

Disclosure of Attempted and Earned Credit by Undergraduate Students

ENROLLMENT MANAGEMENT

Enrollment Management/Academic Records

Policy Owner: Vice President of Enrollment Management

Effective date: February 17, 2016

Approval date: Summer 2025

Schedule for Review: Fall 2030

Policy Summary:

This policy outlines the disclosure requirements for undergraduate students seeking a degree, certificate, or recommendation for teacher licensure at Fort Lewis College.

Policy Statement:

1. Undergraduate students seeking a degree, certificate, or recommendation for teacher licensure are required to disclose:
 - Official transcripts from all post-secondary and higher education institutions attend during and after high school, except Fort Lewis College.
 - DD214 forms and official military transcripts
 - Official score reports from Advanced Placement, College-Level Examination Program (CLEP), International Baccalaureate, and DANTES Subject Standardized Tests (DSST) to evaluate for credit.
2. The procedures for admission, enrollment confirmation, advising, award of financial aid, and conferral of a degree or certificate or recommendation for teacher licensure will provide due diligence on this policy.
3. If any College employee learns that an undergraduate student has not disclosed a previously or concurrently attended post-secondary/higher education institution, a DD214 form and military transcript, or a test score report, it is their obligation to notify the Director of Admission and the College Registrar.
4. New Undergraduate students will be informed of this policy through a statement on the application for admission and they will acknowledge they have been informed through their signature on that application.
5. Continuing undergraduate students will be reminded of this policy in the Academic Handbook, and on the application for graduation.
6. Students found to have nondisclosed attendance at a post-secondary / higher education institution must provide transcripts by the deadline set by the enforcing college official or a memorandum from the Registrar at the post-secondary /higher education institution stating that the student has no transcribed credit.
7. Students found to have nondisclosed military transcripts and test score reports must submit official documents by the deadline set by the enforcing college official.

8. All final and official transcripts and reports submitted by students seeking a degree, certificate, or recommendation for teacher licensure will be evaluated by the Registrar's Office. Attempted credits will be recorded, and transferable credits will be posted to the transcript by the Registrar's Office.

Responsibilities:

For enforcement of the policy: Director of Admission, College Registrar, Director of the Skyhawk Station, Director of Financial Aid

For oversight of the policy: Director of Admission and College Registrar

For procedures for implementing policy: Director of Admission, College Registrar, Director of the Skyhawk Station, Director of Financial Aid

Definitions:

(Optional)

Procedures:

(Optional)

Cross-Referenced Policies:

(Optional)

Consequences of Non-Compliance:

Failure to comply with this policy may result in the following consequences:

- Delay in admission, enrollment confirmation, advising, award of financial aid and conferral of a degree or certificate or recommendation for teacher licensure.
- Revocation of admission or enrollment status
- Students may not be able to register for subsequent terms.
- Financial aid may be suspended until full disclosure has been made.
- Disciplinary action as deemed appropriate by the College.

Review and Revision History:

Policy was reviewed in Spring 2025; format was update and transcript withholding was removed as a penalty. No substantive changes made.