

ACADEMIC AND ADVISING POLICIES AND PROCEDURES

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ACADEMIC AND ADVISING POLICIES AND PROCEDURES

INTRODUCTION

*The University Catalog, changes to it which occur between printings, and the policies of the colleges govern the academic relationship between a student and the University. If **you** have any doubts about any procedure or policy, **you** should consult with the department chair, the dean, the registrar, or the provost's office for clarification. It is acceptable to say to a student, "Here's what I understand the policy (or procedure) to be."*

Many of these policies and procedures are common to most universities but LTU has its differences. Please do not imply that you think that procedures, policies or curricula are in error. If you are concerned or puzzled, check with the appropriate offices.

ADVANCED PLACEMENT & CLEP

Students who complete advanced placement (AP) courses in High School and score well on the corresponding AP exams may be eligible for college credit. Similarly, students who complete an international baccalaureate program in high school and score well on IB exams at the higher – level (HL) may be eligible for college credit. Students may also earn college credit based on satisfactory performance on selected College Level Examination Program (CLEP) examinations. AP, IB, and CLEP credit guidelines are available for download on the Lawrence Tech website.

BASIC STUDIES COURSES

Basic studies courses do not fulfill the students' degree requirements. They are usually high school level courses designed to prepare students for their professional studies. Most, but not all, carry a "0" in the first numeric place. (Certain courses may be considered basic studies for some programs but not for others. See catalog for program-specific details.)

CHANGING MAJORS

The catalog explains the processes whereby a student can change a major.

A student changing programs within a college should discuss it with the appropriate department head, program director, or the college's assistant or associate dean. A Change of Major Form must be approved within the college and delivered to the Registrar. This form may be downloaded from the Registrar's Office web page.

If a student is considering changing to a major in another college at LTU or between highly dissimilar programs within the same college, he or she should discuss transferability with the department chair or program director. The student must also complete an application with the Registrar's Office (see form section). In some cases, students may be eligible to elect the 0.0 GPA reset option at the time of transfer. Contact the Registrar for additional details.

Undeclared Arts and Sciences students must receive written permission from their academic advisor or program director in order to transfer to a baccalaureate program.

COURSE IDENTIFICATION AND LEVEL

Each course is identified by an alphanumeric course number. The alphabetic prefix represents the subject area:

College of Architecture and Design

Architecture.....	ARC
Architectural Imaging	ART
Interior Architecture/Design	ARI
Facility Management.....	ARM

College of Arts and Sciences

Accounting.....	ACC
Biology.....	BIO
Botany.....	BOT
Chemistry.....	CHM
Communication.....	COM
Educational Technology.....	MET
English as a Second Language.....	ESL
Finance.....	FIN
Forensic Science	FSC
Geology.....	GLG
Human Resource Management	HRM
Language and Literature.....	LLT
Leadership.....	LDR
Management.....	MGT
Management Information Systems	MIS
Marketing.....	MKT
Mathematics & Computer Science	MCS
Media Communications	MCO
Natural Science Co-op	SCO
Operations Management	OPM
Physical Science.....	PSC
Physics	PHY
Psychology	PSY
Radio and Television Broadcast	RTS
Science Education.....	SCE

College of Arts and Science cont.

Social Science.....	SSC
Spanish.....	SPN
Study Abroad Program.....	SAP

College of Engineering

Architectural Engineering.....	EAE
Biomedical Engineering.....	BME
Civil Engineering.....	ECE
Construction Engineering Technology ..	TCE
Electrical & Computer Engineering.....	EEE
Electrical Engineering Technology.....	TEE
Engineering Co-op	ECO
General Engineering	EGE
Industrial Operations Engineering	IOE
Manufacturing Engr Technology	TIE
Mechatronics Engineering	MSE
Mechanical Engineering	EME
Mechanical Engineering Technology....	TME
Technology Alternative Energy	TAE
Technology Co-op.....	TCO
Doctoral Dissertation	DIS

College of Management

Accounting.....	ACC
Doctor of Business Administration.....	DBA
Finance.....	FIN
Global.....	GLO
Global Leadership Management	GLM
Human Resource Management	HRM
Information Technology.....	INT
Management.....	MGT
Management Information Systems	MIS
Marketing.....	MKT
Operations Management	OPM
Doctoral Dissertation	DIS

The first digit following the alpha prefix indicates the academic level of the course: 0=basic studies, 1=freshman, 2=sophomore, 3=junior, 4=senior, 5=senior/grad, 6 and above=graduate level. The last of the four digits normally indicates the semester hours of credit assigned to the course. For example, ARC4653 carries 3 credit hours.

Courses at the 5000 level are treated differently by each college as to whether undergraduates are permitted to take them. Undergraduates rarely are permitted to take 6000 level classes.

Courses carrying a “0” in the first numeric place rarely fulfill degree requirements and are usually referred to as Basic Studies courses. Basic Studies courses are high school level classes designed to prepare students for entry-level courses in their curricula.

CLASS LEVEL

Students in undergraduate programs are classified as follows:

	<u>Semester Hours Earned Toward Degree</u>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90+ *

* Only semester hours taken in the students’ curricula are used to determine class level. That is, basic studies courses generally do not count toward the class level. It is also common for advanced transfer students to bring in many transfer credits and yet still lack important freshman and sophomore level courses.

DAY/EVENING

The university makes no distinction between day and evening courses. Many evening students are “non-traditional” students who typically hold full time jobs, may well be older, and often have professional demands on their time and family commitments.

DEAN’S LIST/HONORS

A student who carries at least 6 semester credits and achieves a 3.50 GPA in any given semester will be identified as being on the Dean’s List.

Diploma honors (cum laude, magna cum laude, summa cum laude) are granted to undergraduate students who have an overall GPA of 3.25, 3.50, 3.75 respectively. Associate degree students must have completed at least 30 semester hours and baccalaureate degree students 60 semester hours at Lawrence Tech to be eligible for honors. Standards for graduation honors for graduate students vary by college. Check *Requirements for Graduation* posted on the Registrar’s Office web page for details.

DROP/ADD

Adding, or dropping one course and adding another, is a simple matter if done during the Add/Drop period (the 1st two weeks of the semester). If the student satisfies all course prerequisites and there is room in the section, the change can be made by visiting the Registrar's Office with a completed Drop/Add form or by using BANNERWEB. Some students will need their registration ALTERNATE PIN (AltPIN) to make schedule changes on BANNERWEB. Classes with a duration of less than 15 weeks have an adjusted Add/Drop schedule. Please consult with the Registrar's Office or the web site.

Add procedures- prior to the deadline

If the desired course is open, it can be added immediately to the student's schedule during the first two weeks of the semester. An advisor's signature is required to add the course thereafter. If the desired class is closed, the student must first obtain permission to add the course from the department where the course is offered. The Department Chair must sign the Drop/Add form as well as the advisor. If the approvals are obtained, students should submit the Drop/Add form to the Student Service Center for processing. If the Chair posts the override electronically in Banner, the schedule change can be made via BANNER WEB.

Add procedures- after the second week of the semester

After the deadline, students must obtain the permission of the advisor, the instructor of the course, and the department offering the course in order to add a course. The drop/add form bearing all necessary signatures must be processed in the Student Services Center.

COURSE WITHDRAWALS (DROPS):

The University sets a last-day-to-withdraw date for each course and a separate schedule which affects the amount of tuition refunded to students when they withdraw. In other words, there is an academic issue and a fiscal one. The difference often causes confusion.

1. A student may drop a course at any time up through the official last-day-to-withdraw date for that semester. Students, especially those who are early in their academic career, are strongly encouraged to discuss with an advisor whether there are options to withdrawing. Students must realize that dropping a course that is prerequisite for other courses may severely limit future course selection and sequencing. Students in their first year of undergraduate study must obtain the instructor's signature to withdraw from a course.
2. The official last-day-to-withdraw date is set each semester by the Registrar and appears on the semester schedule. For fall and spring semesters, this is typically at the end of the 12th week of class. Classes with a duration of less than 15 weeks have an adjusted withdraw date.
3. Tuition refunds are set by the Business Services Office based in part on federal regulations which dictate the timing for tuition refunds for individuals receiving financial aid. The tuition assessment for a given semester is established based on the student's

schedule at the end of the second week of classes. The Registrar's Office can provide additional information as needed.

4. Withdrawals after the deadline require the approval of the Registrar. For approval to be granted, the student must appeal through the registrar's office to the provost's office. Typically, the registrar or associate provost will ask for input from the instructor, the department or college, and directly from the student. This approval is far from automatic.

DUAL CREDIT

The University has established a policy which would allow credit for 5000 level courses to be applied to either or both an undergraduate and graduate degree. Students must have senior status (90+ credit hours), a minimum 3.00 GPA, and the approval of the Dean or authorized representative within the College prior to course enrollment.

The number of credit hours allowed for dual credit is limited and varies by degree. (See Graduate Catalog for details).

This policy has been established to encourage qualified students to continue their graduate education within the University, while enriching their education through enrollment in graduate level courses as undergraduates.

Changes to this policy would require the recommendation of the University Graduate Council, and the approval of the Deans Council and the Provost.

DUAL DEGREES

Students interested in earning dual degrees (two diplomas) should consult with the appropriate colleges. The rule is that the student must fulfill both sets of requirements. In order to earn undergraduate dual degrees, students must take a minimum of 28 additional hours in the second major to satisfy the dual degree requirements. The catalog states that students must accumulate a total of at least 150 credit hours. For bachelor/master or master/master dual degrees students should consult the appropriate departments for requirement information.

FINANCIAL AID

Students with questions about financial aid should be directed to the One Stop Center in the A. Alfred Taubman Student Services Center for assistance. Any questions regarding eligibility criteria for financial assistance, the application process, and any restrictions that may apply to particular financial aid awards can be answered here.

The following general information may be helpful during discussions with students:

- Students must complete the Free Application for Federal Student Aid (FAFSA) every academic year even if they have been previously approved for financial aid.

- The application process may take four to six weeks until the students are sent an award notice informing them of their aid package.
- All students are encouraged to apply by March 1st every year although the OFA recommends that the FAFSA is completed as soon after the family tax returns have been prepared annually.
- Most initial awards (including summer semester awards) are based on the assumption of full-time attendance (i.e., at least 12 credit hours for Undergraduate and at least 6 credit hours for Graduate students per semester).
- All awards (including summer semester awards) will be adjusted for part-time attendance and disbursed proportionally based on half- or three quarters-time.
- Most students are not eligible for financial aid if less than half-time (i.e., at least 6 credit hours for Undergraduate and at least 3 credit hours for Graduate students per semester, including summer semester).
- All awards will be reviewed and revised, if necessary, following the Add/Drop period (first two weeks of class) each semester. Many funds, including grants, loans, and work-study will be adjusted manually after the two week Add/Drop period (first two weeks of the semester).
- Each student will receive a revised award letter for any adjustments made to the award package.
- Award packages may be subject to revision due to receipt of scholarship or other resources received subsequent to the previous award notice.
- Awards are subject to Satisfactory Academic Progress (as defined by U.S. Department of Education and the Office of Financial Aid) and must be maintained in order to remain eligible for financial aid (see policy online). All termination decisions are subject to appeal.
- Students must be U.S. citizens or permanent residents of the U.S. to be eligible for most financial aid programs. Some non-citizens may qualify for alternative loans if they can provide a U.S. co-borrower.
- Graduate students are not eligible for most grants and scholarships with the exception of the Michigan Tuition Grant. Loan limits, however, are typically much higher for graduate students compared to undergraduate students.
- Traditional programs of study that begin and end during the fall and spring classes will have an Add/Drop Period of two weeks. Students can add and/or drop classes during this period without penalty. After the Add/Drop period expires, students are no longer subject to tuition reduction. Students who subsequently withdraw will be charged 100% for all classes they were enrolled in.
- All students that have been awarded financial aid should consult the OFA prior to dropping or withdrawing from classes. A complete withdrawl (all classes dropped) from LTU for the semester may subject the student to the Federal Return to Title IV regulations and require repayment by the student.
- Students eligible for work-study funds may not earn more that the amount awarded on the award notification. Students may obtain job search and selection information by contacting Career Services.

- Guest, special, and international students are not eligible for most financial aid programs. For a list of loan options available, please contact the Office of Financial Aid.

For financial aid questions or student referrals, do not hesitate to contact the One Stop Center at 248-204-2280 or enrollmentservices@ltu.edu.

FIRST-YEAR ADVISING

September and January have a special importance in first-year advising because those are the first months of classes for entering students. All sections of University Seminar (COM1001) require students to visit their academic advisors, in their offices, to introduce themselves. Sometimes a short icebreaker – such as asking the adviser what his or her favorite course was in college - is included in the assignment. Because this is the stage at which new students are forming their sense of connection to the University, it is vital that office hours be clearly posted and carefully kept and that University Seminar students be made to feel welcome to call on you.

FTIAC - FIRST TIME IN ANY COLLEGE

FTIACs are students who enroll in college at LTU for the first time. In a few cases, FTIACs may have earned college credit through Advanced Placement Testing in high school (A.P. credit) or through the completion of college courses taken while still in high school.

FULL-TIME/PART-TIME

Undergraduates enrolling in 12 or more semester hours are full-time students. Undergraduates taking less than 12 semester hours are considered part-time and their financial aid packages, grants, etc. are pro-rated by the Office of Financial Aid. Graduate students are considered full time if they're enrolled in at least 6 hours. Credits taken in all summer sessions are combined to determine full-time/part-time status.

Note: Full-time status does not imply that students need to take the full load of prescribed courses each semester (usually 15 to 17 credit hours). Many students, particularly working students, are most successful if they take a reduced course load.

It is strongly recommended that students on probation not exceed 12 credit hours without permission of the department chair or program director.

GENERAL EDUCATION REQUIREMENTS

The undergraduate General Education Requirements insure that students interact with students and faculty in program categories other than their major and obtain both breadth and depth in the humanities, social sciences, mathematics and analysis, and the natural sciences, consistent with the basic educational philosophy of the University.

For further information regarding General Education Requirements, please refer to the current

catalog, under the “Requirements for Graduation” section.

The University requires that every student complete general education requirements (except the Junior/Senior LLT/SSC/PSY elective) prior to starting on the last year of work. Courses that qualify as junior/senior LLT/SSC/PSY electives must be at the 3000, 4000, or 5000 level. Students enrolling in these courses must meet all course prerequisites.

Transfer students, including those certified to have met General Education Requirements elsewhere, must complete a junior/senior LLT/SSC/PSY elective as part of their baccalaureate program.

GRADE COMPLAINTS

If a student objects to an earned grade, he/she must begin by discussing the grade with the instructor. If that discussion proves unsatisfactory, or if there are special reasons why the student cannot meet with the instructor, the student should then discuss the issue with the department chair, associate dean, or dean. The student should follow this sequence whenever possible.

If the student remains dissatisfied, he/she may contact the Office of the Provost. **Only the instructor may change a grade.**

GRADE RECOMPUTATION

If undergraduate students receive grades of C- or lower, they may complete the identical courses again. Recomputation of their grade point averages by replacing the old grades with the new grades is automatic. **The latest grade earned is the one which is included in the calculation of GPA.**

In a few cases, courses with dissimilar course numbers have been designated as equivalent for the purposes of GPA recomputation. (Example: MCS0035 and MCS0044) In such cases, the GPA recomputation must be done manually by the Registrar at the request of the department chair, program director, or advisor.

In some departments or programs students are required to repeat some courses even if their grade is as high as a “C+”.

Undergraduate students may receive a grade of F in the same course only two times. They may take the same course for the third time only with the permission of the Dean of the College that offers the course.

Graduate students in the College of Management may only repeat one course with a failing grade for recomputation of GPA. Students must petition the dean of the college or director of the program to retake the course. Graduate students in the College of Architecture, Arts and Sciences, and Engineering cannot recompute their GPA.

If a student receives an F due to Academic Dishonesty, this grade cannot be recomputed.

GRADUATION

In order to graduate, students must submit a completed Petition to Graduate form to the Registrar's Office. Deadlines are published on the web (Registrar's Office) and on the form.

The Petition to Graduate form has two parts. Both must be submitted to the Registrar. Students should be advised to petition as early as the summer preceding the academic year they plan to graduate. The form may be downloaded from the LTU web site (under Registrar's Office).

Two dates must be met: a deadline to petition to graduate and a deadline by which the student must notify the Registrar of intent to be at the commencement ceremonies. Both dates are published by the Registrar's Office.

GUEST CREDIT

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 LTU, unless those courses cannot be completed at the University. Students are eligible to take courses at other institutions while enrolled at LTU only if they receive prior approval from the Credit Review Committee.

Guest Credit Request Forms are available from the Registrar's Office. The form may be downloaded from the Registrar's Office web page.

Guest Credit Eligibility Requirements

- Students must have achieved a 2.0 gpa at LTU for eligibility to be a guest student at other institution.
- Students must have successfully completed 24 credit hours or two (2) semesters at LTU for eligibility to be a guest student at another institution.
- Students must have 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 this 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 capability to continue successfully in the requested course.
- In some cases, students may be required to have the Guest Credit Approval Form signed by the chair of the department offering the course. (Example: If requesting guest credit for a Mathematics course, the chairperson for the MCS Department must sign off on the recommendation.)

- **Note: Satisfaction of all of the above requirements does NOT guarantee approval by the Credit Review Committee. Students who take courses elsewhere without prior Committee approval will be denied transfer credit.**

Guest Credit Application Submission Guidelines

- **Students must submit this form at least one month prior to the start of the Guest Term.** Failure to do so cannot guarantee that this request will be reviewed with enough time for processing prior to the start of the Guest Term.
- Students must complete this form in its entirety, including specific course numbers from both LTU and the Guest Institution.
- Students must also provide course descriptions for the courses at the Guest Institution.
- Students must attach a separate letter specifying in detail the reason for their request.
- **Failure to complete this form entirely will result in a delay in the processing. The form will be returned to the student for the missing additional information.**

Transferability of Guest Credit

If approved, the guest credit course must have a grade of C or better to transfer to LTU. It is important to note that only the credit will transfer back to LTU and not the grade. Guest credit courses may not be used toward any grade point average recalculation at LTU. Once the student has submitted this form, it will be reviewed by the Credit Review Committee composed of the University Registrar, the Director of Admissions and representatives from each of the University's Colleges.

A letter will not be mailed to each student outlining the approval or denial and rationale for the decision. Please note that students should not enroll in the courses at the requested guest institution without **prior approval**. Appeals to denial decisions must be made in writing to the Associate Provost.

Students who took courses without guest credit permission while enrolled at LTU or absent from the university for less than three years should be referred to the Registrar's Office to clarify their situation.

HOLDS FOR REGISTRATION

Various departments may place holds on students' accounts to prevent them from registering. A partial list of the different holds that will appear on the computer screen when a student tries to register if he/she is prevented from registering is as follows:

Student Holds

AD	Admissions Hold	Admissions Office
AR	Accounts Receivable	Student Accounting
C	Conversion	Enrollment Services
CO	Collections	Student Accounting
DH	Department Hold	Enrollment Services, as directed by department
DI	Dismissal	Enrollment Services
DS	Dean of Students	Dean of Students or Enrollment Services
EC	Exit Counseling	Enrollment Services
ES	ESL Courses Required	Admissions Office or Enrollment Services
FT	Final HS Transcript	Admissions Office or Enrollment Services
HS	Housing Director	Housing
IS	International Student Hold	Enrollment Services or International Programs
LA	Laptop Hold	Student Accounting
LF	Library Fine	Student Accounting
PF	Parking Fine	Student Accounting
PH	Provisional Admit Hold	Admissions Office or Enrollment Services
PR	Probation	Enrollment Services
RC	Returned Check	Student Accounting
RH	Registrar's Hold	Enrollment Services
RM	Address Correction Required	Student Accounting or Enrollment Services
SP	Special/Guest Holds	Enrollment Services
SW	Suspension Warning	Enrollment Services, as directed by the department
WO	Written Off Balances	Student Accounting

Department Issuing the Hold**MINORS**

Minors are offered in a variety of disciplines at Lawrence Tech. Please refer to the catalog or the web site under the specific programs within each college.

PLACEMENT ASSESSMENTS

Faculty advisors can view student placement assessment results via BannerWeb. To view a student's placement data and the accompanying entry-level course recommendations, logon to BannerWeb and select Faculty Services. The Placement Lookup utility appears at the bottom of the initial menu of options. Enter the student's Banner ID and click Submit.

General information about LTU placement assessments and online placement results:

- Placement exams are administered in six subject areas: Mathematics (Algebra and Trigonometry), English (Reading Comprehension and Written English Expression), Computer Literacy, Biology, Chemistry, and Physics.
- Course recommendations shown in Banner Placement Lookup are based on the student's major and relevant placement scores. Each course represents the first course to be taken in that subject area, though not necessarily in the first semester in which the student

enrolls. Note that physics and chemistry courses have mathematics prerequisites or co-requisites that must be satisfied in addition to achieving the minimum subject-specific placement score. Refer to the curriculum flow charts and course sequence guide sheets for additional information about proper course selection and sequencing.

- Incoming students, both FTIAC and transfer, are required to take placement assessments in all subject areas represented in their curricula. Individual waivers are granted to transfer students receiving credit toward the degree in one or more of the tested subject areas. If questions arise regarding missing placement results, refer to the student's transfer credit evaluation form or academic transcript to determine which exams were required at the time of admission.
- BannerWeb placement results update automatically as new or re-test placement scores are entered into Banner. In the case of a placement re-test, course recommendations displayed in BannerWeb are based on the student's most recent placement scores.
- Scores from placement assessments taken prior to Spring 2002 are not available on BannerWeb.
- An online computer programming assessment is also given to students in selected computer-related majors, administered separately by the MCS department since Fall 2006. Contact the MCS department at extension 3560 if you need additional information, or send email to mcschair@ltu.edu.
- Advisors with access to Banner Forms may review a student's complete history of placement scores as well as other available test data (Advanced Placement exams, ACT, SAT, TOEFL, etc.) in the SOATEST form.
- For more information on the exams and to download a study guide, visit http://ltu.edu/aac/placement_study_guide.asp

PLAN OF WORK

A plan of work is a suggested master plan for the completion of all required courses according to the individual student's needs.

READMISSION AFTER ABSENCE FROM THE UNIVERSITY

Students who have not enrolled for more than two consecutive semesters (but less than 3 years), in good academic standing, have not taken classes at another college or university, and wish to return to the same program in which they had been enrolled need only notify the Registrar and contact the department chair to be assigned to an advisor.

A student who has not been enrolled for 3 years must reapply to the Admissions Office.

A student who has been dismissed must follow the procedures outlined as conditions for return, usually filing a petition to return through the Academic Standing Committee in the Office of Student Affairs.

Courses taken while absent for less than 3 years from the university are eligible for transfer credit only if the student received specific Guest Credit permission to take those particular courses. Students who took courses without guest credit permission should be referred to the Registrar's Office to clarify their situation.

REGISTRATION

Registration and class schedules are generated by the Registrar. Orientation and registration programs for new students typically occur in June, July, August, January and May. Placement assessments, when required, must be completed prior to registration.

Advanced registration for enrolled students usually occurs in November (for spring semester) or April (for summer and fall semesters). Scheduled advising occurs prior to the advanced registration and just prior to the start of the semester. Consult the website or contact the Registrar's office for dates. You will receive an e-mail message announcing these dates.

TRANSFER STUDENTS

Transfer students are:

- those who previously attended one or more other colleges or universities
- those who transferred from another college within Lawrence Tech
- those who transferred from another department within the same college.

The Admissions office completes a *transfer credit evaluation form* for each incoming transfer student. These forms indicate not only the transferred credit, but also the course numbers from other institutions accepted as equivalent to LTU classes. A copy of each student's Transfer Credit Evaluation form is generally available in the department's student file.

A transfer student from another college or university may occasionally be admitted even though not all transcript material has been received at the time the transfer evaluation is completed. When appropriate, students should be directed to the Registrar's Office to request additional credit. (The Request for Additional Credit form can be downloaded from the Registrar's Office web page.)

Basic transfer rules:

Transfer credit is never accepted for any course for which a grade of less than "C" (2.0) was earned. Any passing grade is usually transferable for intra-college transfers; however, the advisor should check with the department chair.

Courses are generally accepted for transfer on a course-by-course basis and not on a credit hour basis. This means that a student transferring a course that carries a different course credit

elsewhere will receive credit for our course. Consult with your department chair, admissions, or the registrar if questions arise.

Zero GPA reset option - Students transferring within Lawrence Tech may be eligible for the one-time 0.0 GPA option as described below.

Courses transferred into LTU may not be repeated at LTU and used to meet degree requirements.

UNIVERSITY SEMINAR

All undergraduate students who come to Lawrence Tech with fewer than 30 semester hours are required to take this course unless a similar course was taken in another institution. COM1001 deals with study, note taking, and time management skills as well as use of library and computer resources and various other topics. Students should complete this course in the first semester at LTU if possible but no later than their second semester.

WRITING PROFICIENCY EXAMINATION (COM3000)

Beginning in the Fall of 2005, all Lawrence Technological University students will be required to pass a Writing Proficiency Exam as part of the University's graduation requirements. The ultimate goal is to ensure that LTU graduates have sound skills in writing that will enhance their own prospects and the reputation of LTU. Satisfaction of the COM3000 requirement is also now prerequisite to all junior/senior Humanities electives.

Students are expected to take the exam after they have accumulated 60 credits and before reaching 80 credits. Transfer students are not exempt from this test. If more than 60 credits are brought in as transfer, the student is expected to complete the WPE either a) in the first semester of LTU enrollment, or b) in the semester immediately following the completion of the six-course Humanities general education core (COM1103, COM2103, LLT1213, LLT1223, SSC2413, and SSC2423). COM3000 will be made available throughout the year, including before and after each semester, to provide maximum access for students. Test times will be announced in advance but will depend on staffing and student demand.

Students will register for the timed essay as a 0 credit hour course, COM 3000, with a fee of \$25 to cover costs. Workshops will be offered through the Academic Achievement Center to assist students in preparing for the writing test. If unsuccessful, students have the option of taking the test a second time in the same semester. Each essay will be graded by two independent readers according to a common rubric. A third reader will be used to decide any split decisions.

After the second failure, the student is required to take COM3102 Writing Workshop. The final exam for this course is the WPE timed essay and the result of that essay will determine the course pass/fail grade. Those who pass this class will have satisfied the writing requirement.

ZERO/GPA RESET OPTION

Students transferring between dissimilar programs within Lawrence Tech may be eligible for the 0.0 GPA reset option. Accepting this option means that the student's cumulative GPA is reset to

0.0 and all previous LTU course work is evaluated as if the student were transferring from outside the university. As a result, only courses for which they earned a “C” (2.0) grade or better are accepted for “transfer” and eligible for credit within the new degree program. The student’s transcript will show this with the list of accepted transfer credits and a starting GPA of 0.0 for the semester in which the change is made. This may only be done once in a student’s career at Lawrence Tech. Consultation with an advisor is critical since this option, while appealing, may NOT be in the student’s best interest. Please consult with the registrar’s office with any questions.