

## Primary Program of Study

ACADEMIC AFFAIRS

Academics / Degree Progression

Policy Owner: Provost and Vice President for Academic Affairs

*Effective date:* March 1, 2024

*Approval date:* March 1, 2024

*Schedule for Review:* Spring 2029

### Policy Summary:

This policy outlines the process for declaring and maintaining a primary program of study, detailing its role in determining a student's academic path and ensuring timely progress toward degree completion.

### Policy Statement:

#### **Definition and Assignment of Program of Study:**

- A student's **Program of Study** defines their credential path (e.g., Bachelor of Science, Bachelor of Arts, Certificate, or Non-Degree), their academic major(s), and, if applicable, their minor(s).
- The initial Program of Study is assigned based on information provided during the student's application to Fort Lewis College.

#### **Declaring and Changing a Program of Study:**

- Undergraduate degree-seeking students (BA, BS, or Certificate) must declare a major program by the time they have earned 45 semester credits of undergraduate college-level work.
- Students who matriculate with 45 or more semester credits must declare a major by the end of their first semester.
- Students may change their Program of Study at any time. Changes initiated between the start of the semester and the census date will take effect immediately; changes made after census will apply to the next semester.

#### **Advising Hold for Non-Compliance:**

- Students with 45 or more semester credits who have not declared a major program will have an advising hold placed on their account. This hold will prevent registration until they meet with an advisor and declare a major program.

#### **Impact of the Program of Study:**

- The Program of Study determines a student's graduation requirements, course eligibility for federal financial aid, and course registration.
- Students are responsible for ensuring their Program of Study reflects their intended academic path.

**Degree Requirements and Federal Aid Compliance:**

- Federal financial aid may only be applied to courses that fulfill the requirements of the student's declared credential path. An accurate Program of Study is required to ensure compliance with federal regulations.

Responsibilities:

*For oversight of the policy:* Provost and Vice President for Academic Affairs

*For procedures for implementing policy:* College Registrar and the Provost's designee

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

Definitions:

**Program of Study:** A combination of a credential path (e.g., BA, BS, Certificate) and the associated academic major(s) and/or minor(s).

**Advising Hold:** A registration block placed on a student's account to enforce compliance with policy requirements.

**Undergraduate Credits:** Credits earned in courses numbered 100-499 or 1100-1799.

Procedures:

Cross-Referenced Policies:

Consequences of Non-Compliance:

Students who fail to declare a major program by the required deadline will be unable to register for future semesters until they meet with an advisor and declare a Program of Study.

Review and Revision History:

Originally approved May 7, 2015.

Policy name updated from "Declaration of Major" to "Primary Program of Study" to reflect system changes and add clarification on financial aid impact in Spring 2024.