

# Classification of Students - Undergraduate

ENROLLMENT MANAGEMENT

## Student Policies/Classification

**Policy Owner:** Vice President of Enrollment Management

**Effective date:** immediate

**Approval date:** Spring 2024

**Schedule for Review:** Fall 2029

### Policy Summary:

This policy outlines how Fort Lewis College classifies students as degree-seeking or non-degree-seeking, and how degree-seeking students are assigned a class standing (freshman, sophomore, junior, senior) based on earned credits.

### Policy Statement:

A **degree-seeking undergraduate student** is one who has been admitted to the College with the intent to complete a baccalaureate degree. Degree-seeking students are admitted as:

- **First-Year Students** who have not enrolled in college-level coursework after high school graduation with the exception of the summer immediately following graduation. Students who have completed dual/concurrent enrollment courses while in high school are considered first-year students for admission despite having college credits.
- **Transfer Students** are those who have enrolled in college-level coursework after high school graduation, regardless of number of credits earned, or if the credits transfer to Fort Lewis College.
- **Returning Students** are students who have previously attended Fort Lewis College as a *degree-seeking* student, regardless of the number of credits earned. Students who later attend another institution are still classified as Returning students when they re-enroll at Fort Lewis College.

Degree-seeking undergraduate students are classified by **class standing**, based on the number of semester credits they have earned:

- First-Year: fewer than 30 credits
- Sophomore: 30–59 credits
- Junior: 60–89 credits
- Senior: 90 or more credits

**Non-Degree** seeking undergraduate students are those enrolled in undergraduate courses who are not pursuing a degree, either by choice or by ineligibility. Non-Degree Students are admitted as:

- **Dual Enrollment Students** who are ineligible to degree-seeking as they are concurrently or simultaneously completing their high school diploma while enrolled in college-level courses.
- **Non-Degree students** who are not pursuing a baccalaureate degree by choice and may be post-baccalaureate students seeking teacher licensure, exchange students, or students taking courses for preparation, enrichment, or career development.

### **Responsibilities:**

**For enforcement of the policy:** Admission Office, Registrar's Office

**For oversight of the policy:** Vice President of Enrollment Management

**For procedures for implementing policy:** (Optional)

### **Definitions:**

Optional

### **Procedures:**

Optional

### **Cross-Referenced Policies:**

Optional

### **Consequences of Non-Compliance:**

Optional

### **Review and Revision History:**

This policy was revised Aug. 25, 2015, to align with the March 19, 2015, revision of the Undergraduate Academic Standings policy that eliminated the Guest Status option for readmission to the College after academic disqualification but allowed students actively participating in the Guest program as of March 19, 2015, to maintain their Guest status.

This policy was updated in Spring 2024 to reflect the current language of admit types – replacing “former” with “returning” student and the current class standing language - replacing “freshmen” with “first-year” in both cases to reflect the terminology in use when Workday was implemented.