

GUEST CREDIT REQUEST



Once enrolled at Lawrence Tech, students are expected to complete all courses for their chosen degree at Lawrence Tech. If a course cannot be completed at the University, students may request Guest Credit. Please read the entire policy regarding Enrollment at Other Institutions in the current online University Catalog.

Please contact the Guest Institution for information regarding their enrollment policies. Some institutions will require the student to complete the Michigan Uniform Undergraduate Guest Application. This form can be found on the Lawrence Tech website.

It is imperative that this form is completed in its entirety. Incomplete forms or applications missing required documentation cannot be considered by the Guest Credit Committee and will be returned to the student. Students will allow 4-5 weeks for processing, as the Committee meets monthly. A letter indicating the Committee's decision will be sent within two days of the Committee meeting. **Graduate Students: See your academic advisor for Guest Credit requirements and approval.**

Determine Your Eligibility

Is your cumulative GPA at Lawrence Tech at least 2.00? Yes No

Have you attended Lawrence Tech for at least 2 semesters?
-OR- Yes No

Have you earned at least 24 credits at Lawrence Tech?

If you answered 'No' to either question, then you are not eligible to request Guest Credit.

Complete the Form

Student Name	Student ID
Email Address	Phone
Guest Institution	Dates of Guest Term

Guest Institution		Lawrence Tech		
Course Number & Title	Credit Hours	Course Number & Title	Credit Hours	Committee Use

Remember that normal prerequisite rules apply to Guest Credit. Before enrolling in a course at another institution, you must have completed any prerequisites at Lawrence Tech.

Attach Required Documents

- Detailed letter explaining the need for Guest Credit (i.e. Why the course cannot be taken at Lawrence Tech)
- Course descriptions from the guest institution

Sign and Date

Student Signature	Date
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GUEST CREDIT REQUEST



ENROLLMENT AT OTHER INSTITUTIONS

Students are expected to complete all courses for a Lawrence Tech degree at the University once they have been admitted. Transfer credit is generally not given for courses taken at other institutions after enrollment at Lawrence Tech, unless those courses cannot be completed at the University.

Students enrolled at Lawrence Tech may not take courses at other institutions after admission to Lawrence Tech and expect those credits to transfer without the prior written permission of the Credit Review Committee. Any courses taken in violation of this policy will be denied transfer or additional credit.

To be eligible for guest credit, students must have:

1. Achieved a 2.0 GPA at Lawrence Tech;
2. Completed 24 credit hours or two semesters at Lawrence Tech;
3. Satisfied the prerequisites for the course(s) that they wish to take at another institution. If prerequisites are in progress for the requested course(s) at the time of submission of the Guest Credit Approval form, a letter from the instructor(s) is required stating the student's grade in the course(s) as of that date and the instructor's opinion (at that point in time) of the student's capability to continue successfully in the requested course;
4. Completed the Guest Credit Approval form (available in Enrollment Services/Office of the Registrar or at www.ltu.edu/registrar_office/forms_to_print.index.asp).

Students must submit the Guest Credit Approval form to Enrollment Services/Office of the Registrar at least one month before the desired course begins. The Credit Review Committee reviews each request individually. The registrar will then send the students letters informing them of the committee's decision.

For those courses approved, the student must receive at least a 2.0 in the course to have it transfer back to Lawrence Tech. It is the student's responsibility to have the official transcript sent to Enrollment Services/Office of the Registrar at Lawrence Tech. Until the official transcript arrives, the credit will not be placed on the student's transcript. In addition, only the course will transfer to Lawrence Tech, not the grade. Lastly, approved guest credit courses may not be transferred back to Lawrence Tech to be used in grade point average recomputation.

I have read and understand the requirements for guest credit and agree to uphold the standards of Lawrence Technological University.

Print Name

Date

Signature