMIC GRIEVANCE AND APPEALS

Academic Expectations

The freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Students are obligated to exercise their freedom with maturity and responsibility.

Student Rights

Students have the right to:

1. be informed of course requirements;
2. be evaluated fairly on the basis of their academic performance (their abilities and skills) as required by a professor as part of a course;
3. experience free and open discussion, inquiry, and expression, both in the classroom and in conference;
4. experience competent instruction and advisement;
5. take exception to the data or views presented and reserve judgment about matters of opinion;
6. expect protection against a professor's improper disclosure of student's views, beliefs, and political association which may surface as a result of instructing, advising, or counseling;
7. expect protection, through established procedures, against prejudicial or capricious evaluation (see Academic Appeals and Academic Grievance Procedures section – Page 2).



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Student Responsibilities

Students have the responsibility to:

1. inquire about course requirements if they do not understand them or are in doubt about them;
2. maintain the standards of academic performance established for individual courses and for programs of study;
3. initiate an investigation if they believe their academic rights have been violated (see Academic Appeals and Academic Grievance Procedures section below);
4. learn the content of any course of study;
5. act in accordance with commonly accepted standards of academic conduct (see Student Conduct Code).

Section 1: Student Academic Appeals and Academic Grievance Procedures

These procedures should be used to appeal or resolve disputes concerning an academic grade or other academic decision considered by a student to be arbitrary or contrary to College policy. These procedures should also be used to grieve perceived violations of any of the student academic rights listed above. For the purposes of these procedures, a student is someone holding "active" registration status as the time of the alleged violation.

Before using these procedures or between any of the appeals steps, students are encouraged to seek advice from the Coordinator for Judicial Affairs and Equal Opportunity –970-382-6977, 450 Berndt Hall.

Appeals of charges of academic dishonesty follow a different procedure and there are separate procedures for removal of a grade of Incomplete.

It is the responsibility of the student to initiate the appeals procedure at each step. If the appeal is pursued through Step 3, it is expected that, unless there are unusual circumstances, the request for a hearing by the Student Academic Review Committee will be submitted within 90 days from the last day of the term in which the alleged violation arose. If the student fails to pursue the matter in the manner provided by this policy, after the conference with the department chair/director, or dean(s), if applicable, the original academic decision will be final. The student should bring to the various conferences and to the Student Academic Review Committee hearing all evidence on which he/she intends to rely.

The following procedures outline the steps of the academic appeal and/or grievance process. It is recommended but not required that the student first arrange a conference to discuss the appeal or grievance with the faculty member(s) whose action is addressed in the student's appeal or grievance. It is expected that all of the parties involved at each step of the appeals/grievance process will make a good faith effort to resolve the issues.

Step 1: Department Chair. In the event that a student feels he/she has not received adequate satisfaction from his discussion with the faculty involved or in the event that a student prefers not to discuss his/her concerns directly with the involved faculty, the student may arrange a conference to discuss the appeal or grievance with the department chair (or equivalent). If the department chair is the involved faculty member, this step may be skipped.

Step 2: Dean (or equivalent). In the event there is no department chair in the school or academic unit involved, or in the event the involved faculty member is the department/unit chair, or in the event a student still feels aggrieved after consultation with the appropriate department chair, he/she may ask for a review by the appropriate dean (or equivalent). If the involved faculty member is the dean (or equivalent), this step may be skipped.

Step 3: Student Academic Review Committee. In the event the student is not satisfied with the results of the reviews by the department chair and the dean (or equivalent) he/she may ask for a review committee to be formed. This request shall be in writing to the Provost. A copy of the request form appears at the end of this Section. Hard copies of the request form are available in the Office of Academic Affairs, 240 Berndt Hall. The Provost, or designee, shall act as chair of the review committee. The committee shall include a faculty member from the department of the involved faculty (other than the chair). Such faculty member shall be chosen by the involved faculty member. The committee shall also include a faculty member (from any department) chosen by the student. The committee shall also include one student member of the ASFLC Student Court. This student is to be selected by the Student Court.

The review must be commenced and completed within 45 days from the receipt of the request for the review. If the review is not completed within this time period, an interim report shall be provided to all the involved parties.

The committee shall interview the involved student and faculty member and any other students and faculty they feel are necessary. Based upon their findings, the committee will determine whether or not the appeal or grievance addresses an action which may be considered arbitrary, capricious or contrary to College policy. If the grievance is dismissed, the student shall be informed in writing of the reasons for dismissal. If desired, the student may request an in-person meeting with the Provost to better understand the Committee's decision; however it must be understood that the decision of the Committee is final. If the grievance is sustained, the Provost will so advise the student and negotiate a resolution of the matter with the involved faculty, department chair and dean. The review by the above committee constitutes the final process in this appeal/grievance procedure.

It is hoped that any concern about academic decisions shall be satisfactorily resolved at a lower level.

Approved: May 4, 2005

ACADEMIC INTEGRITY AND ACADEMIC DISHONESTY POLICY

ACADEMIC DISHONESTY BY STUDENTS

a. Definitions

- i) Academic dishonesty includes all forms of unethical or illegal behavior which affect a student's academic standing, including, but not limited to, cheating on exams, plagiarism, forgery of academic documents, falsification of information on academic documents, or unauthorized access to computer files containing academic information.
- ii) Plagiarism is a special kind of cheating which often is poorly understood. It is defined as follows: Plagiarism is the conscious presentation of someone else's ideas, words, or material as one's own, without properly indicating by footnote or some other appropriate form of citation the source or origin of the material. Other authors' ideas, interpretations, and words are their personal and legal property. In the event that one wishes to use such material, one is required to give full credit to the original source. This also includes material that is paraphrased from another source or person. Plagiarism may be avoided by acknowledging, through some standard procedure, the sources for the ideas and interpretations as well as quoted phrases, sentences, or paragraphs. No matter the source of material used, whether quoted or paraphrased, acknowledgment of the source is required. Failure to give credit is plagiarism.



**REQUEST FOR HEARING BY FORT LEWIS COLLEGE
STUDENT ACADEMIC REVIEW COMMITTEE**

Return completed form to Office of Academic Affairs, 240 Berndt Hall

Date: _____

Student: _____

Major: _____ Phone: _____

Year in School: _____ FLC Email: _____

Home Address: _____

Faculty Advisor: _____

Involved Faculty: _____

Department/Unit: _____

Nature of the Complaint: _____

Signature: _____ Date: _____

Request received by: _____ / _____ / _____
Name Signature Date

Members appointed to Review Committee:

Faculty chosen by student: _____

Faculty chosen by involved faculty: _____

ACADEMIC DISHONESTY BY STUDENTS - Continued

b. Policy Statement on Academic Dishonesty by Students

- i) Honesty in academic matters must be of vital concern to all members of the College community. Academic fraud undermines our every purpose, for in learning, dishonest methods always produce hollow accomplishments.
- ii) The faculty has a direct responsibility for honesty in all learning endeavors. This responsibility focuses upon helping each student develop a mature academic integrity. For example, discussing the research mores for a given field and genuine displays of intellectual honesty are invaluable in defining academic integrity at the College level.
- iii) Sometimes students disobey the fundamental rules by cheating on exams, stealing work from peers, submitting spurious papers, and similar actions. Faculty should face these infractions in a deliberate manner that recognizes the gravity of the infraction and encourages the student towards honesty. In such instances, the student is not helped by pretending the incident did not occur, by embarrassment over juvenile behavior, or by angry indignation. Rather, the student and community are best served by a gathering and weighing of evidence, a calm confrontation with those involved, sensitivity toward unusual circumstances, and an awareness of the right of the accused to the due process offered by the Academic Standards Committee.

c. Procedures for Handling Allegations of Academic Dishonesty

- i) Introduction
 - (1) To Whom Academic Dishonesty Concerns are Addressed. The Provost (hereafter referred to as the "Vice President") and the Academic Standards Committee (hereafter referred to as the "ASC") are responsible for promoting academic honesty, supporting the faculty in their attempts to deal with dishonesty in the classroom, enforcing the provisions of the Policy Statement on Academic Dishonesty by Students, and acting on violations of that Policy. The Vice-Chair of the ASC or his/her designee (hereafter referred to collectively as "Vice-Chair"), will serve as the primary agent for the Vice President and the ASC in initiating actions pursuant to these responsibilities.
 - (2) Role of Faculty. The faculty bears primary responsibility for detecting and penalizing academic dishonesty. When an Instructor suspects dishonesty, he/she should gather all the relevant evidence and make a reasonable attempt to contact and interview the students involved. If the preponderance of evidence suggests that dishonesty has occurred, the Instructor may levy an academic penalty. An academic penalty may range from a simple reprimand, through a lowered or failing grade on the assignment, up to, and including, failing the course, as the Instructor deems appropriate. Upon assessment of an academic penalty, the Instructor should send a memorandum to the Vice President or designee describing the offense, outlining the action he/she took to investigate, and detailing the penalty (if any) assessed against the student(s). Copies of all the relevant evidence should accompany the memorandum. This material will be included in the file described below. If, in the judgment of the Instructor, the dishonest act may be serious enough to warrant additional penalties beyond that which an Instructor can assign (such as the sanction so outlined in Subsection d., "Sanctions" below), he/she may request review by the ASC.
 - (3) Role of Academic Community. Other members of the academic community may also refer suspected cases of dishonesty to the Provost or designee. These allegations will be investigated by the Vice-Chair and penalties assigned by the ASC.



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ACADEMIC DISHONESTY BY STUDENTS - Continued

- (4) Filing of Documentation. A permanent file of cases of academic dishonesty (hereafter referred to as the "File") is maintained in the Office of the Vice President. Faculty members are strongly encouraged to submit to the File all documented cases of dishonesty involving students in their classes. The student will be notified by certified mail of any case of academic dishonesty that is referred to the Vice President or designee. This letter will include the name of the Instructor and the course in which the dishonesty occurred. A copy of these procedures (Section 1, "Academic Dishonesty by Students") will be attached. The student has 30 days from the postmarked date of this letter to dispute the allegations of academic dishonesty. If the allegations are undisputed or if the allegations are unsuccessfully disputed, within 30 days s/he must schedule an appointment with the Vice President or designee to discuss the seriousness of the charge. (The 30 days will be calculated from the postmarked date on the certified letter from the ASC Vice President or designee. Failure to comply will result in (a) an academic hold to prevent release of the student transcript and (b) referral to the Coordinator of Judicial Affairs or designee. The File is confidential, and is accessible only to the Vice President or designee, the Vice-Chair of the ASC or their designees. The material is also accessible to the student, though any reference to other student(s) will be redacted to protect their privacy. The purpose of the File is to allow the Vice-Chair access to evidence in case the student wishes to dispute the allegations (Paragraph ii), "Procedure if Student Disputes Allegation of Dishonesty" below and to initiate action in the case of second offenses (Paragraph iii), "Procedure to Assess Further Penalties" below. When students graduate, material in the File will be sealed and marked "Confidential—Not To Be Opened Except Upon Request of Legal Counsel." (Revised Mar 5, 2007)
- ii) Procedure if Student Disputes Allegation of Dishonesty. To ensure due process for students accused of, and/or penalized for, academic dishonesty, the following procedure will be followed if the student chooses to dispute the allegation.
- (1) Continued Class Participation. The student will be allowed to continue to attend and participate in class pending resolution
 - (2) Review File. The Vice-Chair will immediately review all materials submitted to the File by the Instructor. The Vice-Chair may contact the faculty member for additional information if necessary.
 - (3) Presentation of Charges. The Vice-Chair will present the written charges and the evidence on which they were based to the student in person, at which time the process will be explained and possible outcomes discussed. At this time, the student may place additional information in the File.
 - (4) Meeting of the Academic Standards Committee. The Vice-Chair will convene a meeting of the ASC to hear the student's case and review the evidence. The student will be notified by certified mail of the time and place of the meeting. The scheduling of the meeting will be designed to allow at least seven (7) calendar days from the date of the first attempted delivery of the letter for the student to prepare for the hearing, unless the student waives this right. If the hearing date would fall between regularly scheduled terms, it will be delayed until the beginning of the next term, unless the student requests an earlier hearing time.
 - (5) Failure to Appear. Failure by the student to appear for the scheduled hearing before the Academic Standards Committee will result in action by the Academic Standards Committee based on the evidence available in the File.
 - (6) Hearing Protocol. In the hearing, the student will have the opportunity to present witnesses and evidence in his/her behalf and to hear and question those presenting evidence or testimony supporting the charges. The meeting will be closed to the public, with the exception of witnesses who are called in by the Vice-Chair or the student.
 - (7) Recording of Meeting. The meeting will be tape-recorded and a staff secretary will take notes.
 - (8) Rules of Hearing. Conformity to technical rules of judicial procedure is not required. The Committee may make any procedural rulings necessary to expedite the hearing, to exclude unreliable or prejudicial evidence, and to safeguard the confidentiality of statements and evidence given at the hearing. The Vice-Chair will explain the procedures to be followed and purposes of the hearing at the beginning of the meeting.
 - (9) Possible Attendees. The student may have an advisor present of his/her choice. This advisor may consult with the student but may not take any other active role in the proceedings.
 - (10) Failure to Comply with Procedures/Rulings. The Vice-Chair may expel from the hearing any person who refuses to comply with the procedures or rulings of the Vice-Chair, including the student.
 - (11) Evaluation and Recommendation. Following the review of the evidence and hearing the witnesses, the student will leave. The ASC will evaluate the evidence and decide, by majority vote of those present, whether the evidence supports or fails to support the allegations. The Vice-Chair shall not participate in the hearing as a voting member of the Committee, but all other members present must vote "yea" or "nay." If the preponderance of the evidence supports the allegations of dishonesty, the ASC will uphold the charges and penalties. If the evidence appears inconclusive, the ASC will recommend dismissal of the charges and penalties. The ASC cannot compel the Instructor to change any penalty he/she may have assessed; it can only recommend such changes.
 - (12) Communication of Decision. The decision of the ASC will be communicated in writing to the student and faculty member within seven (7) days.
 - (13) Student Appeal. Within seven (7) days of receipt of the decision or ten (10) days after mailing, whichever is longer, the student may appeal the decision of the Committee to the Vice President or designee (see Subsection e, "Procedure for Student Appeal of the Decision by the ASC").
- iii) Procedure to assess further penalties. If the faculty member has recommended ASC review, or in the case of repeated offenses, the ASC may initiate a penalty hearing as follows.
- (1) Initiate a Hearing. The Vice-Chair will initiate a hearing as described in paragraph ii), "Procedure if Student Disputes Allegation of Dishonesty" above, to determine the validity of the charges.
 - (2) First Offense. In the case of a first offense, if the allegations are supported, the members present must decide, by majority vote, if the offense is serious enough to warrant further penalty. If so, the ASC may impose one of the sanctions described below (Subsection d, "Sanctions").
 - (3) Repeated Offense. In the case of a repeated offense, if the allegations are supported, the ASC will impose one of the sanctions described below (Subsection d, "Sanctions").
 - (4) Communication of Decision. The decision of the ASC will be communicated in writing to the student within seven (7) days.
 - (5) Student Appeal. Within seven (7) days of receipt of the decision, or ten (10) days after mailing, whichever is longer, the student may appeal the decision of the Committee to the Vice President or designee (see Subsection e, "Procedure for Student Appeal of the Decision by the ASC" below).
- d. Sanctions
- i) Probation: the postponement of a major sanction (suspension or dismissal) based on the student's meeting certain conditions specified in the letter. If the student does not meet the conditions of the probation or is found to have participated in another act of academic dishonesty, the Vice President or designee may summarily impose the postponed sanction.
 - ii) Suspension: the involuntary separation of the student from Fort Lewis College for a period not less than the remainder of the current trimester nor more than two calendar years. Readmission to Fort Lewis College is not automatic. At the expiration of the suspension period, the student must contact the Office of Admission to determine the procedure for re admission to the College. The permanent record of a student suspended for academic dishonesty shall include the notation "Suspended for Academic Dishonesty" and include the duration of the suspension.
 - iii) Dismissal: The involuntary permanent separation of the student from Fort Lewis College. The permanent record of a student dismissed for academic dishonesty shall include the notation "Dismissed for Academic Dishonesty."
- e. Procedure for Student Appeal of the Decision by the ASC:
- i) Definition of Appeal. An appeal is a request made by the student to have the Vice President or designee review a decision or disciplinary action by the Academic Standards Committee.
 - ii) Time Period of Appeal. The request for an appeal must be submitted in writing to the Vice President or designee within seven (7) days of delivery, or ten (10) days after mailing, to the student of the written decision of the ASC. This period may be extended at the discretion of the Vice President or designee.
 - iii) Material Consideration and Possible Decisions. All records of the Committee hearing will be provided to the Vice President or designee. The Vice President or designee will consider only material and testimonial evidence considered by the Committee and its Vice-Chair. The Vice President or designee may allow an oral presentation by the student. The Vice President or designee may affirm the decision by the ASC, impose a lesser sanction, or find no cause for disciplinary action. The decision of the Vice President or designee shall be final and shall be delivered in writing to the Committee and concerned parties within seven (7) days.



ACADEMIC STANDING POLICIES

Academic Progress/Probation/Suspension

An overall grade point average of 2.0 is considered satisfactory progress toward a degree. If, in any single term, a term grade point average of less than 2.0 is earned, the student will be placed on probation or will be academically suspended or dismissed from the college. Academic suspension is normally for one calendar year. Suspension may be appealed to the Academic Standards Committee. This Committee considers appeals of Fall term standings in early January and of Winter standings in May. Grades from courses completed during summer terms are not used in determining academic standing. The following table outlines the criteria used to decide academic standings.

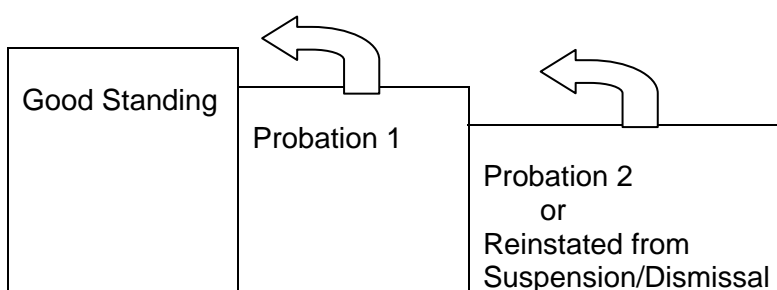
Term GPA	Academic Standing
2.00 or higher	Good Standing
1.00 to 1.99	Probation the first term this occurs (P1)
	Probation the second consecutive term this occurs (P2)
	Suspension the third consecutive term this occurs
0.99 or lower	Suspension after any term this occurs

Academic Dismissal

Academic dismissal occurs when a student has a term GPA of less than 2.00 the first term following readmission from suspension. Academic dismissal is permanent separation from the college. Dismissals may be appealed to the Academic Standards Committee.

Return to Good Academic Standing

A 2.00 Term GPA is needed to move up each standing level.



A student on Probation Level 1 will return to Good Standing if the term GPA earned the next Fall or Winter term is at least 2.00. Once the student is placed on Probation Level 2 or has been reinstated from suspension or dismissal, it will take two consecutive terms with GPAs 2.00 or higher to return to Good Standing.

Appeal of Academic Suspension or Dismissal

A letter officially notifying a student of academic suspension or dismissal will be mailed to both the student's permanent and local mailing addresses shortly after grades are finalized for the term. Included with this letter is the form needed to officially appeal the academic standing. A student who wishes to appeal must complete all parts of the form and return it by the specified date. The Academic Standards Committee reviews appeals twice a year, early January and mid-May, and notifies the student of the Committee's decision by email or telephone the day after the Committee meeting. Questions about academic standing and/or the appeal process should be directed to the Academic Advising and Student Success Center.

Academic standing can be viewed electronically via the student's WebOPUS account in the "Final Grades" or the "Check Your Registration Status" pages.

Academic Renewal

A transfer or returning Fort Lewis College student who has not attended any college for at least five years (60 consecutive months) may petition for "Academic Renewal." Academic Renewal is defined as the elimination of the student's entire previous academic record, including credits earned and grade point average.

Normally, a student applies for academic renewal as part of the admission (for new transfer students) or re-admission (for former students) process. Under rare circumstances, an already admitted student may apply for academic renewal during the first year of resumed studies at Fort Lewis College. Questions about the process for petitioning for academic renewal should be directed to the Academic Advising and Student Success Center.

If a petition is granted, the student's permanent record will denote "ACADEMIC RENEWAL APPROVED" with the date. Academic Renewal applies only to actions taken by Fort Lewis College. Other colleges may or may not accept the action of the Academic Renewal. Students granted academic renewal must meet all established College standards for satisfactory academic progress.

ADVISING, REGISTRATION, AND ORIENTATION POLICIES AND PROCEDURES

Advising Procedures

All new freshman and transfer students must be advised and registered by the New Student Advising and Registration Office. All returning students must be advised by the Academic Advising and Student Success Center. Advising begins in mid-October for the winter semester and mid-March for the summer and fall semesters.

All continuing students must meet with their assigned faculty advisor at least once a term, prior to the next term's registration, to review their progress towards graduation and plan course selection for the next term. Students will not be allowed to register until they have met with their advisor and received their Alternate PIN. In addition to consulting with their faculty advisor, continuing students may receive supplementary advising services at the Academic Advising and Student Success Center.

Change of Faculty Advisor

Students may change their faculty advisor by filing a "Change of Advisor" form with the Registrar's Office. The form is available in paper copy at the Registrar's Office or online at: http://www.fortlewis.edu/academics/records_office/forms.asp. Both the student's signature and new advisor's signature to whom the student wishes to change are required on the form.

Student's Responsibility Regarding Completion of Basic Skills Requirements

Students are issued a Colorado Basic Skills report at matriculation by the New Student Advising and Registration Office WebOpus. If a student is determined to not have met basic skills requirements in reading, writing, or mathematics, it is the student's responsibility to complete the indicated coursework by the time he/she earns 30 credits at Fort Lewis College.



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Student's Responsibility Regarding Transfer, Exam, or Military Credit

It is the student's responsibility to notify Fort Lewis College of any and all possible transfer, exam, or military credits at the time of admission or readmission.

Hold Policy

Failure to comply with various campus policies may result in holds that are placed on a student's WebOPUS account. Most holds prohibit student services such as registration, schedule modification, and processing academic transcript requests. Students must contact the office that placed the hold to make arrangements to have the hold(s) removed.

Registration

With the exception of new freshman and transfer students, who are registered by the New Student Advising and Registration Office, course registration is done online through WebOPUS. Access is limited to students via a student identification number, personal PIN number and alternate PIN (ALTPIN) number. Registration for continuing students begins in mid-November for the winter semester and in late March for the summer and fall semesters.

Schedule Modification Procedures

Once students have registered for classes, they may process schedule modifications through WebOPUS:

Course Drops: A course drop may be processed using WebOPUS through Census Date of the term. After Census Date (defined below) and prior to the last day of regular classes, all course drops must be submitted using a Course Drop Form which may be obtained from the Registrar's Office. The form requires an instructor's signature, an instructor assigned 'F' or 'W' grade, and must be submitted to the Registrar's Office within seven days of the instructor's signature for processing. Important Reminders: 1) The process for dropping classes may not be used to officially withdraw from college beginning the first day of the term. Please see the section below on "Transfer, Stop Out, and Withdrawal Policies and Procedures." 2) Non-attendance does not constitute a drop or a withdrawal.

Course Adds: Students may add courses with available seats using WebOPUS through the first five days of the fall or winter semester or the first day of each summer term. Faculty may enter course permission overrides electronically for the following special conditions: Prerequisite, course/class level or instructor permission. Once an override is entered, the student must still complete registration for the course via WebOPUS. If permission is not granted electronically, students may use a Special Condition Add form available at the Registrar's Office. See next paragraph for policies regarding the completion and submission of these forms.

Beginning the second week of the fall and winter semesters and through Census Date, or the second day of each summer term, any course additions must be on Special Condition Add forms, available at the Registrar's Office. The form requires the signature of the instructor. Regularly scheduled courses cannot be added after Census Date.

Adds for Courses with Time Conflicts: In the case of a course time conflict, a Special Condition Add form is required, along with the signatures of both instructors involved, as well as an explanation of how the course requirements are to be met.

Adds for Late-Starting Courses: After Census Date, students wishing to enroll in courses beginning at a time other than the normal start of the term may use a Special Condition Add form up until a week after the first class meeting.

Census Date: Census Date for the fall and winter semesters is the twelfth class day of the term. Census date for each of the three summer terms is the fifth day of class. This is the official date of enrollment for state reporting requirements and for final student billing purposes. Courses dropped prior to this date are not counted for tuition purposes. Enrollments in courses on Census Date are reported for state purposes, are reflected on the student's transcript, and are counted for tuition purposes.

As of the close of business on Census Date for any semester or summer term all courses for which a student has registered will appear on the student's permanent academic record. Through Census Date, courses may be dropped via WebOPUS from a student's registration and will not appear on the student's transcript.

Tuition Adjustments for Drops and Adds

A student's tuition and fees will be adjusted according to the net number of credits for which he or she is registered on the final date for adding courses. If an exception is made which allows a student to add or drop classes subsequent to the designated period, tuition and fees will be assessed for the net credits added, but will not be adjusted for the net credits dropped.

College Opportunity Fund Adjustments for Drops and Adds

If you are a Colorado resident who has applied for the College Opportunity Fund (COF) stipend and authorized the payment for the term, you will receive your COF Stipend for the net number of credit hours for which you are registered as of the Census Date. If you drop classes or withdraw after Census Date there will be no adjustment in the COF stipend. Hours dropped after Census Date will be charged against your lifetime limit of 145 credits. If you withdraw from the term after Census Date those hours will be charged against your lifetime limit of 145 credits. If all courses are dropped before Census Date, no COF hours are used. Should you choose to add a late starting course or enrichment after Census Date, these hours will also be charged against your lifetime limit. Courses taken for non-credit (audit) will be charged at the same hourly rates. **The COF stipend will not pay for audited courses. In-state students pay the full tuition and these hours will not count in the lifetime limit.**

Orientation Requirement

New freshman and transfer students are required to attend New Student Orientation immediately prior to the beginning of the term.

COURSE POLICIES

Attendance

Regular class attendance is expected, with instructors determining the extent to which absences affect final grades. Financial aid recipients who do not attend at least one class session may be subject to repayment of all aid received.

Course Cancellations

The College reserves the right to cancel a class for any semester if enrollment is not deemed sufficient.

Final Exams

Separate days are set aside for final examinations at the close of the fall and winter semesters. It is the student's responsibility to know the final examination schedule and take all final examinations. Finals schedules are posted on the Registrar's Office website.



ENROLLMENT CERTIFICATION POLICIES AND PROCEDURES

Enrollment Certifications

Students may obtain enrollment certifications through the Student Clearinghouse Website at: www.studentclearinghouse.org. Additionally, students may submit the enrollment certification request form in the Registrar's Office or download it from the Registrar's Office webpage and send/fax it to the Registrar's Office.

Full-time Load

Full-time load for enrollment certification for Veterans Benefit, athletics, loans, etc., is 12 credits in the fall, winter, and summer semesters. Various agencies have different regulations for full-time loads during the summer. Full-time load for enrollment certification will vary depending on the agency concerned.

GRADING POLICIES

Four-Point System

The quality of a student's work is appraised according to grade point averages. Fort Lewis College uses the four-point system, which assesses grade points as follows:

A = 4.00 points	C = 2 points
A- = 3.75 points	C- = 1.75 points
B+ = 3.25 points	D+ = 1.25 points
B = 3.00 points	D = 1 point
B- = 2.75 points	D- = .75 point
C+ = 2.25 points	F = 0 points

The grade point average, carried to two decimal places, is computed by dividing the total number of grade points by the total number of credits attempted. Grades of AU, X, W, S, P, NC, I, and NG do not affect the grade point average.

Grade Definitions and Rules

AU -Audit. 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 for credit. Students may not change from audit or credit, or vice versa, after Census Date. When registering, students may take both audit and credit courses but the total should not exceed a normal load. Students auditing courses are required to pay tuition and fees at the same rate as if enrolled for credit. **The COF stipend will not pay for audited courses. Instate students will pay the full tuition.**

Students who audit a course and later wish to obtain regular credit for the same course may do so by special examination, for an additional fee, or by repeating the course for regular credit. Repeating a previously audited course does not count against the 12 repeatable credits policy.

X - The grade of X means the student has received credit by special examination or credit for military service.

W - The grade of W signifies withdrawal from the course while passing. The instructor must assign a W or an F if a student withdraws after Census Date.

NG – No grade has been submitted by the instructor.

I -Incompletes. Students requesting a grade of Incomplete must discuss their circumstances with their course instructor. Incomplete grades are appropriate only under the following conditions:

1. The major part of the course requirement has been met.
2. The student is unable to complete the requirements in the term in which the course is taken for compelling and unforeseen reasons.
3. In the opinion of the instructor, the requirements can be completed by the student without repeating the course.

When the student cannot complete the course material without repeating the course, the instructor should record a grade of W or F, rather than a grade of "I."

If the student completes the course requirements within the time allotted, the instructor will initiate the grade change by filing a Special Grade Report Form with the Registrar's Office. **If the course requirements are not completed within one year after the end of the appropriate term, the incomplete grade will revert to an F.** The dean of the school in which the course is offered may waive for good reason the one-year deadline upon petition by the student. An Incomplete cannot be removed by registering to repeat the course.

A course for which a student has a grade of 'I' at the time of graduation cannot be used to satisfy any graduation requirement. In the event that a student has graduated prior to removing the Incomplete, the 'I' grade will remain permanently on the graduate's academic transcript.

S and NC (Satisfactory and No Credit) -- Certain courses are designated by the College to be S- or NC-graded courses only. Courses that primarily utilize field experience may, at the discretion of the sponsoring school, be graded either "satisfactory – no credit," or with the traditional "A through F" letter grade system. Should the "satisfactory – no credit" option be used, the courses may still be applied to either the major or General Education requirements.

The grade of NC means that the student did not satisfactorily complete the course. No credit is given nor is the grade figured in the grade point average. The grade of S means that the student has successfully completed the course. Credit is given for the course but the grade is not used in the grade point average.

P and F (Pass and Fail) -- The pass-fail option is limited to elective courses only. Pass-fail may not apply to General Education requirements, major requirements, or Teacher Education requirements with the exception of Student Teaching and Study Abroad transfer credits. Changes to or from pass-fail status after the beginning of a term must be made by Census Date.

The grade of P means that the student has passed a course on a pass-fail basis. Credit is given for the course but the grade is not used in the grade point average. The grade of F means that the student has failed the course. No credit is given for the course and the grade of F is used in the grade point average.

Grade Change Policy

After grades have been posted to the student's transcript, the appropriate faculty, via a Special Grade Report form from the Registrar's Office, must make all changes. If a year has passed since the original grade was filed, special approval for a grade change from the appropriate dean is required. In the event that a student has graduated prior to a grade change being filed, the original grade will remain permanently on the graduate's academic transcript.



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Grade Replacement Policy

Up to 12 credits of Fort Lewis College courses with initial grades of C- or lower may be repeated at Fort Lewis College or another accredited institution for grade replacement. Only the most recent grades earned will be counted in the grade point average for the first 12 credits of repeated courses in which the initial grade was C- or lower. However, all grades remain on the student's record. When a course for which the initial grade was C or better is repeated, or when a student has already excluded 12 credits of C- or lower grades from his grade point average, there is no exclusion of prior grades from the grade point average. The student must notify the Registrar's Office as to which courses to use for these 12 credits. NOTE: Upon graduation, a student's grade point average is frozen, and students are not eligible to repeat courses for grade replacement.

Procedure to Review a Grade

See Academic Grievance and Appeals.

GRADUATION PLANNING

Petitioning to Graduate

Once a degree-seeking student reaches 80 earned credit hours on his/her Fort Lewis College transcript, the Registrar's Office will automatically send the student a Petition for Candidacy for a Degree form. The petition will request verification of academic information such as degree type, major, minor, major option, or concentrations, and anticipated graduation date. Students have twenty-one days to return the completed petition to the Registrar's Office. Upon receipt of the Petition from the student, an initial graduation checklist will be sent to the student prior to academic advising and early registration. NOTE: This form must be submitted to the Registrar's Office to initiate a graduation checklist. At the same time, the student's account will be automatically assessed the graduation fee. The student will receive a second graduation checklist during the term prior to his/her term of anticipated graduation.

Students with a Student Constructed Major must have their approved contract filed with the Registrar's Office no later than the time s/he petitions to graduate.

Commencement and Graduation

Commencement ceremonies are held twice per year: A Saturday ceremony in December following the fall term, and two ceremonies on a Saturday in late April or early May, following the winter term. A student may participate in one commencement ceremony. Students completing graduation requirements at the conclusion of the winter or summer term will be assigned to the April/May commencement ceremony. Students completing degree requirements at the conclusion of the fall term will be assigned to the December commencement ceremony. See the Registrar's Office website for current commencement/graduation information.

HONORS POLICIES

Dean's List

The Dean's List, published at the end of the fall and winter semesters, honors students for high scholastic achievement. Students who attain a grade point average of 3.6 or better in no fewer than 15 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.

Graduation with Honors

Students must have earned, in residence at Fort Lewis College, no fewer than 60 semester credit hours to graduate with honors. Honors are not awarded upon receipt of a second bachelor's degree. Grade point averages required for honors are as follows:

Summa Cum Laude	Grade point average of 3.8 to 4.0
Magna Cum Laude	Grade point average of 3.6 to 3.79
Cum Laude	Grade point average of 3.4 to 3.59

NOTE: Honors read at commencement are based on credit hours and the grade point average posted as of the previous term and are not official. Official Honors will be awarded upon posting of final grades, calculation of final GPA, and completion of the degree, and will be noted on the final transcript and diploma.

OTHER ACADEMIC POLICIES AND PROCEDURES

Catalog for Graduation

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 may choose between the various catalogs but may not combine them. However, no catalog more than 10 years old at the time of the student's graduation will be accepted as the source of graduation requirements.

Change of Major

A student's major is initially determined based on information provided on the student's application for admission. Students who are undecided about a major or who are exploring several majors are initially listed as "Major Not Declared." Students may change their declared major by filing a "Change of Major" form with the Registrar's Office. The form is available in paper copy at the Registrar's Office or online at: www.fortlewis.edu/academics/records_office/forms.asp. The student's signature is required on the form.

Student Classification

A degree-seeking student is a student who has been admitted to the College and has declared an intention to pursue the requirements for an associate or baccalaureate degree.

Degree-seeking students are classified according to semester credits completed (earned), as follows:

Freshman	Fewer than 30 semester credits
Sophomore	30-59 semester credits
Junior	60-89 semester credits
Senior	90 or more semester credits

An unclassified student is one who has been permitted to enroll but who does not intend to pursue the requirements for the baccalaureate or associate degree.



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Communication Policy

Electronic mail is an official means for communication within Fort Lewis College. Therefore, the College reserves the right to communicate with students via email and expects that those communications will be received and read in a timely manner.

Independent Studies

Independent Studies (299 & 499) courses at Fort Lewis College are defined as student learning experiences structured and supervised by a faculty member. Students formally enroll during the period of research or independent study. Independent Studies course should be completed in the term in which they are approved.

The amount of credit earned for each independent study course is based on the number of hours the student will take to complete it. Students will complete a minimum of 50 hours of work for each credit hour earned. The appropriate number of credit hours will be determined by the instructor of record who will also document that the student completed those hours. A maximum of 8 credits of 299/499 will count toward a baccalaureate degree. Prior approval to assure that the independent project is commensurate with the proposed number of credits will be given by the respective instructor, department chair/area coordinator and dean.

Procedures to Register for Independent Studies

1. Student and instructor complete the form "Independent Study Petition." The form is available online at: http://www.fortlewis.edu/academics/records_office/forms.asp
2. The student must then obtain the Department Chair/Coordinator approval.
3. The student must then take the form to the appropriate Dean's Office for approval.
4. Registration for Independent Study must be completed by Census Date.

If approved,

1. The Dean's Office will initiate registration by emailing the Registrar's Office.
2. The Registrar's Office will register the student in the course and confirm registration by emailing both instructor and student at their Fort Lewis College email account as well as the Dean's Office. **OR**
1. Inform the student, at his/her Fort Lewis College email account, of any additional requirements before registration can be completed (such as removal of holds).
2. The Registrar's Office will also inform both the instructor and the Dean's Office of a student's failure to successfully register.

Students should also confirm registration in the independent study class via their secure WebOPUS account.

Transcripts

Fort Lewis College does not charge a fee for providing official academic transcripts. Transcript requests may be made online via WebOPUS with ID and PIN, or in writing (student's signature required). Requests should be sent to the Registrar's Office. Transcript requests will not be processed for those students who have an administrative hold on their account.

RESIDENCY/TUITION CLASSIFICATION POLICIES AND PROCEDURES

Petitioning for In-State Residency

A student is classified as an in-state or out-of-state student for tuition purposes at the time of admission. This classification is based on information supplied by the student on the application for admission. Residency classifications are determined in accordance with the Colorado Tuition Classification Law, CRS Section 23, Article 7, and revised May 1995. Colorado institutions of higher education are bound by the provisions of this statute and are not free to make exceptions to the rules set forth. Once determined, a student's tuition classification status remains unchanged unless satisfactory evidence that a change should be made is presented. Satisfactory evidence would be a Petition for In-State Residency and should be submitted to the Admission Office for first-time students or to the Registrar's Office for continuing students. The deadline for submission of a Petition for In-State Residency is the first day of the term for which the student is petitioning. It is preferred that petitions be received 30 days prior to the beginning of the term. Petitions received past the deadline will not be considered until the following term. Students may contact the Admission or Registrar's Office for additional information about the petitioning process.

The statute provides that an in-state student is one who has been a legal domiciliary (resident) of Colorado for exactly one year or more immediately preceding the first day of the term for which the in-state classification is being sought. Persons 23 years of age or older, or who are under 23 and emancipated, establish their own legal domicile. Those who are under 23 years of age and are unemancipated assume the domicile of their parent or court-appointed legal guardian. An unemancipated minor's parent, therefore, must have a legal domicile in Colorado for one year or more before the minor may be classified as an in-state student for tuition purposes. Emancipation, as defined by Colorado State Statute, is the intent of the parent to cease all financial support of the student. Financial support includes, but is not limited to, daily expenses, tuition, medical insurance, automobile insurance, and automobile ownership. Domicile is established when one has a permanent place of habitation in Colorado and the intention of making Colorado one's true, fixed, and permanent home and place of habitation. The tuition statute places the burden of establishing a Colorado domicile on the person seeking to establish the domicile. The question of intent is one of documentable fact and needs to be shown by substantial connections with the state sufficient to evidence such intent.

Legal domicile in Colorado, for tuition purposes, begins the day after connections with Colorado are made sufficient to evidence one's intent. The most common ties with the state are:

1. Ownership or rental of residential real property in Colorado,
2. Permanent employment in Colorado,
3. Compliance with laws imposing a mandatory duty on any domiciliary of the state, such as the driver's license law and the vehicle registration law,
4. Colorado voter registration, and
5. Payment of Colorado state income taxes as a resident by one whose income is sufficient to be taxed. **Caution: payment or filing of back taxes in no way serves to establish legal domicile retroactive to the time filed.**

To qualify for in-state tuition for a given term, the 12-month waiting period (which begins when the legal domicile is established) must be completed by the first day of classes for the term in question. If one's 12-month waiting period expires after the beginning of the term, in-state tuition cannot be granted until the next term. A student who, due to subsequent events, becomes eligible for a change in classification from resident to non-resident must inform the Registrar's Office within 15 days after such a change occurs. An adult student or emancipated minor who moves outside of Colorado must send written notification to the Registrar's Office within 15 days of the change.

A student who has been denied in-state residency in the past who wishes to be reconsidered for in-state residency must submit an updated Petition for In-State Residency form with any additional documentation. The final decision regarding tuition status, within statute stipulation, rests with the College. Questions regarding residence (tuition) status should be referred only to the Registrar's Office. Opinions of other persons are not official or binding upon the College. Additional information (including the "Petition for In-State Classification" form) is available from the Registrar's Office.



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Native American Tuition Waiver

As a matter of policy and in compliance with state law, Fort Lewis College offers Native American students, as defined below, full-tuition waivers to attend the institution. Fort Lewis College adheres to the following definition: "The term Native American shall include all persons of Native American descent who are members of any recognized Native American tribe now under federal jurisdiction, and all persons who are descendants of such members who were, on June 1, 1934, residing within the present boundaries of any Native American reservation, and shall further include all persons of one-half or more Native American blood. Eskimos and other aboriginal people of Alaska shall be considered Native Americans." (United States Code, 1964 Edition, Vol. 6, Title 25, Chapter 14, Section 479, Page 4, 897.)

To be considered for the Native American Tuition Waiver at Fort Lewis College, a student must provide a Certificate of Indian Blood or a copy of a Tribal Membership Card. To qualify for the Native American Tuition Waiver, a student must be at least 50% Native American or an enrolled member of a Federally Recognized Tribe. Note: Shareholders or descendants of members do not qualify if they are unable to prove they themselves:

1. Have their own enrollment or census number, or
2. Are 1/2 Native American, or
3. Are direct descendants of a tribal member who lived in the boundaries of a reservation prior to June 1, 1934. Direct descendant is defined as a maternal or paternal grandchild or great-grandchild. Birth certificates and proof of residency within the confines of a reservation must be provided.

The College will review all applications from Native American students to determine if they qualify for the full-tuition waiver. Native American students, who qualify based on appropriate tribal certification and admission standards, will be offered the full-tuition waiver. This waiver does not include fees, room, board and books.

The Native American tuition waiver applies to the student portion of tuition only. Native American Colorado resident students must apply for and authorize the College Opportunity Fund stipend to cover the state portion of their tuition.

Resident Tuition for Active Duty Military Personnel

The Colorado Legislature has authorized resident tuition for active duty military personnel on permanent assignment in Colorado and for their dependents (as defined by military regulations). Eligible students must be certified each term. Students obtain a completed verification form from the base education officer and submit the form with their military ID to the Registrar's Office prior to registering for classes. Students who have military certification remain classified as non-residents for tuition purposes and must petition to change their status once they establish permanent ties to Colorado.

STATE AND FEDERAL LAW REQUIREMENTS

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the student's right to inspect and review educational records, to seek to amend those records, and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding under any program administered by the Secretary of Education.

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age or dependency status, FERPA rights transfer from the parent to the student. FERPA applies to all students who are currently enrolled, or were formerly enrolled, and does not apply to deceased students or persons who have applied but have not attended.

Fort Lewis College has designated the following items as *Directory Information*:

1. Student name, addresses, telephone numbers, and Fort Lewis College e-mail address
2. Date and place of birth
3. Major and minor fields of study
4. Dates of attendance
5. Degree information including degree and date conferred, honors and awards information class and enrollment status
6. Participation in recognized college activities and sports
7. Most recent school attended

The College may disclose any of the above items without prior written consent unless notified by the student in writing to the contrary by the census date of each term/semester.

Requesting Non-disclosure of Directory Information

A student may request that his/her Directory Information not be released. Requests for non-disclosure of Directory Information must be submitted in writing to the Registrar's Office by Census Date (see Academic Calendar) via an *Information Privacy Form*.

Students who submit an *Information Privacy Form* to request non-disclosure of Directory Information will have a "confidentiality flag" added to their records. This means that the student must conduct all business with the college in person with a valid identification. Requests to remove confidentiality can be made only in writing by the student. Additionally, a confidentiality flag requires that the College NOT acknowledge to a third party that the student is or was a Fort Lewis student. As long as the confidentiality flag is in place, the college will NOT publish the student's name in any manner, including commencement programs.

More details may be found at the following website: http://www.fortlewis.edu/academics/records_office/ferpa.asp

Selective Service

Federal law requires all male US citizens and male aliens living in the US who are age 18 - 25 to register with Selective Service. Register online at www.sss.gov or go to the Post Office to complete and submit the form.

Colorado State Law requires all male students over the age of 18 to submit a signed statement stating that they have registered with the Selective Service if they are attending college in the state of Colorado. Forms for this purpose may be obtained in the Registrar's Office. Failure to comply will result in a hold being placed on the student's account.

Immunization Policy

Colorado State Law requires all Colorado colleges to maintain immunization records on all enrolled students. Immunizations required for all students born after January 1, 1957 include:

- 2 shots of Measles, Mumps, and Rubella, also known as (MMR)

Incoming freshman students living in the dorms are required to either get the meningococcal vaccine or sign an exemption form for the vaccine. Failure to comply will result in a hold being placed on the student's account.

If you have questions regarding immunization requirements, please contact the Health Center.



TRANSFER, STOP OUT AND WITHDRAWAL POLICIES AND PROCEDURES

Senior Year Transfer Policy

The Senior Year Transfer Policy is an exception to the requirement that a student must complete his or her final 30 credits in residence (i.e. from Fort Lewis College). Under this policy, of the last 40 semester credits earned immediately preceding graduation, two courses not to exceed 10 credits may be completed at another regionally accredited college or university. It is strongly recommended that the student receive confirmation from the Registrar's Office of course transferability prior to registration at the other institution. The Vice President for Academic Affairs may make other exceptions in unusual circumstances on recommendation of the appropriate school dean. Students participating in any International Program during their senior year must contact the International Programs Office for eligibility.

Stop Out Policy and Procedure

Any student who does not enroll for two consecutive terms (summer is counted as one term), must reapply through the Admissions Office – this is capitalized in earlier sections for re-admission to Fort Lewis College. Any collegiate coursework or special examinations taken since the last term of attendance must be disclosed and appropriate transcripts must be provided. It is the student's responsibility at the point of application to notify Fort Lewis College of any and all possible transfer, test, or military credits earned during any absences.

Withdrawal from Term

Students who have registered for classes and decide not to attend have the responsibility to cancel their registration with the College by using WebOPUS and following the procedures outlined below. **Non-attendance does not constitute withdrawal.** Financial aid recipients, who completely withdraw or receive 0 credits for one term may be subject to immediate repayment of un-earned aid.

Prior to the First Day of the Term: Students must cancel their registration through WebOPUS. Students should select the "Student Services & Financial Aid" link followed by the "Registration" link. Students should select the "Add/Drop Classes" option from the Registration Menu, select the appropriate term and drop each of their classes prior to midnight on the day before the term begins. **First-time students** wishing to cancel their enrollment who have never accessed their secure WebOPUS account may also complete and submit to the Registrar's Office the form *New Student Request to Cancel Enrollment at Fort Lewis College*. The form is provided to newly admitted students and is available via the Registrar's Office web page.

First Day of Term Through Last Day of Regular Classes: Beginning with the first day of the term, students must officially withdraw from the current term using WebOPUS. An official withdrawal completed on the first day of the term (or failure to complete withdrawal), will result in tuition and fee charges according to the pro-rata schedule below. Withdrawals are accepted through the last day of regular classes for the fall and winter semesters and the last day of the term for each summer block. Withdrawals are not permitted during finals week of the fall and winter semesters.

Technical Difficulty with WebOPUS: If a student experiences problems with any of the above processes using WebOPUS it is the student's responsibility to contact the Registrar's Office as soon as possible.

Tuition and Fees Schedule for Students Who Withdraw: Students initiating official withdrawal during the **fall and winter semesters** will be assessed tuition and fees according to the schedule below:

<i>Date of Withdrawal - Fall and Winter</i>	<i>Tuition and Fees Assessment</i>
1 st day of term through Census Date	10%
Day after Census Date through the end of Week 4 of the term	60%
Week 5 – 9	75%
Week 10 forward	100% (full tuition and fees)

Students initiating official withdrawal during the **summer term** will be assessed tuition and fees according to the schedule below:

<i>Date of Withdrawal - Summer***</i>	<i>Tuition and Fees Assessment</i>
1 st day of term through Census Date	10%
Day after Census Date through the end of Week 2 of the term	60%
Week 3	75%
Week 4 forward	100% (full tuition and fees)

***The Board of Trustees for Fort Lewis College reserves the right to change any fee at any time without formal notice whenever conditions warrant such a change.

To be eligible to receive the reduction in tuition and fees according to this schedule, the official withdrawal must be completed using WebOPUS prior to midnight on the Sunday of the week indicated, with the exception of Census Date deadlines.

New students withdrawing on or after the first day of the term will be charged the full matriculation fee.

Refunds (if any) will be sent to the student at his or her permanent address after the withdrawal process is completed. There is a 30-day hold on payments made with a personal check. Payments made on a charge card will be credited back to the charge card.

College Opportunity Fund (COF) Adjustment for Students Who Withdraw

If you are withdrawing from Fort Lewis College after Census Date, your allocated COF credits will be deducted by the amount of eligible credits for which you were registered.



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Other Responsibilities Associated with Withdrawal

Students who have applied for housing and/or financial aid have other responsibilities associated with official withdrawal and must contact those offices directly.

Financial Aid: Students who receive financial aid and then completely withdraw from all classes may be required to repay all or a proportionate amount of aid received. Repayment amounts are determined in accordance with Federal, State, and institutional regulations and policies.

On-Campus Housing: Students who live on campus must check out of their housing with their Resident Assistant or Resident Director within 48 hours of the initiation of the withdrawal from the term. At the time of check out, students must turn in their keys and sign the check-out sheet. Charges are prorated, based on date of actual check out. Policies concerning the refund of room and board charges are published in the Housing Contract, the Tuition and Fee Brochure (available at the Cashier Window) and the Student Affairs Office in Berndt Hall, and are also available online under "Withdraw from Current Term" in the Registration Menu in WebOPUS and also under "Your Right To Know" on Fort Lewis College's homepage at www.fortlewis.edu.

Waiver Request for Institutional Exception to the 145 Credit College Opportunity Fund (COF) Lifetime Hours Limit

Eligible students are limited to 145 lifetime credit hours of COF stipends. An institutional waiver for additional credit hours MAY be granted to students who will exceed the credits granted by the state **due to extenuating circumstances**. Students can only receive one waiver from an institution for credit hours to be completed during three specific and consecutive terms. The number of waivers that can be approved by any institution in a 12 month period is limited by the State of Colorado. **The Fort Lewis College COF Waiver Committee will accept applications for an institutional waiver if a student has used 120 or more of his/her lifetime credit hour limit.**

When to apply for an Institutional Waiver

- An application for a waiver will be considered when a student has used 120 or more of his/her lifetime credit hours.
- A student can review COF lifetime hour balances by going to the College Access Network (CAN) account s/he created when s/he applied for COF. (<https://cof.college-access.net/cofapp/COFLogon.jsp>) Hours for a current term will not be recorded with CAN until approximately 10 days after the published census date. Students can also check their WEBOPUS account for hours used.
- Waiver requests will be reviewed three times a year.
 1. **November 1** is the deadline for an application for students who will exceed the 119 credit hours used during a current fall term.
 2. **March 1** is the deadline for an application for students who will exceed the 119 credit hours during a current winter term.
 3. **August 1** is the deadline for an application for students who will exceed the 119 credit hours during a current summer term.

Additional Information regarding this policy and Waiver Request Forms are available via the Registrar's Office website at: http://www.fortlewis.edu/academics/Records_office/forms.asp

CAMPUS MAILING ADDRESS & MAIN PHONE NUMBER

Fort Lewis College
1000 Rim Drive
Durango, CO 81301-3999

Information Desk 970-247-7010

DEPARTMENT CONTACT INFORMATION

Academic Advising & Student Success Center	970-247-7085 970-382-6922 (fax)	140 Miller Student Services
Office of Admission	970-247-7184 970-247-7174 (fax)	Kroeger Hall
Career Services	970-247-7562 970-247-7653 (fax)	230 Miller Student Services
Controller's Office (Cashier)	970-247-7380 970-247-7284 (fax)	140 Berndt Hall
Financial Aid	970-247-7142 970-247-7108 (fax)	101 Miller Student Services
Health Center	970-247-7355 970-247-7621 (fax)	170 Miller Student Services
Judicial Affairs & Equal Opportunity	970-382-6977	450 Berndt Hall
Registrar's (Records) Office	970-247-7350 970-247-7598 (fax)	160 Miller Student Services
Student Housing and Conferences	970-247-7503 970-247-7501 (fax)	240 Miller Student Services

OTHER SOURCES OF ACADEMIC POLICY AND PROCEDURE INFORMATION

- Catalog of Courses
- Registrar's Office Website
- Student Handbook