



**Office of Enrollment Services
Guest Credit Approval Form**

Student Name: _____ Student ID No. _____
Major: _____ E-Mail Address: _____
Home Phone: _____ Alternative Phone: _____

Guest Institution: _____
Date of Guest Term _____

GUEST CREDIT POLICY

Students enrolled at Lawrence Tech may not enroll in courses at other institutions during concurrent semesters or during the summer session and expect those credits to transfer to Lawrence Tech 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. Please refer to the Academic Regulations section of the Graduate or Undergraduate Catalog for additional information.

GUEST CREDIT ELIGIBILITY REQUIREMENTS

- ❖ Students must have achieved a 2.0 GPA at LTU.
- ❖ Students must have completed 24 credit hours or two (2) semesters at LTU.
- ❖ 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.

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 your 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.
- ❖ If the course(s) at the Guest Institution are not a direct equivalence to LTU course(s), obtain written approval from the Department Chair that the course(s) are offered under at LTU.

▲ 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.

(REVERSE SIDE)

Guest Institution: _____

Guest College, Course Number & Title	Credit Hours at Guest College	LTU Course Number & Title	Credit Hours at LTU	Approval/Denial from Credit Review Committee

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 representatives from Enrollment Services and from each of the University’s Colleges.

A letter will 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.

GUEST ADMISSIONS PROCEDURES

If you are planning to be a guest student at a Michigan Institution, you may want to complete the top portion of the Michigan Uniform Guest Application and submit it with your request. If approved for Guest Credit, the bottom portion of the form will be completed and mailed to the Guest Institution for you. Please check with the Guest Institution for their Guest Admission procedures.

SUBMISSION CHECKLIST: Do you have all of the following before submitting this form?

- Form completed entirely
- Course number, title and description for the requested course(s)
- Course number and title for the LTU Equivalent
- Attached a detailed letter explaining the reason for the request
- If required, signed recommendation from department chairperson(s) of the course(s)
- Submitted one month in advance.

If you have completed everything on the checklist, please return this form and attachments to the Office of Enrollment Services, located in the A. Alfred Taubman Student Services Center.

Student Signature

Date