

Disclosures Required by Higher Learning Commission (under development)

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Effective Date: Immediately upon approval

Policy Summary: This policy establishes how the College will meet its accreditors' requirements for public disclosures.

Policy Statement

1. Fort Lewis College's regional accrediting agency, the Higher Learning Commission, requires accredited institutions to make clear and complete information on the following matters readily available to students and the general public.

2. The requirements of Assumed Practice 1.5.a.-h. will be met as follows:

A. Statements of mission, vision, and values

i. These will be published on the President's website, with a link to that website available in one click from the Fort Lewis College homepage. The mission statement will additionally be published in the *Catalog of Courses*.

B. Full descriptions of the requirements for its programs, including all pre-requisite courses

i. These will be published in the *Catalog of Courses* for each major, minor, certificate, and teacher licensure program.

C. Requirements for admission both to the institution and to particular programs or majors.

i. Requirements for admission to the institution will be published on the Admission website. Requirements for admission to particular programs or majors will be published in the *Catalog of Courses*.

D. Policies on acceptance of transfer credit, including how credit is applied to degree requirements.

i. Transfer policies are published on the Policy Library and in the *Catalog of Courses*.

E. All student costs, including tuition, fees, training, and incidentals; its financial aid policies, practices, and requirements, and its policy on refunds.

i. The cost of attendance and financial aid policies are published on the Financial Aid website. The refund policy will be published on the Student Billing website.

F. Policies regarding academic good standing, probation, and dismissal; residency or enrollment requirements

i. Academic standing policies and residency requirements are published on the Policy Library and in the *Catalog of Courses*.

G. Full list of instructors and their qualifications.

i. Tenured, tenure-track, and renewable faculty are listed, along with their degrees earned at the baccalaureate level or higher, in the *Catalog of Courses*.

H. Its relationship with any parent organization (corporation, hospital, or church, or other entity that owns the institution) and any external providers of its instruction.

i. Not applicable.

3. The requirements of Assumed Practice 1.7.a.-c. will be met as follows:

A. Differences will be clearly stated between regional accreditation, specialized or program accreditation, and the relationship between licensure and various types of accreditation.

i. An explanation of these differences will be published in the *Catalog of Courses*.

B. The specialized or program accreditation or recognition by state licensing boards will be disclosed for each institutional location.

i. Not applicable.

C. Students prepared for licensure or certification or other qualifying examinations, publicly disclosed the pass rates on that examination.

i. This information will be published on each program's website, subject to the Office of Institutional Research, Planning, and Assessment's guidelines on publication of data by which an individual might be identifiable.

Reason for Policy

Higher Learning Commission Assumed Practices 1.5.a.-h. and 1.7.a.-c. requires clear and complete information on specified matters to be disclosed to students and the public.

Responsibilities

For following policy: Editors with responsibility for the Fort Lewis College website and the Catalog of Courses

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

For notification of policy: Policy Librarian