

Disclosure of Attempted and Earned Credit by Undergraduate Students

	<p>Policy identification number: To come...</p> <p>File: Enrollment Management Policies / Academic Records</p> <p>Disclosure of Attempted and Earned Credit by Undergraduate Students</p> <p>Policy Summary</p> <p>Undergraduate students seeking a degree, certificate or recommendation for teacher licensure are required to disclose all attempted and earned credit from post-secondary and higher education institutions, the military, and credit by examination programs.</p>
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Policy Owner	Approval Date	Effective Date
President	February 17, 2016	February 17, 2016

Search Terms	Scheduled for Review
President, d, c, u, attempted, earned, credit, undergraduate, students	Winter 2020

Policy Statement

1. Undergraduate students seeking a degree, certificate or recommendation for teacher licensure are required to disclose:
 1. Official transcripts from all post-secondary and higher education institutions attended during and after high school, excepting Fort Lewis College;
 2. DD 214 forms and official military transcripts;
 3. Official score reports from Advanced Placement, College-Level Examination Program, International Baccalaureate, and DANTES Subject Standardized Tests for evaluation 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 DD 214 form and military transcript, or a test score report, it is his or her obligation to notify the Director of Admission.
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 of that application.
5. Continuing undergraduate students will be reminded of this policy at the beginning of each Fall, Spring, and Summer semester and on the application for graduation and the application for recommendation for teacher licensure.
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.

Reason for Policy

Disclosure of previous attendance at post-secondary/higher education institutions is essential to the enforcement of the College's admission standards. Disclosure of all earned credit is essential to the integrity of student academic records and accurate advisement for degree completion. Disclosure of all attempted and earned credit is essential to the prevention of the award of federal, state, and institutional financial aid to ineligible students and meeting institutional standards for administrative capability to administer federal Title IV programs.

Consequences for Not Following Policy

If a student is found to have one or more undisclosed transcripts or score reports:

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 1. Institutional decisions or processes may be reversed, modified, or delayed;
 2. Financial aid may be suspended until full disclosure has been made;
 3. Students may not be able to register for subsequent terms, be awarded a degree or certificate, be recommended for teacher licensure, or be issued a Fort Lewis College transcript.

Responsibilities

For following the policy: Undergraduate students seeking a baccalaureate degree, undergraduate certificate, or recommendation for teacher licensure.

For enforcement of the policy: Registrar, Director of Admission, Director of Student Success, and Director of Financial Aid, and Associate Vice President for Enrollment Management

For oversight of the policy: President

For notification of policy: Policy Librarian

For procedures implementing the policy: Director of Admission, Registrar, Director of Financial Aid, and Director of Student Success, and Associate Vice President for Enrollment Management