


Pace Requirement for Introductory Composition and Mathematics

	Policy identification number: To come...	
	File: Academic Policies > Degree Progression	
<h2>Pace Requirement for Introductory Composition and Mathematics</h2>		
Policy Summary		
This policy ensures that all bachelor's degree candidates complete introductory level composition and mathematics courses in a timely manner.		
Policy Owner	Approval Date	Effective Date
Provost and Vice President for Academic Affairs	November 9, 2017	November 9, 2017
Search Terms	Scheduled for Review	
pvpaa, pace, p, composition, mathematics	Fall 2022	

Policy Statement

- All bachelor's degree candidates must successfully meet the Liberal Arts Core introductory level composition (CO1) and introductory level mathematics requirements (MA1) before earning 45 credits at Fort Lewis College in courses numbered 100 or higher.
 - For the purposes of the present policy, a student whose placement is above CO1 is considered to have successfully met the CO1 requirement.
 - A bachelor's degree candidate who transfers into Fort Lewis College and has the Liberal Arts Core requirement waived will be considered to have met the CO1 and MA1 requirements for this policy.

Reasons for Policy

- Fort Lewis College strives to:
 - Offer rigorous courses. Rigor is associated, among other things, with student success and retention. However, rigor presupposes that all students in advanced courses be proficient in basic academic skills.
 - Retain and graduate its students in a timely manner. Successful early completion of introductory courses in composition and mathematics has been shown to improve both retention and graduation rates (e.g. data collected by Complete College America shows a positive correlation between both retention and graduation rates with the completion of English and mathematics courses in the first year).

Responsibilities

For following policy: Bachelor's degree candidates

For enforcement of policy: Registrar

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

For procedures implementing the policy: Registrar

For notification of the policy to campus: Policy Librarian

For notification of the policy and issuance of reminders and warnings to students: Registrar

Consequences of Not Following Policy

Failure to successfully meet the policy requirement will result in administrative action that prohibits students from registering for non-remedial, non-supplemental academic instruction, non-introductory composition, and non-introductory mathematics courses until the policy requirement has been met.

Appeal of Administrative Action

- Students in violation of the policy may appeal using an online form to the Academic Standards Committee for permission to enroll in courses besides those related to coming into compliance with the policy. [Click here for the form.](#)
- Pace appeals received by the Committee's published deadline will be heard at the next regularly scheduled meeting of the Academic Standards Committee. Students will receive timely notification of the Committee's decision via email to their Fort Lewis College student account.
- Students approved on appeal must accept a schedule lock that requires them to consult with the Registrar's office prior to making any schedule adjustments.
- Students denied on appeal may request a review by the Provost and Vice President for Academic Affairs or designee within seven (7) days of the emailed decision of the Academic Standards Committee. Decisions of the Provost are final.

Definitions

Bachelor's Degree Candidates: Undergraduate students pursuing their first bachelor's degree and post-baccalaureate students pursuing a second or subsequent, non-duplicative, bachelor's degree who are attending less than half time, half time, three quarters time, or full time.

Revision History

This policy was originally approved by the Provost and Vice President for Academic Affairs on April 2, 2014 upon recommendation of the Faculty Senate on April 2, 2014. The revision to exempt students with bachelor's degrees who receive a waiver of the Liberal Arts Core (1.B.) was approved by the Provost and Vice President for Academic Affairs on October 4, 2017. The revision approved by the Provost and Vice President for Academic Affairs on November 9, 2017 was upon recommendation of the Faculty Senate on April 6, 2017. The following changes were made: Students with CO2 placements are considered to have met the CO1 requirement of the policy (1.A.); responsibility was assigned to Registrar to notify students of policy and issue reminders/warnings; an appeal process was specified, and a procedural appendix was added.

Appendix – Procedures

- Students who have not posted transfer credit for the CO1 and MA1 requirements by Census Date of their first semester of attendance (Fall, Spring, or Summer) will receive a notification of the policy, its requirements, and its consequences from the Registrar.
- Students in their second or subsequent semester of enrollment (hereafter SOS) will receive a communication as indicated below with a cc: to primary advisor. Sample messages are presented at the end of the Appendix. In Progress (IP) is defined as enrollment in current semester at Census Date. Students whose IP status changes based on CW, SW or AW grades in the current semester, posting of transfer credit, or purges at the end of a semester will receive an updated communication appropriate to their status within 10 working days.

Number of FLC Credits	CO1 Done, MA1 IPCO	CO1 Done, MA1 Not IP	MA1 Done, CO1 IP	MA1 Done, CO1 Not IP	Neither CO1 or MA1 Done or IP
SOS with 30 or fewer earned and IP credits		Reminder		Reminder	Reminder
SOS with 31-44 earned and IP credits		Warning		Warning	Warning
SOS with 45 or more earned and IP credits		Enforcement Warning		Enforcement Warning	Enforcement Warning
SOS with 45 or more earned credits	Policy Violation Notice	Policy Violation Notice	Policy Violation Notice	Policy Violation Notice	Policy Violation Notice

3. Students with 45 or more credits will receive the following communication with cc: to primary advisor:

A. Notification they are in violation of the policy.

B. Specification of the date the violation hold will be placed on their records. This date will be the day after the deadline for appeals to the Academic Standards Committee in May, January, and August.

C. Requirement to enroll or waitlist for the course(s) required to bring them into compliance.

D. Instructions on how to appeal if they want to take courses besides CO1 and MA1 in the next semester of attendance with an emphasis that the student must be enrolled or waitlisted for the course(s) that will bring them into compliance prior to submitting an appeal.

E. Statement that all courses not related to bringing the student into compliance with this policy will be dropped from their schedule if they do not appeal by the deadline of the next Academic Standards Committee meeting but that if they do appeal, no action will be taken until after the Academic Standards Committee has rendered a decision.

4. The Registrar will place the Pace Non-Compliance (PN) hold on the student's record on the specified date.

5. The Provost or designee will receive a list of students notified in procedural statement 4.

6. The following student problems will be resolved as stated below:

A. The student's test scores and/or transfer credit have expired and the student does not have a CO1 and/or MA1 placement > Student will be instructed to take the Accuplacer test to establish placement. Primary advisor and Provost or designee will be cc'd.

B. Student is also in violation of Pace Requirement for Remedial Education Policy and is not eligible for Supplemental Academic Instruction (SAI) > Student will be recommended to take the Accuplacer to establish eligibility for an SAI placement. Otherwise, the student must complete remediation in order to enroll or waitlist in the course(s) required to submit an appeal. Primary advisor and Provost's designee will be cc'd.

C. Student cannot enroll in a CO1 and/or MA1 course because the course is closed or the supplemental academic instruction lab they are required to take concurrently with the course is closed > Student must consult with the Provost or designee. The primary advisor and Provost or designee will be cc'd.

D. Student didn't take action before the hold was placed but wants to take action before the next Academic Standards Committee meeting > Registrar will oversee the lifting and replacing of the hold.

7. Student who not file appeals by the deadline will have their scheduled dropped as described in procedural statement 3.E. Student will be notified with cc: to primary advisor.

8. Students who file appeals by the deadline will have their appeals brought forward to the Academic Standards Committee at its next scheduled meeting.

A. Students approved will be notified with cc: to primary advisor and Provost's designee that they are approved and they are expected to complete CO1 and/or MA1 in the next semester.

i. Waitlisted students who are approved will be informed that it is their responsibility to enroll themselves from the waitlist by the 5th day of class or meet the conditions of the Provost's designee for administrative enrollment. Students who do not qualify for administrative enrollment by the 6th day of classes will have their scheduled dropped as stated in procedural statement 3.E.

ii. Once registered in the courses required to bring them into compliance, the students will receive a Pace Schedule Lock (PS) hold. Students must work with the Registrar's Office to make any changes to their schedules after the PS hold is in place.

8. Students denied will be notified with cc: to primary advisor and Provost's designee that they have been denied and will only be allowed to take courses that will bring them into compliance with the policy in the next semester of enrollment. The action outlined in procedural statement 3.E. will be taken.

SAMPLE REMINDER EMAIL

Subject: Math Pace Policy Reminder

Dear Student – Because you are on track to earn 27 credits by the end of the Fall 2017 semester, I am writing to remind you that you must successfully complete an MA1-designated course appropriate for your major by the time you earn 45 credits.

The Pace Requirement for Introductory Composition and Mathematics policy requires students to complete the CO1 and MA1 requirements before they earn 45 credits at Fort Lewis College. [Click here to read the policy](#)

SAMPLE WARNING EMAIL

Subject: Math Pace Policy Warning

Dear Student – Because you are on track to earn 36 Fort Lewis College credits after Fall 2017, I am writing to warn you that you must complete an MA1-designated course appropriate for your major by the time you earn 45 credits at Fort Lewis College.

[Click here to read the Pace Requirement for Introductory Composition and Mathematics policy.](#)

SAMPLE ENFORCEMENT WARNING EMAIL

Subject: Math Pace Policy Enforcement Warning

Dear Student – Because you are on track to earn 46 Fort Lewis College credits after Fall 2017, I am writing to inform you that you will be in violation of the Pace Requirement for Introductory Composition and Mathematics when grades post in December.

This policy requires students to complete the Liberal Arts Core MA1 requirement by the time they earn 45 credits at Fort Lewis College. The consequences of the policy are that you cannot enroll in any courses except MA1-designated Math until you complete the requirement. [Click here to read the policy.](#)

You must take the following steps to avoid the consequences of the policy:

1) Enroll in an MA1 course for which you are eligible to enroll in Spring 2018. Consult with your advisor about the best choice for your major.

2) File an appeal requesting permission to continue your studies while you complete your MA1 course by 1 p.m. Monday, January 1, 2018. You must be enrolled in or waitlisted for an MA1-designated course to be eligible for review of your appeal. [Click here for the appeal form.](#)