

Classification of Students - Graduate

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 graduate 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 graduate student** is one who has been admitted to the College with the intent to complete a Master's degree.

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

- M.A. First Year: fewer than 19 semester credits
- M.A. Second Year: 19 or more semester credits
- Certificate First Year: Fewer than 19 semester credits and enrolled in a certificate *only* program.
- Certificate Second Year: 19 or more semester credits and enrolled in a certificate *only* program.

Non-Degree Graduate Students are those enrolled in graduate courses who are not pursuing a degree.

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 updated in Fall 2025 to new format