ACCREDITATION
Lawrence Technological University is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools (www.ncahlc.org). The commission’s telephone number is 312.263.0456. The accreditation report is on file in the University’s library and is available for review. Programs in architecture, interior architecture and design, imaging, management, chemistry, and engineering are additionally accredited through appropriate national professional agencies.

PRESIDENT’S MESSAGE
Possible is everything. That’s what Lawrence Tech believes your college experience is all about. I congratulate you for taking the first step toward the road to excellence. Combining the benefits of a close, caring, small college atmosphere with the academic depth of a larger university, Lawrence Tech takes a personal approach to education. And the University attracts students who are goal-oriented and have made big plans for themselves. They’re highly motivated with a tremendous will to succeed, to excel, and to pursue the best in whatever they do.

Lawrence Tech was founded on the principle that every person should have the opportunity to pursue a college education. In the years since, we’ve worked hard to continue to expand and improve your access and opportunities. The University has expanded its curricula and facilities. Experiencing our modern campus today, it is clear that Lawrence Tech has come a long way from its beginnings in a single building next door to where Henry Ford perfected the historic moving assembly line.

But, while bricks and mortar reflect the physical presence of the University, it is the people who truly distinguish Lawrence Tech. Our mission is clear, yet powerful: Lawrence Tech develops leaders through innovative and agile programs embracing theory and practice. The Leadership Program, in particular, provides you with workforce advantages at every level of your education. We are fortunate to have dedicated faculty and staff who work tirelessly to insure that you participate in a learning experience that is second to none, and I am deeply proud of their efforts. Together, we’re striving to assure that Lawrence Tech be a pre-eminent private university producing leaders with an entrepreneurial spirit and a global view.

A university education is an investment in your future and you, yourself, are an active participant in its quality. Your professors are partners in your academic experience and professional journey – so get to know them! There are also many others here dedicated to the goal of your success in your career and in life. They include the department chairs, your academic dean, the dean of students, librarians and learning resource specialists, the provost’s staff, and me, among others. This Handbook is your guide to all the services and resources available to you. I urge you to take advantage of them.

Whether in mathematics or computers, engineering, management, architecture, science, technology, or another field, we are here to help you achieve your full potential. We have a formula that works. Every day tens of thousands of our successful alumni prove it over and over again. I know that someday you will prove it too. On behalf of the campus community, I welcome you to our Lawrence Tech family.

Best wishes,

Virinder K. Moudgil
President

ACADEMIC SCHEDULES 2012–13
### Fall 2012 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 16–20</td>
<td>Advance Registration</td>
</tr>
<tr>
<td>April 21–August 28</td>
<td>Regular Registration</td>
</tr>
<tr>
<td>August 28</td>
<td>Last day to register for traditional semester courses without a late fee</td>
</tr>
<tr>
<td>August 29</td>
<td>Traditional semester courses begin; add/drop period begins; LATE REGISTRATION FEE applies</td>
</tr>
<tr>
<td>September 2–3</td>
<td>Labor Day Recess</td>
</tr>
<tr>
<td>September 4</td>
<td>Classes resume</td>
</tr>
<tr>
<td>September 4</td>
<td>Last day to register for College of Management courses without a late fee</td>
</tr>
<tr>
<td>September 5</td>
<td>College of Management courses begin; add/drop period begins; LATE REGISTRATION FEE applies for College of Management courses</td>
</tr>
<tr>
<td>September 10</td>
<td>Last day to drop traditional semester courses with refund (no refund for classes dropped after September 10)</td>
</tr>
<tr>
<td>September 11</td>
<td>Withdrawal period begins for traditional courses; late transaction fee applies for each course added</td>
</tr>
<tr>
<td>September 17</td>
<td>Last day to drop College of Management courses with refund (no refund for classes dropped after September 17)</td>
</tr>
<tr>
<td>September 18</td>
<td>Withdrawal period begins for College of Management courses; late transaction fee applies for each course added</td>
</tr>
<tr>
<td>September 21</td>
<td>Faculty Assessment Day – All Day courses (starting before 4:00 p.m.) are cancelled for the day with the exception of some studios and labs. Students enrolled in Friday studio or lab should contact their instructor to see if your session is cancelled.</td>
</tr>
<tr>
<td>September 30</td>
<td>Last day to register for classes (regardless of when they start) – Traditional and College of Management courses</td>
</tr>
<tr>
<td>October 24</td>
<td>Midterm grades due for first-year students</td>
</tr>
<tr>
<td>November 14</td>
<td>Last day to withdraw from College of Management courses</td>
</tr>
<tr>
<td>November 21</td>
<td>Last day of classes before Thanksgiving break</td>
</tr>
<tr>
<td>November 25</td>
<td>Classes resume</td>
</tr>
<tr>
<td>November 28</td>
<td>Last day to withdraw from traditional semester courses</td>
</tr>
<tr>
<td>December 8</td>
<td>Last day of College of Management classes before Final Exams</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day of traditional semester classes before Final Exams</td>
</tr>
<tr>
<td>December 10–15</td>
<td>College of Management Final Exams</td>
</tr>
<tr>
<td>December 15</td>
<td>Last day of College of Management semester</td>
</tr>
<tr>
<td>December 17–21</td>
<td>Traditional Semester Final Exams</td>
</tr>
<tr>
<td>December 21</td>
<td>Last day of Fall 2012 semester</td>
</tr>
<tr>
<td>December 27</td>
<td>Grades due</td>
</tr>
</tbody>
</table>

### Spring 2013 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 11–16</td>
<td>Advance Registration</td>
</tr>
<tr>
<td>November 17–January 13</td>
<td>Regular Registration</td>
</tr>
<tr>
<td>January 13</td>
<td>Last day to register for traditional semester and College of Management courses without a late fee</td>
</tr>
<tr>
<td>January 14</td>
<td>Traditional semester and College of Management courses begin; add/drop period begins; LATE REGISTRATION FEE applies</td>
</tr>
<tr>
<td>January 21</td>
<td>No classes; Martin Luther King Day</td>
</tr>
<tr>
<td>January 24</td>
<td>Last day to drop College of Management courses with refund (no refund for classes dropped after January 24)</td>
</tr>
<tr>
<td>January 25</td>
<td>Withdrawal period begins for College of Management courses; late transaction fee applies for each course added</td>
</tr>
<tr>
<td>January 25</td>
<td>Last day to drop traditional semester courses with refund (no refund for classes dropped after January 25)</td>
</tr>
</tbody>
</table>
January 26  Withdrawal period begins for traditional courses; late transaction fee applies for each course added
March 1  Last day to register for classes (regardless of when they start) – Traditional and College of Management courses
March 9  Last day of classes before mid-semester break
March 11–16  Mid-semester break
March 18  Midterm grades due for first-year students
April 3  Last day to withdraw from College of Management courses
April 5  Last day to withdraw from traditional semester courses
April 20  Last day of College of Management classes before Final Exams
April 22–27  College of Management Final Exams
April 27  Last day of College of Management semester
May 3  Last day of traditional semester classes before Final Exams
May 6–10  Traditional Semester Final Exams
May 15  Grades Due
May 19  Commencement date to be determined
May 19  Spring 2013 semester ends

Summer 2013 Semester
April 15–19  Advance Registration
April 20–May 14  Regular Registration
May 14  Last day to register for traditional semester and College of Management courses without a late fee
May 15  Traditional semester and College of Management courses begin; add/drop period begins; LATE REGISTRATION FEE applies
May 24  Last day of classes before Memorial Day
May 28  Classes resume
May 28  Last day to drop traditional semester and College of Management courses with refund (no refund for classes dropped after May 28)
May 29  Withdrawal period begins for traditional semester and College of Management courses; late transaction fee applies for each course added
June 30  Last day to register for classes (regardless of when they start) – traditional and College of Management courses
July 10  Last day to withdraw from traditional semester and College of Management courses
July 25  Summer 2013 Semester ends
July 31  Grades due

Note on All Schedules
For courses that start or end at times other than indicated or are of a different length, DIFFERENT dropping, adding, and refund dates apply. It is the student’s responsibility to be aware of these dates. They are available on the website of the Office of the Registrar at www.ltu.edu/registrars_office/index.asp or by calling the Office of Enrollment Services at 248.204.2280.

The University reserves the right to make adjustments to the academic calendar as necessary.

Quick Reference Guide
What  Who  Where  Phone ext./email
Academic Scholarships  Chair, Scholarship Committee  S320  3604/jcrist
<table>
<thead>
<tr>
<th>Service</th>
<th>Department</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Support</strong></td>
<td>Academic Achievement Center</td>
<td>C201</td>
<td>4120/aac</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>Admissions</td>
<td>C304</td>
<td>3160/admissions</td>
</tr>
<tr>
<td><strong>Alumni Relations</strong></td>
<td>Alumni Relations</td>
<td>M345</td>
<td>2300/alumni</td>
</tr>
<tr>
<td><strong>Athletics</strong></td>
<td>Student Recreation, Athletics, and Wellness</td>
<td>Ridler Field House</td>
<td>3850/sturec</td>
</tr>
<tr>
<td><strong>Books, supplies, gifts</strong></td>
<td>Campus Bookstore</td>
<td>M252, Buell Atrium</td>
<td>3030</td>
</tr>
<tr>
<td><strong>Cafeteria - Dining Commons</strong></td>
<td>Aramark</td>
<td>Real Food on Campus (RFoC)</td>
<td>3203</td>
</tr>
<tr>
<td><strong>Campus Closing Hotline</strong></td>
<td>Marketing and Public Affairs</td>
<td>M376</td>
<td>2222</td>
</tr>
<tr>
<td><strong>Campus Dining</strong></td>
<td>Aramark</td>
<td>Buell Atrium</td>
<td>3203/campusdining</td>
</tr>
<tr>
<td><strong>Campus Facilities</strong></td>
<td>Campus Facilities</td>
<td>B142</td>
<td>3800/campfac</td>
</tr>
<tr>
<td><strong>Campus Safety (24/7)</strong></td>
<td>Campus Safety (central)</td>
<td>Art and Design Center</td>
<td>3945/ltu_safety</td>
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<tr>
<td><strong>Campus Mail</strong></td>
<td>Campus Safety</td>
<td>Art and Design Center</td>
<td>3718/ltu_safety</td>
</tr>
<tr>
<td><strong>Career Services</strong></td>
<td>Career Services</td>
<td>C404</td>
<td>3140/ltuocs</td>
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Lost and Found
Campus Safety
Art and Design Center
3945/ltu_safety

LTU Online
LTU Online
Business Services Bldg.
2380/elearning

Media Services
Media Services
T124
3020/av

Multicultural Student Support Services
Student Engagement
C404
3142/stuevent

National Pan Hellenic Council (NPHC)
Student Engagement
C404
4117/nphc

Parking Permits
Campus Safety
Art and Design Center
3945/ltu_safety

Police, Fire, Medical (emergency)
Southfield Police
Campus phone
*911

President’s Office
CEO of University
M351
2000/ceo

Professional Development
Professional Development Center
Professional Development Center
4050/pdc

Provost’s Office
Chief Academic Officer
M351
2400/provost

Publications, Public Relations
Marketing and Public Affairs
M376
2200/mktngpub

Rape Counseling
Clinical Counseling Services
C405
4100/clinicalcounseling

Readmission to University
Dean of Students
C405
4100/studean

Registration
Registrar
C304
2280/enrollmentservices

Rent (payment of)
DTE Energy One-Stop Center
C304
2175

Schedule of Classes
Registrar
C304
2280/enrollmentservices

Scheduling of Student Activities
Student Engagement
C404
3142/stuevent

Scholarships
Financial Aid
C304
2280/enrollmentservices

Sexual Harassment
Dean of Students
C405
4100/clinicalcounseling

Sororities (see also IFC or NPHC)
Student Engagement
C404
4117/eartz

Student Affairs
Dean of Students
C405
4100/studean

Student Discipline
Dean of Students
C405
4100/studean

Student Engagement
Student Engagement
C404
3142/stuevent

Student Government
Student Engagement
C404
3142/stuevent

Student Honor Societies
Student Engagement
C404
3142/stuevent

Student Organizations/Clubs
Student Engagement
C404
3142/stuevent

Student Professional Organizations
Student Engagement
C404
3142/stuevent

Student Recreation
Student Recreation, Athletics, and Wellness
Ridler Field House
3850/sturec

Study Abroad
Leadership Programs
C205
2414/leadership

Switchboard
Operator
C405
4000 or 800.225.5588

Tech News
Marketing and Public Affairs
M376
2210/technews

Telecommunication Service for the Deaf
Michigan Relay Center
800.649.3777

Transfer
Registrar
C304
2280/enrollmentservices

Transcripts
Registrar
C304
2280/enrollmentservices

Tuition and Fees
DTE Energy One-Stop Center
C304
2280/busserv

Tutoring
Academic Achievement Center
C201
4120/aac

University Advancement
Vice President, Directors
M345
2300/univadv

Veterans Affairs
Veterans Affairs/Financial Aid
C304
2121/enrollmentservices

Weather Hotline
Marketing and Public Affairs
M376
2222
ACTIVITIES AND ORGANIZATIONS

Whatever your particular interests or needs, you can find a campus activity or organization that will provide not just fun and fellowship but also opportunities to hone your professional and leadership skills. Joining a campus club or organization can help you prepare for life after college or simply provide a great way to relax and recharge. As they look back on their college years, alumni often say that some of their most rewarding experiences came from their participation in co-curricular activities.

So take a look at the list that follows, choose one (or several) activities and become involved! And remember to let the Office of Marketing and Public Affairs know what your organization is doing. The staff there can help with publicity and regularly reports news of campus activities to the press, radio, and television.

Students interested in forming new organizations should contact the Office of Student Engagement or the Executive Board of Student Government for assistance. Student Government approval is necessary for official recognition and funding assistance. To be eligible to run for office in any campus organization, students must have a cumulative grade point average of at least 2.3. They will be asked to withdraw from office at the end of any semester in which their semester grade point average falls below 2.0.

Professional and Registered Student Organizations and Honor Societies

Student Government

The Lawrence Tech Student Government is recognized by the University administration as the official representative for the entire student body. It offers the opportunity for students to better themselves and their University through involvement in campus activities. Every student is extended an invitation to attend the many campus activities sponsored and supported by the Student Government. Student Government business is conducted twice monthly. All interested students are encouraged to attend meetings and express their views. Contact the Student Government through the Office of the Dean of Students.

The Student Government actively endorses all Lawrence Tech clubs and organizations that are beneficial to personal and scholastic achievement. The Student Government is composed of three interacting branches working in cooperation with each other. They are the Student Administration, the Student Senate, and various committees. The Student Administration consists of a president, vice president, treasurer, and secretary, who are elected in a spring campus-wide election. Various committee chairmen are appointed by the president and approved by the Senate. Students become eligible to be members of a Student Government committee by simply attending the meetings. Members of the Student Senate include official representatives from each recognized student organization and three senators-at-large. Senators are the only voting members at Student Government meetings. All business concerning the Student Government is brought before the Student Senate for approval. The Student Government recognizes three standing committees:

Publications Committee  
Coordinates the student section of the Tech News newspaper.

Elections Committee  
Coordinates all aspects of the Student Government elections held in the spring.

Honors and Awards Committee  
Organizes the annual Student Government Awards Banquet held in the spring of each academic year. In order to hold a Student Government office, a student must maintain at least a 2.3 grade point average. The number of student clubs and organizations varies each year depending on student interest. At a moderately sized university like Lawrence Tech you don’t have to “wait in line” to become involved. Students interested in starting a club based on a hobby, career interest, or for any other purpose, should contact the Office of Student Engagement at 248.204.3142.
**Students Planning Activities Monthly (SPAM)**
SPAM is a student-based organization, which coordinates campus activities that enhance and enrich the quality of student life at Lawrence Tech, by addressing the needs and interests of its diverse student body. SPAM is open to all students from all academic majors. Members attend the annual National Association of Campus Activities mid-America and national conferences, monthly meetings, and SPAM-associated events. To get involved, contact the Office of Student Engagement at 248.204.3142 or email stuevent@ltu.edu. Monthly event information is available at [www.ltuspam.org](http://www.ltuspam.org).

**Alternative Energy Student Group (AESG)**
AESG provides students a venue in which they can apply their educational studies to real-world applications in alternative energy technologies. Open to all students.

**American Chemical Society (ACS)**
ACS provides students with the opportunity to see chemistry happening around them. Members must join the national ACS as a student of Lawrence Tech.

**American Institute of Aeronautics and Astronautics (AIAA)**
AIAA’s mission is to address the professional needs and interests of the past, current, and future aerospace workforce and to advance the state of aerospace science, engineering, technology, operations, and policy to benefit our global society.

**American Institute of Architecture Students (AIAS)**
AIAS is an independent 501(c)(3) nonprofit and student-run organization. AIAS is also a professional organization that is the official voice of architecture students. Open to all students. There are registration fees.

**American Institute of Graphic Artists (AIGA)**
The AIGA chapter at Lawrence Tech strives to facilitate an atmosphere in which interest in graphic design can flourish, develop, and be met by equal enthusiasm and passion. The common ground created will further foster growth and advance knowledge in the field of graphic communication and design. All students who maintain these ideals are encouraged to participate.

**American Society of Civil Engineers (ASCE)**
The ASCE exists for all civil engineering students to meet and network with guest speakers from the industry and potential employers. Annual dues are $10.

**American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)**
ASHRAE advances the arts and sciences of heating, ventilating, air-conditioning, and refrigerating to serve humanity and promote a sustainable world. Open to all students.

**Arab Student Union (ASU)**
The purpose of the Arab Student Union (ASU) is to increase Arab awareness among Arabs and non-Arabs by promoting academic, cultural, political, and social activities on campus and at the community level.

**Architectural Engineering Institute (AEI)**
AEI’s purpose is to serve the building community by promoting an integrated, multidisciplinary approach to planning, design, construction, and operation of buildings and by encouraging excellence in practice, education, and research of architectural engineering.

**Artists’ Guild**
The Artists’ Guild is a student-led interdisciplinary group that meets on campus weekly. The organization is open to poets and fiction writers, photographers, artists, and anyone interested in the arts. Besides editing *Prism*, the annual arts journal devoted to the work of the students, faculty, staff, and alumni of Lawrence Tech, Artists’
Guild members also organize and participate in on- and off-campus events in the metro Detroit region, including film viewings, museum tours, public readings, and social outings. For more information about how to get involved in the Artists’ Guild, contact mphillips@ltu.edu.

**Association of Information Technology Professionals (ASITP)**
ASITP helps develop a better understanding of the nature and functions of information technology. ASITP fosters among students a better understanding of the vital business role of information technology, the proper relationship of information technology to management, and the necessity for a professional attitude among information technology professionals.

**Autonomous Vehicles and Robotic Systems Student Committee (AUVSI)**
AUVSI’s purpose is to increase the technical knowledge of student members through research and design projects, meetings, speakers, and tours and to provide a forum in which to discuss industry issues and trends. Also central is creating opportunities to network with faculty and industry professionals and to promote AUVSI membership.

**Bio Medical Engineering Society (BMES)**
This organization serves to connect students to industry and research professions within the field of biomedical engineering. Professional networking, tours of lab facilities, journal club, and many more activities will serve to educate students beyond the realm of the classroom.

**Black Student Union (BSU)**
The BSU is an organization designed to strengthen the African-American community at Lawrence Tech. The purpose of the organization is to promote understanding and good relations among African-American students and the Lawrence Tech community and create an awareness and appreciation of black heritage.

**Blue Devil Development**
Blue Devil Development is a group of students who are interested in technology and video game development.

**Brew Brothers**
This organization explores how to create a better beer and the sciences therein.

**Campus Crusade for Christ**
The goal of Campus Crusade for Christ, an international, non-denominational organization, is to take the gospel of Jesus Christ to others, as well as to learn more about God. Open to all students.

**Chaldean-American Students Association (CASA)**
The Chaldean-American Student Association is a nonprofit organization established to unite all Chaldean students at Lawrence Tech and to assist them in furthering their education, while maintaining a positive representation of the Chaldean community, preventing any type of discrimination, and advocating multiculturalism and diversity so that all Chaldean-American students can demonstrate that they are caring, responsible, and knowledgeable citizens.

**Chess Club**
This club is comprised of students and faculty interested in increasing their perseverance, concentration, patience, and critical thinking skills by playing chess and hosting informal competitions.

**Circle K International**
Circle K International is the largest collegiate community service, leadership development, and friendship organization in the world. Circle K clubs are organized and sponsored by a Kiwanis club on a college or university campus. Circle K blends community service and leadership training with the opportunity to meet other college students around the world. Open to all students, no minimum GPA required.
**Collegiate Entrepreneurs’ Organization (CEO)**
The CEO is a 25-year-old national organization whose goal is to inspire future entrepreneurs to realize their innovative ideas. This organization is a perfect place to network with peers with similar aspirations.

**Concrete Canoe and Steel Bridge**
This group provides civil engineering students an opportunity to gain hands-on, practical experience by working on the concrete canoe and/or steel bridge competition teams. Students work to solve real-world problems and attain leadership and project management skills.

**Honors Society**
The Honors Society is open to all students accepted into the Lawrence Tech Honors Program.

**Hua Xia Association**
The Hua Xia Association provides assistance to Chinese and Taiwanese students studying and living abroad. Promoting harmony and unity and committed to serving the community, the association offers opportunities for Chinese and Taiwanese students to experience American culture and to introduce Chinese culture on campus.

**Indian Student Association**
This group’s purpose is to promote and organize Indian cultural activities on the Lawrence Tech campus.

**Institute of Electrical and Electronic Engineers (IEEE)**
IEEE provides engineering students the opportunity to get involved in a well-known and prestigious organization and to learn field-related skills that would not normally be taught in the classroom.

**Interior Architecture Student Organization (IASO)**
This organization acquaints students with the professional interiors organizations (ASID, IIDA, and CIDR).

**International Cultural Council (ICC)**
This group is devoted to promoting greater cultural understanding and diffusion on Lawrence Tech’s campus. It is also a great place to meet friends both from this country and abroad. The organization hosts events that will provide international students opportunities to experience Michigan and the United States.

**Lambda Iota Tau and Tau Iota**
Lambda Iota Tau (ΛΙΤ) is for day and evening baccalaureate students, and Tau Iota (ΤΙ) is for students in associate programs. These societies honor students with excellent academic records and exceptional interest in and contributions to student activities. New members are elected each spring. Initiation is at the annual Student Government Awards Banquet, when new members are given honor keys and certificates.

**Lawrence Tech Dance Team**
This is the exclusive dance team for Lawrence Tech basketball. Performing at most basketball (home) games, the team’s purpose is to fire up the crowd and encourage school spirit. Dance Team members also perform at sporting and various events around campus. Tryouts are held at the end of the spring term. Practices are twice a week. Members must maintain a 2.5 GPA or higher.

**Life Science Association**
The Life Science Association is devoted to preparing students for professional work and/or graduate programs in the life sciences through volunteer work, field trips, and presentations on the life sciences. Open to all students.

**LTU Bike Crew**
Our mission is to provide all types of opportunities for bikers from beginners to experts. The LTU Bike Crew is a mountain and road biking club for students of all skill levels who share an enthusiasm for mountain biking and cycling. With health, fun, and fitness in mind, LTU Bike Crew rides encourage a safe and supportive environment for students who ride the trails and roads.

**Math Club**
The Lawrence Tech Math Club is a student chapter of the Mathematical Association of America (MAA). Activities include team competitions, guest speakers, and fun math events, such as origami day, math videos, and problem of the week.

**Minecraft Club**
This club provides LTU Minecraft players with social and connection opportunities.

**Muslim Student Association (MSA)**
MSA is a cultural and Islamic organization dedicated to promoting Islamic cultural heritage. Membership is open to everyone. Membership dues are required.

**National Society of Black Engineers (NSBE)**
NSBE’s mission is to increase the number of culturally responsible black engineers who excel academically, succeed professionally, and positively impact the community. Open to all students.

**Out! At LTU with Friends**
OUT! At LTU with Friends strives to create a safe environment in which LGBT (Lesbian, Gay, Bisexual, Transgendered) students and their allies can share their thoughts, goals, and concerns. It is a student-driven organization created to promote awareness and understanding of the LGBT community at Lawrence Tech. Open to all students.

**Pep Band**
This musical group performs at Lawrence Tech sporting events. Auditions are held in the fall.

**Prism**
*Prism* is the Lawrence Tech literary journal, produced by students, which showcases the work of students, faculty, staff, and alumni. A component of the Lawrence Tech Artists’ Guild, the magazine is open to dedicated students who wish to participate in its annual publication. For information on participating in *Prism*, contact the Department of Humanities, Social Sciences, and Communication at humchair@ltu.edu or 248.204.3520.

**Psychology Club**
This club promotes psychology as a major at Lawrence Tech.

**Saudi Student Union**
The Saudi Student Union offers opportunities for Saudi students to get involved with American culture and introduce Saudi culture at Lawrence Tech.

**Sigma Alpha Pi**
Sigma Alpha Pi is a community of like-minded success-oriented individuals who come together to help one another succeed. The society also offers life-changing lectures from the nation’s leading presenters.

**SAE International**
SAE International focuses on advancing mobility on land and sea, in the air and in space. SAE International at Lawrence Tech provides students with opportunities to experience real-world engineering through industrial tours, technical speakers, technical publications, engineering projects, and various competitions. Open to all students. A membership fee is required. The competitions are:
SAE Aero Design® (www.ltu.edu/aero) The purpose of SAE Aero Design® is to design and build a radio-controlled aircraft that is capable of carrying a predicted payload through a 360-degree flight course. Team membership is open to all students, GPA of 3.3 or higher required. Senior members must also join and pay dues to the Society of Automotive Engineers and the American Institute of Aeronautics and Astronautics.

Baja SAE® (www.ltu.edu/baja) The Baja SAE® team designs and builds an off-road vehicle that can survive the severe punishment of rough terrain.

Formula Hybrid™ (www.ltu.edu/formulahybrid) A competition endorsed by both SAE International and the Institute of Electrical and Electronics Engineers (IEEE), Formula Hybrid™ gives engineering students the opportunity to work across disciplinary boundaries while engineering and developing a plug-in hybrid electric race car. The group also encourages and promotes the development of high-efficiency automotive drive trains.

Formula SAE® (www.ltu.edu/formulasae) Students research, design, engineer, fabricate, and compete with a formula-style race car in international competition. All students from any college are welcome to join.

Society of Dramatic Arts (SODA) 
SODA provides members an outlet for creative impulses by presenting at least one performance per semester and developing the skills of members in all areas of production. Open to all students.

Society of Manufacturing Engineers (Chapter S011)
The purpose of this chapter is to apply and maintain academic excellence and promote engineering knowledge within the student community.

Society of Physics Students
The society operates under the auspices of the American Institute of Physics. Lawrence Tech’s chapter arranges scientific lectures and field trips.

Society of Women Engineers (SWE)
The Society of Women Engineers LTU Chapter is dedicated to making known the need for women engineers and encouraging young women to consider an engineering education. The organization’s objectives are to inform young women and the public of the qualifications and achievements of women engineers and the opportunities open to them; to serve as a center of information on women in engineering; and to encourage women engineers to attain high levels of educational and professional achievement.

Spanish Club
The Spanish Club exists to expand the awareness of Spanish and Latin American culture. Open to all students.

Tau Sigma Delta
The Lawrence Tech chapter of this national collegiate honor society celebrates excellence in scholarship within nationally accredited programs of architecture and interior design. Membership is limited to students with high academic standing in junior, senior, and graduate years of study.

Greek Life
Interfraternal Council (IFC)
Comprised of the elected officers and representatives of the Greek organizations at Lawrence Tech, the IFC provides leadership for five fraternities and three sororities and improves communication among the various Greek-letter social organizations on campus.

National Pan-Hellenic Council (NPHC)
The NPHC is a collaborative organization of nine historically African-American, international Greek-lettered fraternities and sororities. The NPHC was formed as a permanent organization on May 10, 1930, on the campus of Howard University, in Washington, D.C. NPHC was incorporated under the laws of the State of Illinois in 1937. Participating Lawrence Tech Greek organizations are Phi Beta Sigma Fraternity, Inc., and Alpha Kappa Alpha Sorority, Inc.

### Fraternities

#### Alpha Sigma Phi
In 1933 Dr. Wayne Buell founded Alpha Gamma Upsilon (ΑΓΥ) at Lawrence Institute of Technology. The fraternity later merged with Alpha Sigma Phi (ΑΣΦ), creating the Gamma Psi chapter in 1968. In 1991, the Gamma Psi chapter became inactive. In the spring of 2003, three young men undertook the third founding of Alpha Sigma Phi, which was recognized by the Student Government in the fall of that year. Full membership in the Interfraternal Council took effect in the fall of 2004. Currently, the Alpha Sigs, whose motto is “To Better the Man,” is recognized as an outstanding chapter by their national headquarters.

#### Phi Beta Sigma
Phi Beta Sigma (ΦΒΣ) was founded in 1914 on the campus of Howard University in Washington, D.C., by A. Langston Taylor, Leonard F. Morse, and Charles I. Brown. Today with a membership base of more than 100,000 members and chapters in the United States and Europe, Phi Beta Sigma still fully embraces the fraternity motto “Culture for Service and Service for Humanity.” Committed to the principles of brotherhood, scholarship, and service, Phi Beta Sigma stands nationally as a leading proactive community service organization, a fact further strengthened by strong partnerships with the March of Dimes and the American Cancer Association. The Nu Nu chapter of the fraternity was founded at Lawrence Tech in 1981. The chapter adheres to the highest standards of personal and academic excellence and fosters a positive environment in which academic, personal, and social life can exist harmoniously. For information on joining, email ltusigmas@hotmail.com.

#### Phi Kappa Upsilon
The University’s founder Russell E. Lawrence established Phi Kappa Upsilon (ΦΚΥ) as the first engineering and social organization on the Lawrence Tech campus in 1932. Its purpose is to further the individual and collective welfare of its members by creating cultural, educational, and fraternal advantages through participation in many activities and professional organizations on and off campus. The chapter recently celebrated more than 25 years of ownership of its house, which is known as The Castle.

#### Sigma Phi Epsilon
Founded on campus in 1971, Sigma Phi Epsilon (ΣΦΕ) has grown into the largest fraternity at Lawrence Tech. Sigma Phi Epsilon is the largest fraternity in the nation, with more than 264 chapters and 194,000 lifetime members. The Lawrence Tech chapter has a national reputation, having won three consecutive Buchanan Cups, five Excelsior Cups, and seven Scholarship Excellence Awards. Members have held leadership positions in the Student Government and the Interfraternal Council. Sig Eps take pride in academic performance and have posted the highest cumulative fraternity GPA on campus. The fraternity provides $750 Balanced Man Scholarships for incoming male freshmen. The chapter looks for balanced individuals who seek to fulfill their potential in a young, aggressive, demanding organization. Leadership, friendship, scholarship, and achievement are both offered and expected. There is more to Lawrence Tech than four years in a classroom. Sigma Phi Epsilon continues to be a lifetime experience.

#### Sigma Pi
Lawrence Tech’s Zeta Omicron chapter of Sigma Pi (ΣΠ), established in 1984, has rapidly grown into one of the largest Greek societies on campus. With 125 chapters internationally, Sigma Pi is also one of the larger fraternities. Leadership qualities, academic excellence, and professionalism are stressed, as well as athletic and social participation and community service. Members have held executive council positions in organizations such as the Student Government and the Interfraternal Council. Sigma Pi looks for well-rounded young men
who seek to advance their experience at Lawrence Tech socially, academically, and fraternally. The true meaning of “brotherhood” is taught and is instilled in the lives of members, creating friendships that cannot be broken and contacts that will always be there. Membership is not easily obtained, but the challenge is waiting for you and worth the effort!

**Theta Tau**
Founded in 1904, Theta Tau (ΘΤ) is one of the largest professional fraternities in the nation with a membership of more than 25,000. Theta Tau offers members a lifelong bond of brotherhood and activities to promote educational excellence. The Xi Beta chapter was established in 1987 and since then has striven to achieve professionally and socially. Speakers from industry come to talk about their respective fields, and the fraternity sponsors tours of various plants. Socially, the group is active in all of the intramural sports, social events, and other Greek organizations. It offers what might be called “the best of both worlds.” Through the tireless efforts of the brothers of Theta Tau, membership has become an ultimate challenge with plentiful rewards.

**Sororities**

**Alpha Kappa Alpha**
Alpha Kappa Alpha (ΑΚΑ) is an international sisterhood of more than 125,000 college-trained women representing graduate and undergraduate chapters in 46 states, the Caribbean, Germany, England, and Africa. The Pi Delta chapter of ΑΚΑ was established at Lawrence Tech in 1990. The sorority emphasizes a service program within the community, as well as focusing on the intellectual and social aspects of college life. Its “Service to All Mankind” motto is the guiding principle for all of its program activities. Membership is open to women of all races, creeds, and colors who embrace high ethical and scholastic standards and are pursuing a full course of study leading to a degree at Lawrence Tech.

**Chi Omega Rho**
Founded in 1978 by eight young women, the Chi Omega Rho (ΧΩΡ) sorority remains a local sorority at Lawrence Tech and is involved in many organizations on campus. Its motto, “Purity in the Bonds of Sisterhood, and the Awakening of Womanhood,” is the basis for its ideals as it strives to meet its professional and social goals.

**Delta Phi Epsilon**
Founded in 1917 at New York University Law School, Delta Phi Epsilon (ΔΦΕ) now includes more than 80 chapters and colonies across the U.S. and Canada, including six chapters in Michigan. Lawrence Tech’s Alpha Psi chapter was the first international social sorority on campus and continues to strive for excellence in sisterhood, scholarship, service, self-improvement, and social awareness. The sorority actively supports the Cystic Fibrosis Foundation and the National Association for Anorexia Nervosa and Associated Disorders (ANAD). The chapter provides opportunities for growth in leadership, organization, teamwork, and interpersonal skills. The group’s strength comes from the creation of lifelong friendships. The sorority welcomes women who seek to enhance their college experiences.

**Delta Tau Sigma**
Founded in 1977, Delta Tau Sigma (ΔΤΣ) was the first sorority on campus and has been growing ever since. Sorority members believe that joining Delta Tau Sigma could make your future years at Lawrence Tech more fulfilling and help you achieve your goals. The sorority offers bonds of friendship and sisterhood and incentives toward good scholarship.

**Zeta Phi Beta**
The Zeta Phi Beta (ΖΦΒ) sorority’s purpose is to instill scholarship, service, sisterly love, and finer womanhood within women who are working toward earning a bachelor’s degree.

**Athletics and Intramural Sports**
The following programs are administered by the Department of Student Recreation, Athletics, and Wellness, located in the Don Ridler Field House.

**Varsity Athletics**

Lawrence Tech participates in National Association of Intercollegiate Athletics (NAIA) as a member of the Wolverine-Hoosier Athletic Conference (WHAC). Lawrence Tech athletics has grown from five sports in its inaugural year of NAIA membership in 2011 to 11 sports just one year later. Lawrence Tech is committed to providing students with the opportunity to excel both athletically and academically, while building leadership and teamwork capabilities. For more information, visit [www.bluedevilathletics.com](http://www.bluedevilathletics.com).

**Intramurals**

Lawrence Tech provides an extensive intramural program that offers competition in 15 sports: flag football, indoor volleyball, sand volleyball, badminton, Quidditch, billiards, racquetball, golf, indoor soccer, table tennis, basketball, tennis, ski/snowboarding, disc golf, and dodgeball. It is free to participate in most intramural leagues and tournaments. Any student, faculty, staff, or alumnus of LTU is eligible to play, regardless of skill level. If you are interested, check out the intramural schedule at [www.imleagues.com/ltu](http://www.imleagues.com/ltu).

**Fitness and Wellness**

The Fitness and Wellness program consists of Team Fitness, Zumba, Boot Camp, and Yoga Core Fusion. Classes are free to all students, faculty, staff, and members of the Field House. Each class is taught by exciting and energetic, certified instructors. The schedule changes from semester to semester and alterations or additions will be posted on [www.bluedevilathletics.com](http://www.bluedevilathletics.com). For any questions, contact sturec@ltu.edu.

**Club Sports**

The Club Sports Program oversees each club sport, which is a student-led organization composed primarily of students, faculty, and staff. Each club is formed, developed, governed, and administered by the student membership of that particular club, working with the Club Sports Program staff. The key to the success of this program and each club is student leadership, interest, involvement, and participation. The Club Sports Program staff is available to students for consultation on concerns and ideas, and for administrative assistance. For any questions, contact sturec@ltu.edu or 248.204.3850.

**ATHLETICS CALENDAR**

**INSERT SPORTS LOGO: LTU_Full Logo_BLK**

**Men’s Basketball**

**Fall Semester 2012**

October
30 @ Kuyper College, Grand Rapids, 7 p.m.

November
2–3 @ Spring Arbor University Tournament, Spring Arbor, TBA
10 @ Mount Vernon Nazarene College, Mount Vernon, OH, 3 p.m.
12 @ Rochester College, Rochester Hills, 7 p.m.
17* vs. Lourdes College, 3 p.m.
20* vs. University of Northwestern Ohio, 7:30 p.m.
28* @ Marygrove College, Detroit, 7:30 p.m.

December
1* @ Indiana Institute of Technology, Fort Wayne, IN, 3 p.m.
5* @ Cornerstone University, Grand Rapids, 7:30 p.m.
Spring Semester 2013
January
2* @ Madonna University, Livonia, 7:30 p.m.
5* vs. University of Michigan-Dearborn, 3 p.m.
9* @ Aquinas College, Grand Rapids, 7:30 p.m.
12* vs. Concordia University, 3 p.m.
16* @ Lourdes College, Sylvania, OH, 7:30 p.m.
19* vs. Indiana Institute of Technology, 3 p.m.
23* vs. Marygrove College, 7:30 p.m.
26* @ University of Northwestern Ohio, Lima, OH, 3 p.m.
29* vs. Cornerstone University, 7:30 p.m.
31* @ Davenport University, Grand Rapids, 7:30 p.m.

February
2* @ Siena Heights University, Adrian, 3 p.m.
6* vs. Madonna University, 7:30 p.m.
9* @ University of Michigan-Dearborn, 3 p.m.
13* vs. Aquinas College, 7:30 p.m.
16* @ Concordia University, Ann Arbor, 3 p.m.

*Conference Game
Home games are played in the Ridler Field House.

Women’s Basketball
Fall Semester 2012
November
2–3 @ Trinity Tournament, Deerfield, IL, TBA
8 @ Great Lakes Christian College, Lansing, 7 p.m.
17* vs. Lourdes College, 1 p.m.
20* vs. University of Northwestern Ohio, 5:30 p.m.
28* @ Marygrove College, Detroit, 5:30 p.m.

December
1* @ Indiana Institute of Technology, Fort Wayne, IN, 1 p.m.
5* @ Cornerstone University, Grand Rapids, 5:30 p.m.
8* vs. Davenport University, 1 p.m.
11 vs. Great Lakes Christian College, 7 p.m.
15* vs. Siena Heights University, 1 p.m.

Spring Semester 2013
January
2* @ Madonna University, Livonia, 5:30 p.m.
5* vs. University of Michigan-Dearborn, 1 p.m.
9* @ Aquinas College, Grand Rapids, 5:30 p.m.
12* vs. Concordia University, 1 p.m.
16* @ Lourdes College, Sylvania, OH, 5:30 p.m.
19* vs. Indiana Institute of Technology, 1 p.m.
23* vs. Marygrove College, 5:30 p.m.
26* @ University of Northwestern Ohio, Lima, OH, 1 p.m.
29* vs. Cornerstone University, 5:30 p.m.
31* @ Davenport University, Grand Rapids, 5:30 p.m.

February
2* @ Siena Heights University, Adrian, 1 p.m.
6* vs. Madonna University, 5:30 p.m.
9* vs. University of Michigan-Dearborn, 1 p.m.
13* vs. Aquinas College, 5:30 p.m.
16* @ Concordia University, Ann Arbor, 1 p.m.

*Conference Game
Home games are played in the Ridler Field House.

Bowling
Tournaments are held on weekends throughout the school year from late September until March. Visit www.bluedevilathletics.com for dates, times, and locations.

Cross Country – Men’s and Women’s
Fall Semester 2012
September
8 University of Detroit – Tommy Titian Invite, Northville, noon
14 Michigan State University – Spartan Invite, East Lansing, TBA
29 Louisville Cross Country Classic, Louisville, KY, TBA
29 Lansing Stars Invitational, Lansing, noon

October
5 Michigan Intercollegiate, TBA
13 Oakland Community College Raider Run, Farmington, noon
20 Great Lakes Invitational, Grand Rapids, TBA

November
3 Wolverine-Hoosier Athletic Conference, TBA
17 NAIA National Cross Country Champions, Vancouver, BC, TBA

Schedule changes and additions will be posted on www.bluedevilathletics.com.

Men’s Hockey
Fall Semester 2012
September
15 LTU Annual Alumni Game, 8 p.m.
21 @ Wayne State University, City Sports Arena, Detroit, 8 p.m.
30 @ Grand Valley State, Arena, Grand Rapids, TBA

October
13 vs. Northwestern University, 8 p.m.
19* vs. University of Detroit, 8 p.m.
20* @ University of Detroit, City Sports Arena, 8 p.m.
26* vs. Saginaw Valley State University, 8 p.m.
27* @ Saginaw Valley State University, Saginaw Bay Ice Arena, TBA
November
9* vs. Kettering University, 8 p.m.
11* @ Kettering University, Polar Ice Palace, Flint, 12:30 p.m.
16* vs. University of Michigan-Flint, 8 p.m.
18* @ University of Michigan-Flint, Perani Ice Rink or Iceland Ice Rink, 2 p.m.
30* vs. Adrian College - Adrian Gold, 8 p.m.

December
1* @ Adrian College – Adrian Gold, Arrington Arena, Adrian, 7 p.m.
7 vs. Aquinas College, 8 p.m.
16 vs. Lansing Community College, 4 p.m.
Blue Devil Prospect Skate after Lansing CC game

Spring Semester 2013
January
5 @ Lawrence Tech, MCHC All Star Event, TBA
11 vs. Indiana-Purdue-Fort Wayne, 8 p.m.
12 @ Indiana-Purdue-Fort Wayne, Canlan Ice Arena, Fort Wayne, IN, TBA
18–19 @ Holy Cross College, Notre Dame, IN, TBA
25* vs. Northwood University, 8 p.m.
26* @ Northwood University, Midland Civic Arena, Midland, TBA

February
1* vs. Oakland University, 8 p.m.
2 @ Oakland University, Detroit Skate Club, Bloomfield Hills, TBA

*Conference Game
Unless designated, home games are played at the Southfield Ice Arena.

Men’s Soccer
Fall Semester 2012
August
18 LTU Alumni Game, noon
25 vs. Marian College, 2 p.m.

September
1 @ Campbellsville University, Campsbellville, KY, 11 a.m.
2 @ St. Catharine College, Springfield, KY, 2 p.m.
8 @ Rochester College, Ultimate Soccer Arena, Pontiac, 2 p.m.
9 vs. Calumet College of St. Joseph, noon
15 @ Goshen College, Goshen, IN, 7 p.m.
18 vs. West Virginia Tech, noon
22* vs. Marygrove College, 3 p.m.
26* @ Davenport University, Grand Rapids, 4 p.m.
29* HOMECOMING – vs. University of Michigan-Dearborn, 3 p.m.

October
3* @ Madonna University, Livonia, 4 p.m.
6* vs. Aquinas College, 3 p.m.
10* @ Cincinnati Christian University, Cincinnati, OH, 7 p.m.
13* @ Siena Heights University, Jackson, 3 p.m.
17* vs. Cornerstone University, 4 p.m.
20* @ Concordia University, Ann Arbor, 3 p.m.
24* SENIOR DAY – vs. Indiana Institute of Technology, 4 p.m.
27* @ University of Northwestern Ohio, Lima, OH, 3 p.m.

*Conference Game
Home games played at the Point.

**Women’s Soccer**

**Fall Semester 2012**

**August**

25 @ University of Saint Francis, Fort Wayne, IN, TBA
28 @ Illinois Wesleyan, Bloomington, IL, 7 p.m.
31 @ Illinois Institute of Technology, Chicago, IL, TBA

**September**

4 @ Marian College, Indianapolis, IN, TBA
8 @ Saint Xavier University, Chicago, IL, TBA
12 @ Huntington University, Huntington, IN, 3 p.m.
19 @ Trinity International University, Deerfield, IL, TBA
22 @ Rochester College, Ultimate Soccer Arena, Pontiac, TBA
29* vs. Davenport University, 12:30 p.m.

**October**

3* @ Marygrove College, Detroit, 4 p.m.
10* vs. Cornerstone University, 4 p.m.
13* @ Siena Heights University, Adrian, 12:30 p.m.
17* vs. Madonna University, 4 p.m.
20* @ Indiana Institute of Technology, Fort Wayne, IN, 12:30 p.m.
24* @ Concordia University, Ann Arbor, 4 p.m.
27* vs. Aquinas College, 12:30 p.m.

*Conference Game
Home games played at The Point

**Volleyball**

**Fall Semester 2012**

**August**

17–18 @ Concordia University Tournament, Ann Arbor
21 @ Marygrove College Tri-Match, Detroit, TBA
24–25 @ University of Michigan-Dearborn Tournament, Dearborn, TBA
31 @ Embry-Riddle Aeronautical University, Daytona Beach, FL, TBA

**September**

1 @ Embry-Riddle Aeronautical University, Daytona Beach, FL, TBA
5 @ Marygrove College Tri-Match, Detroit, TBA
7–8 @ Madonna University Tournament, Livonia, TBA
12 @ Davenport University, Grand Rapids, 7 p.m.
15 @ Marygrove College, Detroit, TBA
19* vs. Aquinas College, 7 p.m.
20 @ Rochester College Tri-Match, Rochester Hills, 4 p.m.
21* @ Cornerstone University, Grand Rapids, TBA
29* vs. University of Michigan-Dearborn, 5 p.m.

October
2 @ Lawrence Tech Tri-Match, 4 p.m.
3* @ Siena Heights University, Adrian, 7 p.m.
10* @ University of Northwestern Ohio, Lima, OH, 7 p.m.
12* vs. Lourdes University, 7 p.m.
17* @ Madonna University, Livonia, 7 p.m.
24* @ Indiana Institute of Technology, Fort Wayne, IN, 7 p.m.
26 vs. Cornerstone University @ Cornerstone or Aquinas College, TBA
30* vs. Concordia University, 7 p.m.

November
2 vs. Marygrove College, 7 p.m.
7 WHAC Tournament @ Lawrence Tech, TBA

Home games played in the Ridler Field House.

**ACTIVITIES CALENDAR**

**Fall Semester 2012**

**August**
25 Freshman Move In, University Housing
27–28 Upperclass Move In, University Housing
27 Discovery Days
28 Discovery Days
28 New Student Convocation, outside UTLC, 2 p.m.
29 Welcome Back Picnic/Party on the Yard, noon and 4 p.m.
29–30 Welcome Week

**September**
4–7 Welcome Week, *continued*
4–15 IFC Greek Rush
13 SPAM Event – Mentalist: Chris Carter, S100, 9 p.m.
20 SPAM Event – TBD
21 Student Organization/Greek Life Training
22 Day Trip - Cedar Point
22–29 Homecoming Week
27 SPAM Event – Comedian: J. Chris Newberg, S100, 9 p.m.
28 Homecoming Concert
29 Homecoming Day – Tailgate and Men’s and Women’s Soccer Games

**October**
11 SPAM Event – Comedian: Ty Barnett
14–20 OUT! At LTU Pride Week
18 SPAM Event – Late Night Movie, A200, 9 p.m.
22 Make a Difference Day Service Event
25 SPAM Event – Haunted House
27 Day Trip, Chicago

**November**
SPAM Event – Comedian: Cristela Alanzo, S100, 9 p.m.
15 SPAM Event – Late Night Movie, A200, 9 p.m.
29 Step Afrika!

December
1 World Aids Day Remembrance
6 SPAM Event — Late Night Movie, A200, 9 p.m.

Spring Semester 2013

January
14–25 IFC Greek Rush
17 SPAM Event – Roving Magician: James David, S100, 9 p.m.
27–31 Winterfest
31 SPAM Event – Comedian: Adam Grabowski, S100, 9 p.m.

February
1–2 Winterfest, continued
7 SPAM Event – A Capella Group: Overboard, S100, 9 p.m.
21 SPAM Event – Late Night Movie, A200, 9 p.m.
28 SPAM Event – Comedian: Trevor Boris, S100, 9 p.m.

March
7 SPAM Event – Late Night Movie, A200, 9 p.m.
21 SPAM Event – Comedian: Grant Lyon, S100, 9 p.m.
28 Deepher Dude Pageant, S100, 9 p.m.

April
1–5 Spring Fling
4 SPAM Event – Talent Show, S100, 9 p.m.
11 SPAM Event – Comedian: Jacki Tohn, S100, 9 p.m.
15–20 IFC Greek Week
16 Student Government Awards Banquet
19 IFC Song and Skit
20 IFC Greek Day

SPAM = Students Planning Activities Monthly

SERVICES FOR STUDENTS

*Academic Achievement Center (AAC)*
The Academic Achievement Center (AAC) is a free, multidisciplinary academic support center available to all Lawrence Tech students. The AAC’s mission is to educate, empower, and inspire students to become independent and successful lifelong learners. Students come to the AAC to get help with homework or test preparation, compare notes, meet with study groups, or study on their own.

Tutoring is available for courses in architecture and design, chemistry, biology, computer science, engineering, English-language conversation, mathematics, physics, foreign languages, and writing. The AAC writing center also provides various resources and handouts on the writing process. Students do not need to make an appointment to meet with a tutor. Students can walk in and meet with any available tutor.
**Online tutoring** is available to students who can’t visit the AAC during the AAC’s operating hours. This service is available to students who have questions or need help with a concept but cannot stop by the AAC.

**Pre-courses** are offered at the beginning each semester. Pre-courses are refreshers taken before a student takes an essential math, science, engineering, writing, or architecture course. During these free workshops, students review basic concepts, material they will see in class, and learn strategies for approaching problems in these classes.

**Testing services** (proctored testing) are offered for students who need to complete quizzes or exams outside of regularly scheduled class time. When not in use for testing, private rooms are open for general student use.

Study skills workshops, individual study habit consultations, and study strategy handouts are available to all students. The center also has computer workstations and conference rooms that can be reserved. The AAC is located on the lowest level of the A. Alfred Taubman Student Services Center in C201. Fall and spring semester hours are Monday–Thursday, 9 a.m.– 8 p.m., and Friday, 9 a.m.–4:30 p.m. Summer hours are Monday–Friday, 9 a.m.– 4:30 p.m.

**Academic Scholarships**
Scholarships are awarded based on academic merit to new and transfer students, as well as to currently enrolled upper-class students. Upper-class students include students who have completed a minimum of two semesters of study at Lawrence Tech. Students may apply to the Office of Enrollment Services (enrollmentservices@ltu.edu or 248.204.2280) or to the chair of the Lawrence Tech Scholarship Committee (Jerry Crist, S327, or 248.204.3604) for consideration. Academic scholarship awards are made on a competitive basis at the discretion of Lawrence Tech’s Scholarship Committee. An application (found at www.ltu.edu/financial_aid) is required for upper-class scholarships and the deadline for submission is May 15 of each academic year.

**Academic Support**
Lawrence Tech has a number of programs and offices that support students’ academic success:

**Academic Achievement Center**
The Academic Achievement Center (AAC) is a support hub for students and faculty. Students come to the AAC to get help with homework or test preparation, compare notes, meet with study groups, or seek that spark of needed motivation. For many, the AAC is simply a friendly place to be with others. The AAC also offers instructional handouts to take home and miscellaneous learning aids to use in the center, including software, reference materials, and videos. **AAC services are FREE** to all Lawrence Tech students, staff, and faculty. See section on the Academic Achievement Center.

**Disability Services**
The University makes reasonable accommodations to enable students with disabilities to fulfill academic requirements and provides effective auxiliary aids to ensure that they are not excluded from programs because of their disabilities. (See full section on Disability Services.)

**Clinical Counseling Services**
Among the free services provided by Clinical Counseling Services is helping students with planning, organization, and time management strategies. (See section on Clinical Counseling Services. Also refer to the section on University and Community Resources.)

**Orientation & Registration (O & R)**
All new students, both freshmen and transfers, are expected to attend orientation sessions prior to or during their first semester on campus. During these sessions, student opportunities, responsibilities, and regulations are presented, and registration is completed.
**Academic Advising**
Each Lawrence Tech student is connected to a faculty member who advises him or her on course selection and professional development. First-year students are advised through the Office of First-year Experience. After that, students are advised by faculty members in their colleges.

**ATM (Cash) Machine**
There is an automated teller machine (ATM), hosted by Michigan First Credit Union, located in the atrium of the Buell Management Building, which is available anytime the building is open. This unattended station allows withdrawals, deposits, or account transfers, using debit cards with Cirrus, Plus, Pulse, Star, or Quest network logos or a Visa, MasterCard, Discover, or American Express credit card and a personal identification number. For local Michigan First Credit Union branches, call 800.664.3828.

**Bonfires and Recreational Fires**
According to the City of Southfield, a permit must be obtained from the fire code official prior to organizing a bonfire. Application for such a permit can only be presented by – and permits issued to – the owner of the land upon which the fire is to be kindled. A bonfire shall not be conducted within 50 feet of a structure or combustible material, unless the fire is contained in a barbecue pit. Conditions which could cause a fire to spread within 50 feet of a structure shall be eliminated prior to ignition. The permit cost is $200 per event. Consultation with the dean of students is required.

**Bookstore**
The bookstore is located in the Buell Management Building. Books, supplies, snacks, and Lawrence Tech apparel and gifts may be purchased. Textbooks may be purchased online at whywaitforbooks.com. Book rentals and eBooks are also available. Fall and spring semester hours are Monday through Thursday, 9 a.m.–7 p.m., and Friday, 9 a.m.–1 p.m. For other times, call 248.204.3030 or visit www.ltu.edu.

**Building Hours**
In general, campus facilities are open from 7 a.m. to 10 p.m. seven days a week excluding holidays. Students may use the facilities 24 hours per day provided the dean of their college, a faculty member, or faculty adviser has approved and forwarded to the Department of Campus Safety an extended access hours authorization via email. Faculty members and faculty advisers should check with the dean of their respective college regarding the policy on allowing extended access to the facilities of that college. The dean, faculty member, or adviser may forward extended-access authorizations via email to ltu_safety@ltu.edu. Please allow 24 hours advance notice for extended hours requests. Individuals found not in compliance with this policy may be subject to the University discipline system. Students using campus facilities, especially after hours, must carry their Lawrence Tech identification card with them and must present it if requested to do so by a Lawrence Tech Campus Safety officer.

**Campus Dining**
Real Food on Campus (RFoC), located on the second floor of the Buell Management Building, is open during the fall and spring semesters and provides “all you care to eat” meal options that include staffed food stations – comfort food, deli, exhibition, grill, pizza and pasta, market (soups and salads) – and a bakery. Campus Dining also oversees the Einstein Bros. Bagels in the atrium of the Buell Management Building and a Provisions on Demand (P.O.D.) express in the UTLC lobby, which offers grab-and-go salads and sandwiches, snacks, and beverages.

Lawrence Tech offers meal plans and Blue Devil Dollars. Meal plans are used at the RFoC. Blue Devil Dollars work like a debit card and can be used at all Lawrence Tech dining locations. **Lawrence Tech requires all residential students to participate in a meal plan.**
As the exclusive food service vendor for the University, Aramark has the exclusive right to provide all food services, including catering and concessions, for all University purposes, including events offered by student organizations. Questions regarding this policy may be directed to the director of campus dining at 248.204.3203.

Career Services
The Office of Career Services is much more than a place where students can go to find a job when they graduate. The Office of Career Services provides a wide variety of services and programs that, beginning as soon as the freshman year, can help students develop their career plans and establish career goals by identifying their abilities, values, and interests and then targeting occupations that reflect those abilities, values, and interests. The office also assists students with gaining cooperative education and internship experiences in their chosen field.

Services include career advising, on-campus employment, cooperative education and internships, career workshops, resume critiques, mock interviews, career fairs, employer presentations, and on-campus interviews. Lawrence Tech’s online career resource center, CareerQuest (www.ltu.edu/career_services/careerquest.asp), lists opportunities for students and alumni. Students can also schedule on-campus interviews, register for career fairs and expos, research employers, and much more on CareerQuest.

The Office of Career Services is located in Room C404, A. Alfred Taubman Student Services Center, and is open daily from 8:30 a.m. to 4:30 p.m. Appointments can be made as well.

The office also posts on-campus employment opportunities for students. Students may work as assistants for the colleges, departments, and offices, such as Campus Dining; Student Recreation, Athletics, and Wellness; and the University Bookstore. Beginning in August, students may view available positions through CareerQuest (www.ltu.edu/career_services/careerquest.asp). Student assistants are a great asset to the University. Students’ responsibilities vary from administrative support, applied research, to general labor.

Need help writing a resume? Contact the office to meet with a career services staff member for assistance.

Clinical Counseling Services
The following services are provided by a licensed psychologist and a clinical counselor free of charge to all students: individual counseling/psychotherapy, assessment and screening, crisis intervention, referral services, and educational outreach. Clinical Counseling Services is located in the Office of the Dean of Students, Room C405, A. Alfred Taubman Student Services Center. To schedule an appointment, call 248.204.4100.

Computer Resources/Help Desk
To ensure that Lawrence Tech students have full access to our rich educational resources, and to better prepare them for the workplace, Lawrence Tech provides laptop or tablet computers to all undergraduate students. Undergraduate students may obtain a laptop or tablet computer upon registration with the payment of a $500 security deposit and acceptance of the terms and conditions of a laptop lease agreement. The term of the lease is up to one year. Graduate students may also obtain a laptop for a charge of $95 per credit hour, if laptops are available at the end of the undergraduate laptop/tablet distribution period. Laptop/tablets are distributed at the beginning of every semester. They are also available to Lawrence Tech faculty.

A uniform suite of the most recent software applications is installed on each laptop and tablet. In addition, software applications specific to each college are included, providing all students the software resources needed for their major. For some academic disciplines, the value of this package can exceed $15,000.

All students, faculty, and staff have access to email, the Internet, and protected file storage on the University’s servers. The Lawrence Tech Southfield campus is completely wireless, allowing access virtually anywhere on campus. Students may use several public printers located across campus, including the Help Desk office, the
Arts and Sciences Commuter Student Lounge, Engineering Building, the library, and University Housing-North and -South.

The Help Desk, located in the A. Alfred Taubman Student Services Center, Room C203, provides walk-in support to all students and faculty, including problem diagnosis, laptop/tablet distribution and return, repair, wireless network configuration, password changes, email setup, instruction and training, and more. Laptop/tablet diagnosis is done on the spot, with minor repairs handled immediately. Lengthier repairs are generally made within 24 to 48 hours, and a loaner laptop is provided if needed. Help Desk hours are Monday through Thursday, 8 a.m.–6:30 p.m., and Friday, 8 a.m.–4:30 p.m., during the fall and spring semesters. Hours are reduced during breaks and the summer months.

For more information about Help Desk services and the laptop/tablet program, visit www.ltu.edu/computer_center/helpdesk.asp.

Cooperative Education

The Cooperative Education program, located in the Office of Career Services (C404), is a joint venture between the University, a selected employer, and the student. Work assignments are related to the student’s major field of study and are varied to provide a broad range of experience and training. Students are strongly encouraged to complete a cooperative education assignment while studying at Lawrence Tech. Students who participate in a cooperative education assignment report a higher degree of satisfaction with their education and an increase in their overall employability.

Co-op students:
• gain excellent work experience
• are paid for learning on the job
• learn career management skills
• receive academic credit
• enhance the number of opportunities available to them when they graduate, since employers favor students with co-op experience

Lawrence Tech offers two types of cooperative education programs. The traditional co-op program, also called the alternating program, allows students to alternate full-time college studies with three 15-week semesters of full-time work. A variation of the traditional program especially for civil engineering students takes into account the seasonal nature of the work and involves two semesters (summer and fall) worked back to back, followed by a spring semester of college studies and a final semester of summer work experience. Lawrence Tech also offers a parallel co-op program that allows students to work at least 20 hours per week while simultaneously attending classes and maintaining a full-time academic schedule.

To participate in the program, students must have a 2.25 GPA or higher. In the normal course of a complete co-op education program, a student will complete three semesters of work assignments before graduation. Each semester of co-op carries one academic credit, three of which may be applied toward an academic degree.

Many students choose to take advantage of co-op and internship opportunities. Although most assignments are in southeastern Michigan, students have completed assignments in Ohio, Indiana, Connecticut, California, Florida, Germany, and Mexico.

Dean of Students

The Office of the Dean of Students, located in the A. Alfred Taubman Student Services Center (C405), serves as the central resource for activities that are coordinated through the Division of Student Affairs. The dean of students serves as the primary advocate for students and works to insure that students are offered a quality college experience. Staff members in the Division of Student Affairs provide services to help students successfully complete their academic studies and coordinate opportunities for fellowship, fun, and rewarding
college experiences. The Office of the Dean of Students offers personal, confidential, and nonbiased assistance in addressing any concerns a student may have regarding his or her rights or responsibilities as a member of the campus community. Services coordinated by the Office of the Dean of Students include:

**Student Events and Activities**
Annual social events to encourage students to interact with other students on campus are coordinated by the Office of the Dean of Students. Popular programs include the fall semester Welcome Back Picnic, New Student Convocation, movie nights, and “Pushing Honey Through” certificates for supportive family members of graduating students. Students can also enjoy Homecoming in the fall and Winterfest in the winter months and a host of sporting events.

**Student Code of Conduct Adjudication**
Honesty, integrity, and caring are essential qualities of an educational institution, and a concern for values and ethics is important to the whole educational experience. The Student Code of Conduct outlines the rights and responsibilities and expected levels of conduct of students in the University community. Fundamental to the achievement of community among the members of the University is the recognition by all such members that each shares a responsibility to observe University regulations. This obligation, which is an extension of the citizen’s responsibility to observe the law of the land, is an essential corollary to participation in the academic rights afforded to members of the University. A student voluntarily joins the Lawrence Technological University community and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct. The University, through the Office of the Dean of Students, maintains the exclusive authority to impose sanctions for behaviors that violate the Student Code of Conduct. The Student Code of Conduct can be found at www.ltu.edu/student_affairs/student_conduct.asp.

**Support Services**
Students needing assistance with personal or academic challenges during their college career are welcome to contact staff in the Office of the Dean of Students, who can act as liaisons between students and faculty. Academic study skills development and strategies are provided by staff in the Academic Achievement Center.

**Disability Services**
The Office of the Dean of Students, 248.204.4100, coordinates Lawrence Tech’s compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The University does not discriminate against students with disabilities in recruitment, admission, or treatment after admission. In addition, the University makes reasonable accommodations to permit students with disabilities to fulfill academic requirements and provides effective auxiliary aids to ensure that they are not excluded from programs because of their disabilities. Eligibility for accommodations is determined on an individual basis.

For additional information on eligibility for services, accommodations, and student responsibilities, please refer to Lawrence Tech’s website or contact the disability services coordinator at 248.204.4119 or through the Michigan Relay Center at 800.649.3777 to set up an appointment. Students who believe that the University may not be meeting these responsibilities or who believe that they have been otherwise discriminated against based upon their disability may contact the Section 504 officer in the Office of the Dean of Students, Lawrence Technological University, 21000 West Ten Mile Road, Southfield, MI 48075-1058.

**DTE Energy One-Stop Center**
Located on the third floor of the A. Alfred Taubman Student Services Center, the DTE Energy One-Stop Center assists students with records and registration, financial aid, and student accounting transactions. The center is open Monday and Tuesday, 8 a.m.–6:30 p.m., and Wednesday through Friday, 8 a.m.–4:30 p.m.

**Engineering Advising Center**
The Engineering Advising Center is in the dean of engineering’s office suite (E98). The center’s primary purpose is to advise students having academic difficulty. Hours of operation are normally Monday through
Thursday, 8:00 a.m.–4:30 p.m., or by appointment. To make an appointment, call the dean of engineering’s administrative assistant at 248.204.2500.

**ESL (English as a Second Language) Program**
The purpose of the ESL program is to help students acquire the language skills necessary to do well at Lawrence Tech. Depending on the student’s needs, the program may consist of full-time or part-time classroom instruction with intensive training in grammar, reading, listening, conversation, writing, and technical preparation. Qualified students may take ESL concurrently with selected technical courses in the actual academic program for which they have been conditionally accepted, with appropriate ESL supervision.

**Fax Service**
Fax services (send only) are available at the bookstore, which is located in the Buell Management Building. There is a small fee for this service.

**Field House**
The Don Ridler Field House includes a gymnasium, weight and conditioning room, running track (1/11th mile), two racquetball/wallyball courts, fitness room, spirit shop, and men’s and women’s locker rooms with showers and saunas. Fitness and wellness programs are available to all members.

**Field House Hours**

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**Financial Aid**
Approximately two-thirds of all students at Lawrence Tech receive some form of financial aid. Most financial aid programs are reserved for degree-seeking students. Amounts and types vary by student, depending on need, merit or ability, and availability of funds. All students are encouraged to apply by April 1 (March 1 for the Michigan Competitive Scholarship) every year to avoid potential processing delays and all awards are offered on a first-come, first-served basis. For additional information on federal, state, and institutional aid programs and instructions on how to apply, visit the financial aid website at [www.financialaid.ltu.edu](http://www.financialaid.ltu.edu). Most initial awards are based on the assumption of full-time attendance (12 or more credit hours for undergraduate and 6 or more for graduate students). All awards will be adjusted for part-time attendance and disbursed proportionally, depending on whether a student attends three-quarter-time (9, 10, or 11 credit hours for undergraduate and 5 credit hours for graduate students) or half-time (6, 7, or 8 credit hours for undergraduate and 3 or 4 for graduate students). Most students are not eligible for financial aid if attending less than half-time (less than 6 credit hours for undergraduate and less than 3 credit hours for graduate students).

All awards will be reviewed and revised, if necessary, following the Add/Drop period each semester. Students who withdraw from all classes for the semester are subject to a recalculation of their award eligibility. All students who have been awarded financial aid should consult the Office of Enrollment Services at the DTE Energy One-Stop Center (enrollmentservices@ltu.edu or 248.204.2280) prior to dropping or withdrawing from classes. Students will receive a revised award notice showing all adjustments in financial aid eligibility.

Financial aid disbursements will be posted to student accounts and adjusted, if necessary, shortly after the Add/Drop period. Refundable balances of excess financial aid will be processed based on the wishes of each student.
student shortly after disbursement. Please contact the Office of Enrollment Services at the DTE Energy One-Stop Center to discuss refunding options.

All financial aid recipients are subject to Satisfactory Academic Progress policies as stated at www.ltu.edu/financial_aid/sap_policy.asp. Guest, special, certificate, and international students are not eligible for most financial aid programs. For more information on financial aid, contact the Office of Enrollment Services at the DTE Energy One-Stop Center (enrollmentservices@ltu.edu or 284.204.2280).

First-year Experience
The Office of First-year Experience oversees all academic and extracurricular programs that are dedicated to leadership education and development, first-year student success, and service learning.

Services for Students
The Office of First-year Experience is responsible for the development, implementation, and coordination of support programs related to the academic achievement, growth, and development of first-year students. The office’s primary role is to assist first-year students with the transition to college life and help them successfully complete their first year of college.

First-year Advocacy/Parent Liaison
The director of first-year experience is an advocate for first-year students and acts as the liaison for first-year students and their parents when they have questions or concerns about the University or academic issues.

Discovery Days
Discovery Days is a mandatory two-day orientation program for all first-year students. Held two days before classes begin, Discovery Days focuses on the first-year experience, campus involvement, University history and traditions, and the spirit of Lawrence Tech. It gives students a head start on college life by introducing them to other incoming students and campus leaders while developing personal skills that will make the transition to college easier.

Student Mentoring
Every first-year student has a returning Lawrence Tech student as a mentor. Mentors meet the first-year students at Discovery Days, and are in contact with them throughout their first year through emails, regular meetings, and at student events. Mentors provide the information and resources that students need during their first year.

Orientation & Registration (O & R) Advising
The director of first-year experience meets with students to explain the registration process, scheduling, and time management.

Academic Advising
Every first-year student is paired with a faculty member for academic advising. The faculty member is available in person, by email, and through an advising website. Students with questions about academic advising in the first year should contact the Office of First-year Experience.

Early Feedback
Faculty provide feedback on the academic progress of first-year students for every class around the fourth week of classes. Advisers contact students who are having difficulties and work with them to develop plans for improvement.

Midterm Grades
Midterm grades are mailed to first-year students at their permanent addresses at roughly the 10th week of each semester. Grades are also posted on BannerWeb. Students who are having difficulties are contacted and given resources, such as tutoring, workshops, and advising to help them improve their study habits.

**University Seminar**
University Seminar provides an introduction to the Lawrence Tech college experience, which includes leadership education. All first-year students enroll in University Seminar during their first semester on campus. In this course, students complete a Personal Success Plan in which they map out their personal and academic goals for the next four years. This course also includes an introduction to leadership and service learning and diversity and cultural awareness events.

**Service Learning**
Service learning combines classroom instruction with volunteerism, focusing on critical, reflective thinking as well as personal and civic responsibility. Service learning programs involve students in activities that address local needs while developing their academic skills and commitment to their community. All first-year students in University Seminar participate in a service-learning activity during their first semester.

**Spring Symposium**
An annual event, the Spring Symposium gives students the opportunity to showcase and present their projects in the areas of the arts, philosophy, innovation, service, and leadership. The symposium is open to all students in all academic majors.

For more information about First-year Experience programs and services, contact the Office of First-year Experience at 248.204.4109.

**Identification Card**
Lawrence Tech’s student identification card combines a photo with a magnetic strip/bar code and a cash debit option that allows students to load their card with Blue Devil Dollars, which can be spent at the RFoC and at Einstein Bros. Bagels in the atrium of the Buell Management Building, or the P.O.D. (Provisions on Demand) in the lobby of the University Technology and Learning Center (UTLC). The ID card also serves as the student’s library card and should be presented at the circulation desk when checking out books or using the Reserve Desk. Instructions for applying for a card are provided to new students during orientation. There is a $10 replacement charge for lost ID cards. Replacement ID cards must be purchased at the DTE Energy One-Stop Center. If an ID card is damaged and needs to be replaced, the student must present it to the One-Stop Center to have the replacement charge waived.

**International Students**
The Lawrence Tech community places great value on the cultural and intellectual diversity that international students bring to the University. The Office of International Programs serves as the primary contact for international students and scholars on campus. This population includes undergraduate, graduate, and doctoral students, as well as professors, research scholars, and post-doctoral fellows.

The Office of International Programs advises foreign nationals on status maintenance, government regulations, visa requirements, and work authorization, and provides a host of other resources. The office works to resolve student compliance issues with Homeland Security and the United States Citizenship and Immigration Services (USCIS), as well as to process and update documentation for international students. This includes updating and maintaining the Student and Exchange Visitor Information System (SEVIS) to comply with government reporting requirements, authorizing F-1 Curricular Practical Training and Optional Practical Training, J-1 academic training, program extensions, and other SEVIS updates. The office also works to update faculty, staff, and students on government regulations and issues impacting international students studying in America.
The Office of International Programs provides a mandatory and comprehensive week-long orientation, held the week before classes begin each semester, to support international students in acclimating to their new environment. Students also meet with their advisers during this time.

The Office of International Programs designs and implements events that increase global and cultural awareness among all Lawrence Tech students. The office provides outreach programs and workshops on a myriad of topics, including employment, cultural transition, academic issues, campus resources, and programming. The Office of International Programs is located in the A. Alfred Taubman Student Services Center in room C405 and can be reached at 248.204.4100. Normal office hours are Monday–Friday, 8 a.m.–4:30 p.m. Special appointment times are available upon request.

Leadership and Study Abroad
Lawrence Technological University thinks of its students as “Leaders in the Making” and so requires all undergraduate students to participate in its unique Leadership Program in order to graduate. Students take courses and participate in leadership experiences during each year of their education. This leadership curriculum not only gives students insight into and opportunities for leadership development, it also reinforces the development of critical thinking, teamwork, communication, sustainability, and positive change.

Leadership Courses
The following courses are required for all undergraduate students, regardless of prior leadership education or experience.

University Seminar: University Seminar provides an introduction to the Lawrence Tech college experience, which includes leadership education. All first-year students enroll in University Seminar during their first semester on campus. (Not required for transfer students who have completed 30 or more credits at another college or university.)

Leadership Models and Practices: Students begin to develop an understanding of their personal leadership style through an introduction to different leadership models and self-reflection. By the end of the semester, students will have created a leadership philosophy based on the theories they learned, their personal and professional interests, and their role as agents of change.

Leadership Seminar Series: The Leadership Seminar Series provides seminars and workshops that focus on leadership development in a professional setting.

Leadership Capstone: Students participate in practical leadership experiences that directly relate to their academic major and/or chosen field and reflect on and professionally present the culmination of their leadership education in a portfolio.

Leadership Transcript
The Leadership Transcript is a tool developed and monitored by Lawrence Tech’s Leadership Program that helps students track their participation in leadership activities outside the classroom. All activities must be completed before graduation and submitted for approval within one semester of their completion. When students graduate, the Leadership Transcript is added to their academic transcripts and is recognized as an official University document.

Supporting Programs
The Office of Leadership Programs emphasizes three areas of leadership experience: civic, team, and global. All experiences from supporting programs can be recorded on the Leadership Transcript.

Civic: Service-Learning
• **Days of Service:** Lawrence Tech organizes and hosts one service project a month to give students the opportunity to volunteer and develop as civic leaders.

• **Alternative Spring Break:** A week-long volunteer program in which students give back to their communities during spring break instead of taking a regular vacation.

• **University Partnerships:** Lawrence Tech is a member of the Michigan Campus Compact, a coalition of 42 universities that organizes conferences and retreats and provides programming, grant opportunities, and student scholarships.

**Team: Student Opportunities**

• **Career Immersion Days:** Career Immersion Days provide students with opportunities to spend a half or whole day with professional leaders in their career field.

• **Global Entrepreneurship Week:** For one week, millions of young people around the world join a growing movement of entrepreneurial people to generate new ideas and seek better ways of doing things. Lawrence Tech supports programming for students to participate.

• **Make Your Mark:** Teams of students are given $10 of start-up capital for a venture of their choosing. This is used to develop an original idea that could have a lasting impact on their communities using very minimal resources.

**Global: Going Abroad**

• **Study Abroad:** Students can study in a foreign country for a semester or a summer and earn credits toward their degree program.

• **International Experiences:** Short-term group travel opportunities to expose students to history, art, architecture, and different cultures.

• **Volunteer Abroad:** An opportunity to spend time overseas helping another community. Past opportunities include teaching in China and building homes in Haiti.

For more information about Lawrence Tech’s Leadership Curriculum, its supporting civic, team, and global programs, and schedules of events, visit [www.ltu.edu/leadership](http://www.ltu.edu/leadership) and [www.ltu.edu/abroad](http://www.ltu.edu/abroad) or contact the Office of Leadership Programs at 248.204.2414 or [leadership@ltu.edu](mailto:leadership@ltu.edu).

**Library**

The Lawrence Tech library is conveniently located on the first floor of the Buell Management Building and boasts an attractive indoor garden area. The library houses a broad selection of books, periodicals, online databases and full-text electronic books and periodical articles, microforms, and other material that has been selected to enhance the curriculum areas of the University. Collection strengths include engineering, technology, architecture, and management.

Among the library’s unique resources is the 3,000-volume personal library of the late renowned architect Albert Kahn. The professional librarians are skilled in locating information both in the Lawrence Tech collection and at numerous other venues. They can also provide individualized and group instruction on how to use the library efficiently. Students have full access to the stacks for browsing and independent research and can always count on getting personalized reference assistance from a librarian whenever the library is open. The librarians can help in person, by telephone (248.204.3000), or by email ([refdesk@ltu.edu](mailto:refdesk@ltu.edu)).

While the library’s catalog is available to the public on the Lawrence Tech website (www.library.ltu.edu), premium content, including databases and full-text material, tailored to serve the needs of the Lawrence Tech curricula is available online via password-protected links. Students can access this content using their campus log-in information. In addition to print and database sources, more than 72,000 electronic books and more than 90,000 electronic journal titles are accessible from the site as well.

When an item is not available on campus, the library has negotiated agreements with many local and statewide academic and public libraries for direct borrowing privileges or, in some cases, for borrowing through a special arrangement. As an alternative, materials can be requested and shipped directly to Lawrence Tech from
Michigan libraries via the MelCat service, or from across the nation through the use of interlibrary loan. It is recommended that students make the Lawrence Tech library their first stop when beginning a research project.

**Loan Privileges**
Lawrence Tech students may borrow most material from the library for three weeks. Certain special materials circulate for shorter periods. Reserve and reference materials must be used in the library. Students with fines or lost-item charges of $10 or above may not borrow library materials.

**Renewals**
Students may renew material as long as no one has requested the item. Students may renew books through their online library accounts. Books that are overdue may only be renewed by contacting the library. Call the circulation desk (248.204.3009) to renew by phone, or bring the books to the library for renewal.

**Overdue Materials**
Overdue Charges
10 cents per item per day – books
$1 per item per day – all Reserve Desk items and DVDs, and interloan and MelCat items

**Lost-Item Charge**
This includes replacement value, a service charge, and a maximum $5 fine. Patrons with lost-item charges or excessive overdue fines are not allowed to check out materials and an Academic Hold will be placed on their student record.

**Library Account**
All students have a special library account that may be accessed through the “My Account” feature of the library’s online catalog ([ltu.worldcat.org](http://ltu.worldcat.org) or via [my.ltu.edu](http://my.ltu.edu)). Contact the library with any questions. Once logged in, students may place requests for items directly from the catalog, and review their account for items checked out, fines, etc.

**Other Services**
The library offers black-and-white and color photocopy machines, a campus printer (M113a), scanners, public computers, paper cutter, and other tools for student use.

**Lost and Found**
The Department of Campus Safety is the clearinghouse for lost and found articles. Please call 248.204.3945. Campus Safety delivers all found Lawrence Tech laptop computers to the Help Desk; call the desk at 248.204.2330.

**Medical Clinic**
Lawrence Tech will soon offer a medical clinic for students. More details to follow on the Office of the Dean of Students website.

**Online Student Services**
Lawrence Tech offers convenient online student services. Students can register for courses, view their academic records, make tuition payments, and conduct financial aid transactions through BannerWeb from any location at any time.

Students may register online using their Lawrence Tech email user name or their nine-digit student identification number and their PIN. In addition, some undergraduate students need to obtain an Alternate PIN from their academic adviser. The Alternate PIN is the adviser’s electronic signature, giving the student approval to register. In order to be allowed to register students must not owe a balance from previous semesters.
Students may also view and print an unofficial copy of their student transcript, provided they do not have a hold on their records (the result of owing the University money) that prohibits this function.

**Postal and Package Services**
Mail and packages are delivered to the various colleges and departments as well as the Information Desks in both residence halls. Those having mail and packages delivered to the University are strongly advised to make sure that their name is on the shipping label. Mail and packages not addressed to an individual are held in the University mailroom as “undeliverable.” The UPS outgoing package drop box is located outside the Buell Management Building on the atrium level, on the Lot C side of the building.

**Printers**
HotSpot printers are located in the library (pay at the desk or use PayPal), in the Architecture Resource Center (A131), and in the atrium of the Buell Management Building. Black and white prints are free. There is a charge for color printing.

The Architecture Computer Resource Center (ACRC) Print Desk provides printing, scanning, and computer-related services. Services such as color printing, large-format printing and plotting, scanning, and report binding are available throughout the school year during operating hours. Specialized printers produce large-format CAD plots, as well as photo-quality prints and posters. After hours, 24-7 self-service black-and-white printing is available on the public printer by the Print Desk; color laser printing and scanning is available on the HotSpot printer in the lobby adjacent to the Print Desk.

**Professional Development Center (PDC)**
The Professional Development Center (www.ltu.edu/pdc) is the University’s training and consulting arm, featuring solutions for business acceleration from a wide variety of disciplines, including operations management, project management, lean, Six Sigma, leadership, executive coaching, strategic planning and implementation, plus many more! Call with inquiries for yourself or your organization to Ben Benson, PDC director, at 248.204.4050.

**Raffle or Charitable Gaming Event Guidelines**
Any student organization requesting to host a gambling tournament or raffle must contact the Office of Student Engagement to receive guidance on completing a Charitable Gambling Application through the State of Michigan’s Bureau of the State Lottery. The student organization must submit the application to the Bureau of the State Lottery with appropriate application fees, along with the organization’s constitution, and a signed letter from the dean of students. It will take approximately 4–6 weeks for the Bureau of the State Lottery to approve any application. Visit www.michigan.gov/lottery for more information. (The Bureau of the State Lottery does not allow education subordinate organizations to raffle prizes over $500. Therefore, there is no need to complete the Millionaire Party application to obtain a license.)

**Rallies/Marches/Protests**
Student groups wanting to hold a rally, march, or protest should contact the Office of Student Engagement and make an appointment with a professional staff member to discuss the event. This person will tell the student group representative what things must be done in order to secure approval of the event. If the event includes any form of public address equipment or amplified sound, the group will have to complete forms from Campus Facilities and alert Campus Safety.

**Spirit Rock**
The Spirit Rock exists to provide students and student organizations with the opportunity to express their spirit and pride in Lawrence Technological University. To maximize this opportunity, students are expected to respect the following regulations:
• With the exception of painting, the physical condition of the rock is not to be altered in any way that will change its shape, size, or orientation.
• The rock is not to be moved.
• Derogatory or profane words or messages on the rock are prohibited.
• There is no limit to the number of times the rock may be painted in total or by any one organization.

**Student Affairs**
The Division of Student Affairs coordinates efforts, programs, and services that support the development of a vibrant learning community on campus. The division’s purpose is to support students, staff, and faculty in achieving the mission of Lawrence Tech by creating communities that foster and support student learning and development.

Offices included in the division are the Office of the Dean of Students; Campus Dining; Career Services; Clinical Counseling Services; Disability Services; First-Year Experience, International Programs; Student Engagement; Student Recreation, Athletics, and Wellness; University Housing; and the campus switchboard. The Office of the Dean of Students serves as the central resource for activities coordinated by the Division of Student Affairs. Events, programs, and services provided through these offices are designed to enhance student involvement and student leadership development.

**Student Communications/Student Email**
All students are issued a Lawrence Tech web-based email account and are required to maintain their University computer accounts while they are enrolled at the University. These accounts are provided without additional charge to registered students. Students may also communicate directly with faculty, staff, and administrators through email. Because email is considered the official form of communication for all University correspondences, students are expected to review their email on a regular basis.

Email accounts are automatically generated when students register for classes and are issued by Help Desk.

Students should note that while using Blackboard, if they elect not to change their email account, the default is their Lawrence Tech email account. This means that when posting notices on discussion boards, etc., within Blackboard, their Lawrence Tech email account is visible to others within the class.

**Student Engagement**
The Office of Student Engagement (C404) provides programs and services for the entire University community. Student Engagement coordinates a variety of opportunities for students to become involved on campus and in the Southfield and Metro Detroit areas. The mission of Student Engagement is to encourage the intellectual, social, and civic development of students individually and through student groups. The programs and services provided and/or supported by Student Engagement are:

- Commuter Student Support Services
- Greek Life
- Multicultural Student Support Services
- Welcome Week
- Discovery Days
- Students Planning Activities Monthly (SPAM)
- Student Government
- Student Organizations

**Commuter Student Support Services**
Commuter Student Support Services serves the 80 percent of students who commute to Lawrence Tech. Programs and services work to build community and create a sense of connectedness between commuters and
the University. Programs include Day Trips, Good Evening Commuters Workshops, and online resources that benefit the commuter population.

**Multicultural Student Support Services**
Multicultural Student Support Services exists to advance Lawrence Tech’s commitment to diversity in increasing the recruitment, retention, and graduation of all students and particularly underrepresented groups (including racial/ethnic, women, and GLBT students), by developing strategies that engage students in the attainment of academic excellence and social success.

This area serves as a support and advocacy network through which students from underrepresented groups are provided effective assistance during their academic tenure. Programs include welcome receptions; cultural programs that provide forums to enhance the intellectual, social, and personal development of students; discussions and speakers who focus on relevant social, cultural, and academic issues; and the advising of multicultural student organizations.

**Student Housing**
University Housing at Lawrence Tech provides more than just a room in which to sleep and study. The living and learning environment that is fostered within University Housing supports students’ academic, social, cultural, and personal goals. University Housing staff are committed to assisting residents in all aspects of their collegiate experience by providing a safe and healthy environment in which to pursue their academic goals, promoting the ideals of community living by emphasizing personal responsibility and respect for others, creating opportunities for student involvement and personal development, and offering advice and information to residents.

The camaraderie that develops among residents is unequaled by any other living option. Residents who take advantage of this environment tend to improve both their academic performance and their satisfaction with their college experience. Each residence hall community offers opportunities for students to get involved in numerous activities and programs.

Lawrence Tech has two residence halls, University Housing-North and University Housing-South. Each hall features one- and two-bedroom apartment suites that accommodate two to four students depending on the size of the suite. Both buildings feature air-conditioning, cable television, wireless connectivity, carpeting, private bathrooms, and full kitchens. Washers and dryers are available in each suite in Housing-North. Free laundry facilities are located within Housing-South. Free parking is provided for residents close to each building.

Anyone seeking on-campus housing should complete a Housing Application and Contract and pay the application fee. Applications are available online at [www.ltu.edu/housing/renewal.asp](http://www.ltu.edu/housing/renewal.asp). Students are encouraged to apply for housing as soon as possible.

Applicants must be admitted to Lawrence Technological University in order to live in University Housing. Students may apply for University Housing before registering for classes but will not be allowed to take occupancy of their assigned room until registered. For the fall and spring semesters, undergraduate residents must maintain at least nine credit hours per semester or have a co-op or an internship to be eligible for housing. For more information, please contact the Office of University Housing at 248.204.3940.

Lawrence Technological University requires all freshmen and transfer students with less than 30 credit hours completed, including international students, to reside in on-campus housing. Students will be exempted from the residency requirement if they fit into one of the following categories:

1. Students who are 21 years of age or older, having reached that age no later than the first day of classes for the applicable semester.
2. Veterans of at least two years of active military service.
3. Students who are married.
4. Students who have custody of dependent children.
5. Students who commute from the permanent, legal residence of their parent(s) or legal guardian (within 40 miles).
6. Students who have resided in the residence halls for two semesters, excluding summers.
7. Students who are enrolled for less than nine credit hours per semester.

Students wishing to be granted an exemption must complete a residency requirement exemption request form and provide supporting documentation. This form is available in the Office of University Housing. Upon receipt, all exemption requests will be reviewed by the director of residence life. Non-exempt students not residing on campus will be considered in violation of this policy and will be held accountable for the financial obligation entailed by their room assignment.

**Student Insurance**
A 12-month health and accident insurance policy is available to all full-time students at a reasonable cost. Contact the DTE Energy One-Stop Center or the Office of the Dean of Students for additional information.

Lawrence Technological University advises all students living in the residence halls to obtain personal property insurance (renter’s insurance). Many students may have their personal property covered under their parents’ homeowner’s insurance policy; check with the insurance provider to determine applicable coverage. Personal property insurance for those students who are not covered by their parents’ homeowner’s policy or for students seeking additional coverage is available through National Student Services, Inc. For additional information, visit their website at [www.nssinc.com](http://www.nssinc.com).

**Student Leadership Positions Guidelines**
A student holding a major office will not be allowed to run for another major office. If there are students who hold a minor office, they may be allowed to choose a higher (major) office and relinquish the lower office.

1. **Minimum Qualifications for Student Leaders**

A student leader is a student member of a registered student organization who is: (1) paid or given incentives; or (2) holds office or title or is a committee member in Student Government (SG), Students Planning Activities Monthly (SPAM), the Interfraternal Council (IFC), National Pan-Hellenic Council (NPHC), or is a first-year (FY Mentor Program) mentor team leader or resident adviser (RA).

In order to be a student leader, a student must:

a. Be a student as determined by the University registrar at the time of the election or appointment.
b. Be enrolled a minimum of six (6) hours in a degree-seeking program during the fall and spring semesters of the academic year of his/her term of office. The academic school year is defined as summer, fall, and spring semesters, in that order. When a student does not enroll for fall or spring semester during a term of office, that student immediately forfeits his/her office. Students may elect not to enroll during the summer semester during a term of office. If a student drops all courses before the midpoint of a semester, that student is considered not enrolled.
c. Have at least a 2.3 Lawrence Tech cumulative grade point average or better at the time of election or appointment and must not be on academic probation or suspension. A student leader whose Lawrence Tech cumulative grade point average drops below 2.0 or who receives the academic sanctions listed above during his/her term must relinquish the position.
d. Conduct themselves responsibly and in a manner that does not reflect negatively on the University. A student may meet the minimum qualifications of student leadership but be found to be unqualified overall based on other factors, such as experience and level of leadership skill.
2. Disciplinary Probation
A student placed on disciplinary probation must relinquish any office held.

3. Suspension of Term
Any student leader who is charged by the dean of students or an academic college with a violation of the Student Code of Conduct may be required to temporarily relinquish the office held until after the case has been heard. If the student is found not responsible, then the student leader shall be immediately reinstated to his/her office. If the student is found to be responsible for a Code violation, then the student leader must immediately step down from his/her position.

4. Term Limits
Student leaders may hold any of the individual offices identified below for up to two terms per any one office (Term Maximum). Any time a student leader may have held the involved office on an interim basis shall not count toward meeting a student leader’s Term Maximum. For the purposes of this section, “interim basis” shall mean time spent in office completing the term of a person originally elected/appointed to the office who has left the position for any reason before the end of the term of office. Having reached the Term Maximum will not prohibit a student leader from running for reelection or reappointment, with the permission of the dean of students, in times when there are no other qualified applicants for the position. The student leader positions that are included are the following: president (SG), vice president (SG), treasurer (SG), secretary (SG), executive director (SPAM), public relations and marketing director (SPAM), event programming director (SPAM), president (IFC), vice president (IFC), treasurer (IFC), secretary (IFC), and judicial (IFC), president (NPHC), vice president (NPHC), treasurer (NPHC) and team leader (FY Mentor Program).

If there are no qualified applicants for the position at the time of the organization’s respective deadline for applications, then the incumbent, if in good academic and disciplinary standing with the University, may appeal to the dean of students to submit an application for consideration.

5. Graduation
If a student graduates while holding office in a student organization, the office automatically terminates at graduation, unless the student enrolls the subsequent semester or has been accepted into a graduate program at Lawrence Tech.

6. Definition of Office
All students holding titled positions within any student organization are considered officers.

7. Responsibility of Chief Officers
It is the responsibility of the chief officers of all registered student organizations to verify the eligibility of students prior to their election or appointment. This process can be accomplished in conjunction with the Office of Student Engagement.

8. Waiver
Requests for waivers or exceptions to this section may be submitted in writing to the dean of students, Suite C405, A. Alfred Taubman Student Services Center.

Student Lounges
Student lounges are located in the fireplace area of the Engineering Building and in the lobby of the Science Building. Einstein Bros. Bagels, hosted by Campus Dining, has a lounge area located in the atrium of the Buell Management Building and Campus Dining’s P.O.D. (Provisions on Demand) is located in the lobby of the UTLC. The Commuter Student Lounge is located in S202 of the Science Building. The Art and Design Center has a small student lounge in its entry area.

Student Records
Lawrence Tech students may view their academic transcripts, account information, and other student-related information through BannerWeb at my.ltu.edu. Student records are located in a secured area that requires the student’s Lawrence Tech email user name or Banner identification number (excluding the initials) and PIN to access the information.

Veterans
Questions regarding benefits under the GI Bill, Michigan National Guard educational benefits, or any funding related to veterans should be directed to the Office of Enrollment Services and Veterans Affairs (enrollmentservices@ltu.edu or 248.204.2280). Veterans may also contact the Veterans Affairs Department (VA; www.gibill.va.gov) with questions concerning program eligibility. The VA provides a wide range of benefits to veterans. New programs have made some reservists and active duty personnel eligible for benefits.

The monthly allowance for Lawrence Tech veterans is based on the number of credit hours, the number of dependents, and specific program of qualifications. All veterans receiving GI benefits are expected to maintain Satisfactory Academic Progress (go to www.ltu.edu/financial_aid/sap_policy.asp for details). VA regulations permit only a two-semester probation period unless there are mitigating circumstances as determined by the VA. The University will inform the VA and the student when the veteran does not meet academic standards of progress and is no longer eligible for benefits.

Lawrence Tech participates in the Yellow Ribbon Program for service members who have served after September 10, 2001. The University offers a tuition discount for several undergraduate and graduate programs to service men and women who are active, inactive, reserve, or retired military, and are not currently receiving full tuition coverage from outside sources or a scholarship from Lawrence Tech.

POLICIES, PROCEDURES, AND REGULATIONS

Academic Guidelines and Policies

Academic Advising
How to prepare for an advising appointment:

1. Read the descriptions of courses you are planning to take. Be aware of the course prerequisites. Plan a tentative schedule based on the days and times courses are offered. Develop alternative schedules in case of closed classes.
2. Make your appointment with your adviser EARLY and keep your appointment. Call in advance if you must cancel.
3. Be on time.
4. Write down any questions you wish to ask your adviser.
5. Take appropriate materials to the advising appointment (pencil/pen, catalog, information on your major, curriculum guide, etc.).
6. Follow through on referrals and recommendations that are made during your appointment with your adviser. The following resources are available to assist you in the academic planning process. Collect this information, keep it in a file designated for academic planning, review it prior to each advising session, and take it with you when you meet with your adviser.

Undergraduate and Graduate Catalogs
These are the legal documents of the University, containing academic policies and regulations and the curriculum of each academic program. You should consult the pertinent catalog for requirements within your college and major and read all course descriptions in BannerWeb before registering each term. The course descriptions will list any prerequisite courses, co-requisite courses, or restrictions that courses may have. The catalogs can be accessed online via the Lawrence Tech website: the Undergraduate Catalog can be found at www.ltu.edu/currentstudents/undergrad_cat.asp and the Graduate Catalog can be found at www.ltu.edu/currentstudents/grad_catalog.asp.
Students should understand their degree requirements as described in the catalog.

**Schedule**  
The official schedule of classes is available each semester on Lawrence Tech’s website at [www.ltu.edu/bannerweb/class_schedule.asp](http://www.ltu.edu/bannerweb/class_schedule.asp). This webpage also provides the following information:

1. Dates that you can begin registration  
2. Academic calendar for each semester  
3. Drop/add information  
4. Schedule of final exams

**Curricular Materials**  
See your advisor and/or major department to collect information on curricular requirements and program offerings.

**Academic Honor Code**  
The Academic Honor Code can be found at [www.ltu.edu/currentstudents/honor_code.asp](http://www.ltu.edu/currentstudents/honor_code.asp).

**Alcohol Policy**  
Lawrence Technological University prohibits the use of alcohol when its use is inconsistent with state, local, or University regulations. It is the goal of the University to establish and sustain an environment on campus that is conducive to the intellectual, emotional, and social growth of all the members of its community. Lawrence Technological University has established the following policy governing the possession, sale, and consumption of alcoholic beverages on the University’s campus. It is the University’s goal through these policies and programs to encourage members of its community to make responsible decisions and to promote safe, legal, and healthy patterns of social interaction.

The University shall implement and enforce the laws of the state of Michigan as stated in the Michigan Liquor Control Code of 1998 as amended. It is the responsibility of each student, staff, and faculty member to familiarize himself or herself with the appropriate sections of the code and the provisions of this policy and to conduct one’s self in a responsible manner.

The Michigan Liquor Control Code includes the following statements:

1. A person who has not reached the age of 21 years shall not possess any alcoholic beverage for the purpose of personal consumption.

2. A person shall not sell or give any alcoholic beverage to any person who has not reached the age of 21 years.

While persons of legal age, under the laws of Michigan, may consume alcoholic beverages, students are subject to disciplinary action for the possession or consumption of alcoholic beverages in public areas or for drunken or irresponsible behavior resulting therefrom. Lawrence Tech defines public areas as areas that are readily accessible to students, faculty, staff, and guests on the campus. Examples of spaces considered public are lobbies, lounges, recreational areas, classrooms, building corridors, offices, and campus grounds.

The University permits alcoholic beverages on campus as part of the operation of licensed University facilities and for some social events. The University deplores the misuse and abuse of alcohol. Alcohol consumption will not be considered an excuse for misconduct. Violation of University policies may result in disciplinary action. In addition, such matters may be reported by the University to appropriate law enforcement authorities. Violators will be subject to penalties, which may include separation from the University or mandatory referral for treatment.
At events at which alcohol is served and in University facilities in which it is served, operators and event sponsors are responsible for complying with the laws of the state of Michigan, ordinances of the city of Southfield, and all policies of Lawrence Technological University. The provost, through the dean of students or designee, is responsible for administering the University alcohol policy. The provost or dean of students or designee will approve in advance all events in licensed facilities or events held on or in unlicensed University premises at which alcohol is served and, if deemed necessary, impose additional conditions and restrictions on a sponsoring organization and on events. The sponsoring organization should be prepared to provide in writing information pertaining to the purpose of the activity, number of participants, location, and whether the activity is public or private.

**A. Procedures for Specific Facilities**

Policies and procedures for specific University facilities may be in place. Such facilities include but are not limited to residence halls, Campus Dining facilities, Professional Development Center facilities, and the University Technology and Learning Center. Such policies must be consistent with University policy.

**B. Events Held on Campus**

The use of alcohol at events held on the Lawrence Technological University campus is governed by the following regulations:

1. The sponsoring organization, department, or approved user of facilities will oversee adherence to the alcohol policy, assume responsibility for the event, and control and supervise the distribution of alcoholic beverages in accordance with all applicable laws, rules, and policies.

2. Campus Safety officers must regularly patrol the location of an event where alcohol is served unless this duty is determined by the director of Campus Safety to be unnecessary.

3. No one under the age of 21 is permitted to possess, serve, or consume any alcoholic beverages. At any event where alcoholic beverages are served and/or sold, approval for the event will be based upon the age of the event participants as well as the nature of the event. For example, an event at which the majority of participants are under the age of 21 will not have alcoholic beverages available for consumption. However, a designated, physically defined, monitored area may be utilized for those of legal age if approved in advance.

4. All sale/use of alcoholic beverages on University property will be monitored by and subject to inspection by University officials.

5. No person will possess or be served alcoholic beverages without proof of legal age. Persons responsible for the sale of alcohol at permitted events must be of legal age to sell.

6. Events where alcoholic beverages are used, served, and/or sold shall not have alcohol or the consumption of alcohol as the theme. No element of an event where alcohol will be used, served, and/or sold shall encourage, in any manner, the consumption of alcohol.

7. Use of alcoholic beverages must not be detrimental to the environment or to health and safety.

8. No servers of alcohol may be permitted to consume alcoholic beverages while serving nor shall they be permitted to serve while intoxicated. Intoxicated people will not be served nor permitted to possess alcoholic beverages.

9. At all events where alcohol is used, served, and/or sold, non-alcoholic beverages and unsalted foods must be made available in quantity sufficient for the number of guests. All food should be visible and available.
10. Alcoholic beverages are not permitted to be sold or used prior to noon. For an event lasting three hours or more, sale or service must stop 45 minutes prior to the end of the event.

11. Under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event. No alcoholic beverages may be brought into the event by an individual when alcoholic beverages are being served and/or sold by event organizers.

12. Outdoor Events
In addition to the above, the following will hold for outdoor events:

a. The area in which the outdoor event is held must be defined by physical barriers (e.g., snow fence).

b. Bottles, cans, kegs, etc., may not be brought into the event area and/or alcohol serving area.

c. The sale of alcoholic beverages or tickets for alcoholic beverages must end no less than 60 minutes before the end of the outdoor event. If tickets are sold, the redemption of tickets and distribution of such beverages must end no less than 45 minutes before the scheduled end of the outdoor event.

13. Student organizations considering sponsoring events at which alcohol is sold must, before taking action, consult with the appropriate administrative offices (Dean of Students, University Housing, Student Engagement, Campus Facilities) and abide by the relevant administrative decisions and University regulations. Alcohol/punch-type parties (e.g., hairy buffaloes, drinks made with Everclear) beer bongs, and party bongs are prohibited. All required University permits and event forms must be submitted to appropriate University officials no later than 10 days before the event.

Computing and Network Policy
The Computing and Network Policy can be found at www.ltu.edu/computer_center/policies_comp_network.asp.

Dress and Hygiene
There are no specific dress regulations. It is expected that a student’s attire and personal hygiene will not be offensive to others.

Drug Policy
Involvement in the illegal possession, use, sale, or sharing of drugs, or misconduct resulting therefrom is an offense subject to disciplinary sanctions up to and including dismissal or expulsion from the University. The University may prohibit the use or possession of any drugs on campus. The University expects all students to obey the law established and enforced by municipal, state, and federal agencies.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The University registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, where the request was submitted, the University registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of any of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend
the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including the law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

At Lawrence Technological University the following information is considered Directory Information about a student: dates of attendance, major field of study, class level, degrees and awards received, anticipated degree date, and confirmation that the student is enrolled (enrollment status).

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA), this Directory Information can be released to the general public and may be listed in the campus directory, if one is published. Students may withhold this information from being released by completing the Student Request For Non-Disclosure Form. By completing this form, students are requesting that information NOT be released to non-university personnel nor listed in the campus directory, if one is published. This remains in effect until removed by the student. Please note that in compliance with federal regulations, there are situations in which particular information may be released, upon presentation of official documents, to designated state, local, or government agencies.

Students should consider carefully the impact of their decision to request confidential status. This means that after submission of the form, requests for this information from non-university persons or organizations will be refused. Friends or relatives trying to reach a student will not be able to do so through the University; the student’s name will not appear in the printed Commencement program; information that the student is enrolled at Lawrence Tech will be suppressed, so if a loan company, prospective employer, family member, etc., inquires about the student, they will be informed that there is no record of the student’s attendance here.

Lawrence Technological University will honor the student’s request to withhold this information but cannot assume responsibility for contacting the student for subsequent permission to release the Directory Information. Regardless of the effect upon the student, Lawrence Technological University assumes no liability as a result of honoring the student’s instructions that this information be withheld.

Once a student has designated a confidential classification, it will remain in effect until removed by the student. If a student wishes the classification removed, the student should submit a signed authorization requesting that it be removed. This authorization form is available in the Office of the Registrar.

Final Examination Scheduling (Resolution SG2004-01)
In February 2004, the Lawrence Tech Student Government passed a resolution regarding the scheduling of final exams, which was subsequently approved by the Lawrence Tech administration, stating that:

A student shall not be required to take more than two examinations within one day during the published final examination period. More than two examinations within one day are referred to as clustered examinations.

Students who have three or more clustered examinations may request of one professor that the examination be rescheduled. If the student is unable to arrange for one of the examinations to be rescheduled, the student is to request assistance from the Office of the Dean of his/her college. The student’s dean (or designee) in consultation with the dean (or designee) of the courses involved will designate the examination to be rescheduled.

Firecrackers and Firearms
The use or possession of firecrackers, firearms, or any type of ammunition or explosives is prohibited. Failure to comply with this regulation will result in penalties up to and including expulsion.

Irresponsible Action
Student participation in activities that elicit public alarm, disturb the public peace, threaten or endanger personal well-being, disrupt or interfere with the orderly process of the University, or harm public or private property is prohibited. Students who encourage or become involved in such activities are subject to disciplinary sanctions up to and including expulsion.

Littering
Littering the campus grounds, buildings, and facilities is prohibited, and Campus Safety is authorized to issue a University violation notice to violators.

Non-Discriminatory Policy
Lawrence Technological University adheres and conforms to all federal, state, and local civil rights regulations, statutes, and ordinances. No person, student, faculty, or staff member will knowingly be discriminated against relative to the above statutes. Lawrence Technological University is an equal opportunity employer. Direct inquiries regarding non-discriminatory policies to: Division of Student Affairs, 21000 West Ten Mile Road, Southfield, MI 48075-1058, 248.204.4100.

Parental Notification Policy
The college years are ones in which a student’s relationship with his or her parents shifts from childhood dependency to a deep, enduring, mutually respectful friendship and emotional support. The University’s policy is to honor both students’ emerging adulthood and the importance of family connections for student well-being. Ultimately, Lawrence Tech places the responsibility for parental communication on the student. However, the following are guidelines that Lawrence Technological University has instituted in situations deemed appropriate for parental contact.

First-year Students
The director of first-year experience communicates events and general information regarding first-year students under the age of 21 to their parents at the beginning of each semester, in the middle of the semester, and at the end of the academic calendar year.

Alcohol and/or Drug Incidents
The parents of enrolled students under the age of 21 who are found responsible for offenses involving alcohol and/or drugs may be notified. The process of adjudicating these violations will be handled in accordance with the Student Code of Conduct. The dean of students or designee will determine, in each instance, whether parental notification will be made. In non-life-threatening circumstances, Lawrence Tech will wait until disciplinary proceedings are completed before implementing parental notification.
**Health and Safety Emergencies**
Parental notification may occur in cases involving health, safety, or life-threatening emergencies, regardless of the age or financial dependency of the student. An incident in which a student is transported to the hospital may be considered life threatening. Actions that endanger the student, the University, or the local community, or the academic process, or cause harm to self or others may result in parental notification. The dean of students or designee will determine, in each instance, whether parental notification will be made.

**Parking and Traffic Regulations**
Lawrence Technological University offers open and free parking on paved, lighted lots. However, all faculty, staff, and students are required to register their vehicles and obtain a parking permit. The presence of the required parking permit allows campus safety officers to easily identify whether or not a vehicle belongs to someone in the University community and hence belongs on the campus. The enforcement of parking regulations is not an attempt to restrict community life; rather it is aimed toward public safety and the elimination of hazardous situations.

**Implied Consent**
Enrollment as a member of the University community presumes an implied consent of compliance with Lawrence Tech Parking and Traffic Regulations. It is the responsibility of all individuals who operate or maintain vehicles on the Lawrence Tech campus to be aware of these regulations and to abide by them. In the case of guests on campus it is their host’s responsibility to ensure that their guest drives and parks responsibly on University property; hosts should be aware that they may be subject to sanctions for their guests’ infractions. The ability to drive and park on Lawrence Tech property is a privilege granted by the University, not a right, as provided in Public Act 300 of 1949, Michigan Vehicle Code, section 257.607, titled Realty Owners’ Regulation of Traffic on Private Property. Those failing to adhere to the policies and regulations, or demonstrating dangerous, reckless, or willful and wanton disregard for the public’s safety, are subject to the loss of these privileges and other disciplinary sanctions as provided in the Student Code of Conduct. Vehicle operators are also subject to the laws of the state of Michigan while on University property. Drivers of vehicles on University property must produce identification upon request of a Campus Safety officer and must heed the directions of those officers.

**Parking Permits**
All faculty, staff, and students who wish to use motor vehicles on campus must complete an application to register the vehicle and obtain a parking permit. Applications and permits are available on a 24-hour basis from Campus Safety by calling 248.204.3945. Anyone wishing to register a vehicle on campus must present:

- a Lawrence Tech ID card
- a valid operator’s license (if requested).

Permits must be displayed as instructed.

**Occasional Guests or Visitors**
Occasional guests or visitors who come to campus to attend various functions are not required to register their vehicles. They may park in any available parking space or in a “Visitors” parking space for up to six hours. Departments may request visitor hang tags for scheduled guests or vendors from the Department of Campus Safety.

Occasional guests or visitors who receive a parking violation notice in error are requested to give the violation notice to their University host who in turn should forward it to the Department of Campus Safety. The University host should provide their name and campus extension and should request an “administrative void” of the violation notice.
Multiple Violations
Those members of the University community who are observed parking routinely in spaces reserved for visitors will receive a violation notice and are subject to disciplinary sanctions through the Student Code of Conduct. Any student receiving more than four violation notices during an academic year will be subject to disciplinary sanctions as outlined in the Student Code of Conduct, which may include a review of driving and/or parking privileges, possible additional fines, and the revocation of driving or parking privileges on University property.

Non-Waiver of Enforcement
The failure of the University to insist upon strict compliance with any regulation in any one or more instances shall not be interpreted as a waiver of future enforcement of any such regulation. All regulations shall remain in full force and effect. Rain, inclement weather, time of day, or parking lot capacity does not alter any of the provisions of these regulations.

Owner’s/Driver’s Assumption of Risk
All motor vehicles are operated and/or parked on University property at the owner’s/driver’s risk. The University assumes no responsibility for any damage sustained or any loss by fire, theft, accident, towing, vandalism, or any other peril.

Traffic Regulations
1. The maximum speed limit on campus is 15 miles per hour. No person shall operate a motor vehicle on any street, roadway, or parking lot on University property in a reckless or unsafe manner; or at a speed greater than 15 miles per hour; or at a speed that is not reasonable and proper for conditions; or without due regard to pedestrian traffic, weather, or the conditions of the street, roadway, or parking lot.

In defining reckless driving, Lawrence Tech has adopted the language in Public Act 300, Michigan Vehicle Code, Section 257.626, titled Reckless Driving on Highways, Frozen Public Lake or Parking Place:

Sec. 626. (a) Any person who drives any vehicle upon a highway or a frozen public lake, stream or pond or other place open to the general public, including any area designated for the parking of motor vehicles, within this state, in willful or wanton disregard for the safety of persons or property is guilty of reckless driving.

2. Drivers of vehicles shall not operate a vehicle while intoxicated or visibly impaired while on University property. In defining operating while intoxicated or visibly impaired, Lawrence Tech has adopted the language in Public Act 300, Michigan Vehicle Code, Section 257.625, titled Operating Motor Vehicle while Intoxicated; Operating Motor Vehicle when Visibly Impaired:

Sec. 625. (1) A person, whether licensed or not, shall not operate a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles, within this state if the person is operating while intoxicated. As used in this section, “operating while intoxicated” means any of the following:

(a) The person is under the influence of alcoholic liquor, a controlled substance, or a combination of alcoholic liquor and a controlled substance.
(b) The person’s ability to operate the motor vehicle is visibly impaired due to the consumption of alcoholic liquor, a controlled substance, or a combination of alcoholic liquor and a controlled substance.

3. Drivers or passengers 21 years of age or older shall not possess any open intoxicant within the vehicle while on University property, regardless of whether the vehicle is parked or moving. Open is defined as a broken seal or lid on the container.

4. Drivers and/or passengers under the age of 21 shall not possess any intoxicant either open or unopened within the vehicle while on University property, regardless of whether the vehicle is parked or moving.
5. Drivers or passengers regardless of age shall not possess any illicit or controlled substance or drug paraphernalia within the vehicle while on University property, regardless of whether the vehicle is parked or moving.

6. Pedestrians have the right of way on campus. Any vehicle that fails to yield the right of way and stop for pedestrians crossing a street at a properly marked and posted crosswalk may receive a violation notice. A pedestrian has the right of way once he or she has stepped onto the street from a sidewalk, curb, or the side of the road.

7. All accidents involving a motor vehicle on campus must be reported to the Department of Campus Safety.

8. Motorists involved in accidents must stop and provide identification.

Parking Regulations
In defining parking, Lawrence Tech has adopted the language in Public Act 235 of 1969, Section 257.941, titled Control of Traffic in Parking Areas:

Definitions. Sec. 1. As used in this act: (a) “Parking area” means an area used by the public as a means of access to and egress from, and for the free parking of motor vehicles by patrons of a shopping center, business, factory, hospital, institution, or similar building or location.

All valid parking spaces on University property are marked on the pavement. All parking lots are designated on the campus map. The use of the parking lots and parking spaces is subject to the following provisions:

1. All vehicles parked on campus are required to display a valid parking permit registered to said vehicle by the Department of Campus Safety. An exception is made for the vehicles of occasional guests or visitors parked in unreserved parking areas or areas designated for visitor parking.

   a. Each parking lot has Carpool parking spaces posted. Only those individuals who are authorized to park in Carpool parking spaces may do so.

   b. Individuals who certify that they will only park in Carpool parking spaces for vehicles that contain two or more non-residential students or members of the University community may obtain a Carpool parking hang tag at no charge and by completing a registration form. Hang tags are valid for one year from the date of issue. Vehicles not displaying a hang tag will receive a University violation notice for parking in a no parking area.

   c. No vehicles may be parked in Carpool parking spaces between the hours of 11 p.m. and 6 a.m., seven days per week. Any vehicle parking in a Carpool parking space after 11 p.m. will receive a University violation notice for parking in a no parking area.

2. Handicap-designated parking spaces are posted. Only those individuals with state-issued handicap parking permits or plates are permitted to park in these spaces. Vehicles parked in a posted handicap space that fail to display a valid hang tag or plate, or if the hang tag or plate is registered to someone other than the driver of that vehicle, will be issued a State of Michigan Uniform Law Citation for the civil infraction of parking in a posted handicap parking space.

3. No parking is allowed in posted fire lanes. Depending on the severity of the violation or the existence of prior violations, vehicles parked in posted lanes may receive either a University violation notice or a State of Michigan Uniform Law Citation for the civil infraction of parking in a posted fire lane.

4. No vehicle may be parked so as to obstruct access to fire hydrants or fire department standpipes.
5. In consideration of public safety, vehicles shall not be parked beyond the end of marked rows or in the driving area of parking lots. These areas are to be kept unobstructed so as to allow for the unhampered access of emergency service vehicles such as ambulances and fire trucks.

6. Other “no-parking areas” are color coded with yellow hatching, curbing, and/or signs where possible. No one may park in these areas.

7. The absence of a “No Parking” sign does not imply that parking is permitted in a non-designated area. Parking is specifically not permitted on roadways, access drives, service roads (such as in the Quad area), around parking lot islands, or in parking lot ingress or egress drives.

8. No parking or operation of vehicles is permitted on grass, curbed areas, driveways, fire lanes, or walks on any part of the campus without the permission of the Department of Campus Safety. Exceptions: service, emergency, and maintenance vehicles during the performance of University-related duties and off-road vehicles specifically permitted to test and operate on the grounds of the University in conjunction with an academic endeavor. All other provisions of these regulations, including but not limited to reckless driving and observing pedestrian right of way, apply to the excepted vehicles.

9. No vehicle shall park, stop, or stand in an active traffic lane, roadway, or pedestrian crossing area on University property.

10. No vehicle shall be parked so to prevent pedestrian or vehicular ingress or egress to or from building doors, overhead or garage doors, or any other doors, loading docks, truck wells, and/or offloading areas.

11. Drop-off zones or areas are provided to allow the University community to unload bulky or heavy items. These are designated as “15-minute Parking” only. Drop-off zones or areas are located:

   a. Lot G on the Ten Mile Road side or south side of the Engineering Building near the Engineering high bay entrance area. Blue hatched parking space.

   b. In front of the University Technology and Learning Center, in the circular drive only.

   c. In the circular drive area located between the Buell Management Building and the Science Building, south of Lot C.

   d. The south side of Housing-North, indented curb area.

   e. The north side of Housing-South, spaces signed as loading.

12. Only University-authorized vehicles may park in spaces designated “Authorized Parking Only.”

13. No parking is allowed in the area between the west side of the University Technology and Learning Center and the south side of the Architecture Building, commonly known as the “pit area.”

14. Immobilized vehicles or vehicles in need of repair may be continuously parked on University property for up to 24 hours in an unrestricted parking space. After 24 hours the vehicle must be removed or towed from University property. Drivers/owners are responsible for cleaning up fluids or debris left by their vehicles.

15. Operational vehicles, including those of visitors or guests, parked on campus due to carpooling or the use of mass transit to attend an event, may be left on campus up to one week. However, prior to parking the vehicle the driver must contact the Department of Campus Safety and provide the driver’s name, the vehicle’s description,
license plate number, location, a contact phone number, and the duration of time that the vehicle will be left on campus.

16. No vehicles are to be parked on University property without valid and current license plates.

17. Residential students must instruct their guests to park in unrestricted parking spaces in the parking lots and not in spaces designated for visitors. Owners of guest vehicles parked on University property for more than 24 hours must contact the Department of Campus Safety and provide the driver’s name, the vehicle’s description, license plate number, location, a contact phone number, and the duration of time that the vehicle will be left on campus.

18. Visitors may park in a “Visitors” parking space for no more than eight hours. Overnight or extended parking beyond eight hours is not permitted.

19. No automotive repairs may be performed in campus parking lots. University-related academic or community endeavors are excepted.

20. No unauthorized solicitation, notice for the sale of goods or services, or informational flyers or notices may be distributed or placed on the windshields of vehicles in University parking lots unless approved in advance by the Office of the Dean of Students.

21. No vehicle shall be parked so as to occupy two or more parking spaces.

22. The University may designate parking areas for oversized vehicles or vehicles parked overnight.

23. A vehicle shall be considered abandoned when in the judgment of Campus Safety the vehicle constitutes a blight, has been parked on University property for a prolonged period of time, and presents one or more of the following conditions: is clearly in need of repair; does not display a valid Lawrence Tech parking permit; does not have license plates; or does not have current plates.

**Vehicle Towing/Immobilizing**
The University reserves the right to have any vehicle physically removed (towed) or intentionally immobilized at the owner’s/driver’s expense as provided under Michigan Public Acts 493, 494, and 495 of 2004 if:

- In the opinion of Campus Safety, the vehicle appears to be abandoned.
- The vehicle is parked in such a manner as to create a hazard to other traffic or is obstructing a road, service drive, loading zone, fire hydrant, fire lane, or parking area.
- The vehicle is improperly parked in an area designated as a towing zone.
- The driver of the vehicle has had his/her driving privileges suspended or revoked.
- The vehicle is being driven by a visitor who, because of repeated traffic violations, has been warned not to operate a vehicle on University property.
- The vehicle is double-parked.
- The vehicle is parked on a lawn, landscaped area, sidewalk, or other area not set aside for parking.
- The vehicle is parked in violation of lot signs that identify specific designated parking areas.
- The operator is using a parking permit decal registered to another vehicle.
- A vehicle not displaying a handicap parking permit or license plate issued by the state of Michigan is parked in a handicap-designated space.
- The vehicle is subject to the registration requirement but has not been registered to operate or park on University property.

**Appeal of Parking and Traffic University Violation Notices**
Due to the severity of the offense, some violations cannot be appealed. These include reckless driving, having an open container of alcohol in a vehicle, a minor in possession of alcohol in a vehicle, driving while intoxicated or otherwise impaired, and having drug paraphernalia in a vehicle. The Department of Campus Safety shall refer these violations to the Office of the Dean of Students for consideration as a Student Code of Conduct violation or may contact the Southfield Police Department for investigation.

Any person receiving a violation notice for lesser offenses has the right to appeal. The appellant shall have 15 calendar days to request an appeal, after such time all appeal rights are terminated. Contact the Department of Campus Safety at 248.204.3945 to file an appeal.

**District Court Citations and Fines**

Lawrence Tech Campus Safety officers are empowered by the 46th District Court, Southfield, Michigan, to issue State of Michigan Uniform Law Citations for handicap parking space and fire lane infractions. Hearing dates, appeal time frames, and fines are subject to the rules of the District Court. Upon receiving a State of Michigan Uniform Law Citation the recipient should immediately contact the court:

46th District Court  
P.O. Box 2055  
26000 Evergreen Road (at Civic Center Drive)  
Southfield, MI 48037-2055  
248.796.5860

**Fines for University Parking and Traffic Violations**

After the 15-day appeal period, the Department of Campus Safety will post the fine appropriate to the violation to the pertinent student account in the Banner system without any additional notice to the student. The yellow copy of the University violation notice serves as confirmation of a pending fine. Questions about fines should be directed to the Department of Campus Safety, Monday through Friday, between 7:30 a.m. and 2:30 p.m. Business Services is unable to answer questions regarding violation fines. Non-timely payment of fines may result in the imposition of a late fee. These fines are in addition to any other fines or sanctions that may be imposed by any other jurisdiction.

Banner uses the following codes to correspond to University violation notices:

<table>
<thead>
<tr>
<th>CODE</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P001</td>
<td>$25</td>
</tr>
<tr>
<td>PARK</td>
<td>$25</td>
</tr>
<tr>
<td>P004</td>
<td>$25</td>
</tr>
<tr>
<td>P005</td>
<td>Reckless driving*</td>
</tr>
<tr>
<td>P006</td>
<td>Alcohol in open container, minor in possession of alcohol, driving while intoxicated or impaired; drug paraphernalia in vehicle*</td>
</tr>
<tr>
<td>P0010</td>
<td>$100</td>
</tr>
<tr>
<td>Failure/refusal to produce identification upon request of campus safety officer; failure/refusal</td>
<td></td>
</tr>
</tbody>
</table>
to heed directions of campus safety officer

$35

Cost to remove vehicle boot/immobilization device, vehicle towing

Set by towing contractor

Costs associated with towing a vehicle in addition to the fine

*Referred to the dean of students as Student Code of Conduct violations.

Participation in the U.S. Drug Prevention Program
Lawrence Technological University is committed to promoting and maintaining a work and academic environment that is free from illegal use of alcohol and drugs, in accordance with all federal, state, and local laws as well as the Drug Free Schools and Campus Safety Act. Lawrence Technological University is in compliance with all provisions of the U.S. Department of Education Drug Prevention Program, which is a condition of the University’s eligibility to receive federal funds or any other form of federal financial assistance.

Applicable policies are provided in section 701 of the Employee Handbook, section 3.14 in the Faculty Handbook, and in this section of the Student Handbook. The University specifically prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as a part of its activities (except at University functions at which alcohol use is approved). Use of alcoholic beverages at any University function requires the approval of the provost or designee.

Employees, students, and campus visitors age 21 years or older, who consume alcohol at University functions or while on University business where such use is approved, are expected to use alcohol responsibly and not engage in illegal, unprofessional, or disruptive behavior. Violators will be subject to penalties, which may include expulsion or separation from the University. Any employee or student found to be in violation of University policy regarding drugs or alcohol will be subject to disciplinary action up to and including dismissal or expulsion in accordance with applicable disciplinary procedures.

Possession, use, or distribution of illicit drugs, possession or consumption of alcoholic beverages by individuals under 21 years of age, and distribution of alcohol without a license or permit issued by a competent legal authority are violations of local, state, and federal laws. It is the policy of the University to cooperate fully in any prosecution based on violation of these laws.

A variety of serious health risks are associated with the use of illicit drugs and the abuse of alcohol. These include permanent damage to the liver, brain, and other vital organs, heart damage or malfunction, including sudden death, and accidents caused by impaired judgment or abilities. Individuals who may have a drug dependency or alcohol abuse problem are advised to contact the Oakland County Drug and Substance Abuse Center at 248.858.5200.

Sexual Harassment Policy
It is the policy of Lawrence Technological University to maintain an environment free of sexual harassment for students, faculty, staff, or any other constituency. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment, educational opportunities, and equal access to freedom of academic inquiry. It will not be tolerated at Lawrence Technological University.

What Is Sexual Harassment?
Harassment on the basis of sex is a violation of the Elliott-Larsen Civil Rights Act; Michigan Civil Service Commission Rules; the Office of Federal Contract Compliance regulations; and Title VII of the Civil Rights Act of 1964. According to guidelines issued by the Equal Employment Opportunity Commission in 1980,
“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, even between people of the same sex constitutes sexual harassment when:

1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual’s employment, education, or participation in a University activity; or

2. Submission to, or rejection of, such conduct or communication by an individual is used as the basis for decisions affecting an individual’s employment, education, or participation in a University activity; or

3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or of creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment can also exist when there has been no tangible job detriment (i.e., a significant change in employment status, such as hiring, firing, etc.). Courteous, respectful, pleasant, non-coercive mutual interactions between employees are not considered sexual harassment.

Personal (i.e., intimate) relationships that occur between persons who are in a supervisory-subordinate work relationship must be reported to the next level of management. In such situations, the department will take appropriate action.” (According to the United States Supreme Court in Oncale v. Sundowner Offshore Services, Inc., No. 96-569, 1998.)

Although these guidelines, based on Title VII, apply specifically to sexual harassment in the workplace, they should be interpreted to apply to students as well under Title IX of the 1972 Education Amendments. As has been pointed out by the National Advisory Council on Women’s Educational Programs (NACWEP), there is a serious problem “of harassment by gatekeepers – those who teach required courses or who have the authority to make critical decisions about a student’s advancement. The extraordinary importance of such positions lends an exceptional degree of significance to every interaction with students, and makes sexual harassment of all types particularly harmful.”

**Common Types of Harassment**

The NACWEP describes five classifications of harassment commonly reported by students and working women.

1. Generalized sexist remarks or behavior (e.g., “This is a man’s job,” “That’s women’s work,” “Women/men are incompetent at/are better suited to...”). Leering or staring, crude sexual remarks, off-color jokes, suggestive stories, and other related behaviors are also grouped in this category.

   “This type of behavior is close to racial harassment in appearance; the sentiments or actions involved are often fiercely anti-male or anti-female and are not intended to lead to sexual activity. They are directed to the (individual) because of gender and can often affect whole classrooms; the offense may be ‘generalized’ both by its nature and its audience. There can be an inherent sexual content in or underlying such remarks that establishes a tone which in its awkwardness is more damaging than many overt acts.” (Frank J. Till, “Sexual Harassment: A Report on the Sexual Harassment of Students, the National Advisory Council on Women’s Educational Programs, August 1980.” Reprinted from *Sexual Harassment: Definition and Prevention*, State University of New York at Binghamton, 1988. Reprinted with permission.)

2. Inappropriate and offensive sexual advances (e.g., requests for social or sexual encounters, often accompanied by touching).

   This type of harassment, while not necessarily threatening, usually makes the recipient uncomfortable. This discomfort may cause the recipient to avoid the perpetrator in the future, thus limiting his or her ability to
function properly in the academic environment. Discomfort caused by harassment will almost certainly affect future professional and personal relationships.

3. Solicitation of sexual activity or other sex-related behavior by the promise of rewards (e.g., grades, promotions, promises of greater opportunities, etc.).

“This category, in its extreme, literally amounts to an attempt to purchase sexual behavior. In its more blatant forms this type of behavior can be prosecuted as a criminal act ... even ‘banter’ along this vein may cause harm. Students may be mystified and confused by the interaction due to the power of the initiator. This is especially the case where the student propositioned is young or naive, and may fail to fully grasp the significance of the request.” (Till, “Sexual Harassment,” 16.)

4. Coercion of sexual activity by threat of punishment (e.g., refusal to comply with a sexual request or invitation results in a threat of failure, loss of job or promotion, or access to academic referrals).

“What is at stake is often more than one grade or a single recommendation – too frequently it is access to a discipline and so a career is jeopardized.” (Till, “Sexual Harassment,” 17.)

5. Sexual crimes and misdemeanors (e.g., criminal sexual assault [rape, indecent exposure, etc.]) across authority lines (faculty/student or employer/employee) or among colleagues and peers.

“This category refers to acts which, if reported to police authorities, would be considered crimes or misdemeanors.” (Till, “Sexual Harassment,” 22.)

**Preventing Sexual Harassment**

Although the ultimate burden for prevention of harassment rests with those in supervisory positions, others should be aware that their actions may be construed as harassment. Following are some suggestions to supervisors, staff, faculty, and students for preventing sexual harassment, regardless of who is the perpetrator and who is the recipient.

- Avoid sexist remarks, off-color stories, or lewd jokes.
- Keep doors open when possible.
- Ask someone to accompany you if you suspect that you may be harassed.
- Make it plain that your intentions are not sexual in nature.
- Make clear, through your behavior, conversation, and actions, that you find sexual harassment offensive and inappropriate.

**Combating Sexual Harassment**

Employees, students, or faculty who feel they are experiencing this form of discrimination should:

1. **Say No Clearly.** Inform the harasser that his or her attentions are unwanted. If the behavior persists, write a memo to the harasser asking him or her to stop; keep a copy.
2. **Document the Harassment.** Record the date, time, and place of each incident. Keep a copy of this record at home.
3. **Get Emotional Support.** Talk to your family and friends.
4. **Document Work Evaluations.** Keep copies of performance evaluations and memos that attest to the quality of your work.
5. **Identify Witnesses/Other Victims.** You are probably not the first person who has been mistreated by this individual. Ask around; you may find others who will support your charge. (Sexual Harassment: What Every Working Woman Needs to Know, cs.utk.edu/~bartley/other/pto5.html).
The least effective way to deal with sexual harassment is to ignore it. Unless the recipient of unwanted sexual attention takes some kind of action (whether formal or informal), the harasser is very likely to continue or even escalate the harassing behavior.

The following suggestions for combating sexual harassment reflect a variety of options, ranging from informal methods to formal procedures.

**Confidential Counseling**
Students may obtain information about or assistance with sexual harassment issues from the Office of the Dean of Students. Staff, faculty, and administrators should seek help from the Office of Human Resources. University representatives can advise and support complainants and witnesses in a confidential setting. The complainant, alleged harasser, and any witnesses shall be informed that all records of complaints, statements, interviews, contents of meetings, results of investigations, and any other relevant materials will be kept confidential by the employer, except where disclosure is required by a grievance process or pursuant to a legal action.

Unless otherwise authorized by law, disclosure or publication by any person of the complaint, the facts, or the identity of involved parties or witnesses is prohibited and subject to disciplinary action. Discussions with representatives of the above-mentioned offices will not be considered official reports to the University and will not, without additional action by the complainant, result in intervention or corrective action. When intervention and discipline result against the alleged harasser, appropriate reference will be made in his or her file to protect the privacy of the complainant and witnesses.

**Informal Resolution Process**
At the complainant’s option, a sexual harassment report or complaint will be taken from staff by the Office of Human Resources and from students by the Office of the Dean Students or any dean, director, department head, the director of residence life, and/or their designees. Each college or other University organization will designate both men and women to receive complaints.

The person who receives a sexual harassment report of complaint will advise the person who makes the complaint about the informal and formal resolution alternatives available. At the complainant’s option, the person receiving the complaint can:

- provide information about sexual harassment;
- help the complainant deal directly with the alleged offender;
- assist with or mediate a resolution of the problem within the complainant’s unit; and/or
- help the complainant prepare a written complaint and pursue formal action.

Informal resolution measures should address the particular circumstances. No action will be taken against the alleged offender if the resolution is kept informal. Any discussion with the accused individual should, unless the provost or director of human resources specifically decides otherwise, include the supervisor of the accused staff, faculty, or administrator. Any discussion with an accused student will include a member of the Division of Student Affairs and the student’s department chair.

**Formal Resolution Process**
Either subsequent to or instead of following the informal process, a complainant may elect to make a formal charge of sexual harassment. The University will investigate all formal charges of sexual harassment and take appropriate actions pursuant to the results of the findings.

There are several mechanisms available to pursue a formal charge, and their availability depends on the status of the complainant:
1. A student should notify the Office of the Dean of Students. If this is not possible, then the student may contact the Offices of the President or Provost.

2. A member of the staff, faculty, or administration may notify his or her supervisor, a department head or dean, or the Offices of the President or Provost, the Office of Human Resources, or the Office of the Dean of Students. A student-employee may also notify any of these.

3. Contract employees should follow the same procedure followed by staff, faculty, and administrators.

Call the Office of Civil Rights at 216.522.4970 to make a sexual harassment complaint. Report all incidents of criminal sexual assault to the Department of Campus Safety at 248.204.3945 or the Southfield Police Department at 248.354.5500.

**Counseling Can Help**

Sexual harassment undermines the confidence of a student or employee and adversely affects his/her attitude and job or academic performance. All students and employees may talk, confidentially, to trained counselors in the Division of Student Affairs if they believe they have been sexually harassed. Counselors can be an immediate source of help by:

- encouraging the victim to report the incident(s);
- acting as a liaison between the victim and management;
- helping the victim readjust to the work or school environment; and
- helping the victim regain confidence. (Reprinted from *Where Do You Draw the Line? Sexual Harassment in the Workplace*, American Counseling Association, 4. Reprinted with permission. No further reproduction authorized without written permission of American Counseling Association.)

Counselors can also help management develop a proactive approach in dealing with sexual harassment issues by incorporating discussions on the topic during workshops, seminars, and/or training sessions.

**Smoking**

Lawrence Tech is a smoke-free environment. To respect the rights of non-smoking persons, and in concurrence with local and state regulations and health guidelines, smoking is prohibited in all campus buildings. Included are classrooms, laboratories, studios, offices, restrooms, athletic facilities, dining areas, auditoriums, elevators, corridors, and all other public areas whether or not “No Smoking” notices are posted.

**Social Events Policy**

Lawrence Tech assumes its responsibility to maintain order in all of its operations. To this end, social events are subject to the following regulations and all other University regulations intended to ensure safety and order.

1. Social events include dances, parties, mixers, and similar events sponsored by student groups and student organizations.

2. Such events will be open to University students. These events may not be open to the public except by special invitation and with prior approval by the Office of Student Engagement and the dean of students.

3. If there is an admission charge for the event, all revenues collected must be deposited into an account of the student organization, a business organization, or through a University account. Under no circumstances may revenues be deposited into the personal account of an individual.

4. The director of campus safety will be responsible for determining the number of security personnel to be assigned to the event, if any. The nature of the event, location, expected attendance, beverages served, sponsoring organization, and other events, which may be occurring simultaneously, will be among the factors considered in assigning security. The security personnel will pay special attention to the surrounding campus
area during and after the social event. Costs for additional security personnel may be incurred by the sponsoring student group or student organization at the discretion of the director of campus safety or the dean of students.

5. Student groups and student organizations sponsoring social events are responsible for abiding by all relevant University policies, procedures, and regulations, including:

a. Timely contact with the Office of Student Engagement, Campus Dining, Campus Facilities, and Campus Safety to secure facilities and equipment and arrange catering if desired.

b. Completing the required forms with the Office of Student Engagement.

c. Conducting a safe and orderly event and cooperating with security personnel and Student Engagement personnel to uphold event procedures.

d. Assuring that only University students or other approved guests participate in the event.

e. If there is an admission fee, overseeing the collection of the fee and proper deposit of funds.

f. Paying all bills and related charges associated with the event.

6. Failure to comply with the above regulations or any other relevant University regulation will be cause for the offending student organization to lose the privilege of use of University facilities and possibly their registration status. Questions of this nature which arise will be reviewed by the dean of students, the director of campus safety, and the Office of Student Engagement, who will jointly determine whether an offense occurred and the duration, if applicable, of the loss of the use of facilities.

7. These policies may be complemented by special directives of the Office of Student Engagement or the dean of students, and/or by special facility policies and procedures.

Solicitation Policy

Solicitation is defined as all activities that involve the sale of goods or services; raising of funds, donations, or prizes; the selling of advertising (other than in registered student publications); the distribution or posting of literature; the distribution of products; and canvassing.

1. There shall be no solicitation on campus by non-University organizations or individuals, except for the maintenance and continuation of University business.

2. Registered student organizations may be permitted to solicit funds for their own group or for non-University charitable organizations only in accordance with the procedures governing University-registered student organizations as follows:

a. All solicitation activities shall be registered and approved in advance by the Office of Student Engagement for activities on campus but not within the residence halls. All solicitation activities conducted in the residence halls shall be approved in advance by the director of residence life.

b. All non-University charitable organizations shall be required to certify their tax-exempt status.

c. All solicitation activities shall comply with this and all other relevant University policies and local, state, and federal laws.

d. Solicitation activity in residence halls shall be restricted to residence hall groups (hall governments, individual floors, designated committees) and may be conducted only in common areas in each residence hall.
Solicitation door-to-door is prohibited. Other regulations specified by the University Housing Guidelines for University Living apply.

e. The dean of students may prohibit the scheduling of concurrent solicitation activities. Such limitations shall be based upon the maintenance of order in the activities and prevention of conflicts between organizations that seek to solicit simultaneously for worthy causes.

f. At all locations, solicitors for a specific activity must be student members of the registered student organization conducting the solicitation.

**Student Action Procedure**
The Lawrence Tech Student Government recommends the following procedure for students who have suggestions and complaints:

**Individual Academic Concerns**
Discuss the problem with the instructor. If this does not prove satisfactory, see the chair of the department, followed in turn by the dean of the college. Further appeal may be made to the Office of the Provost.

**Group Academic Concerns**
Contact the dean of the pertinent college with group academic concerns. Alternately, the group may contact the dean of students and, lastly, the Office of the Provost.

Academic counseling and tutorial services are available through the department offices and from the Academic Achievement Center.

**Non-Academic Concerns**
Contact the director or head of the department or office responsible for the specific concern. An administrative listing appears at the back of this Handbook. If uncertain as to who has responsibility, contact the Office of the Dean of Students. Suggestions of broad appeal or University-wide impact may also be presented to the Student Government for possible support and action.

**President’s Open Door**
The president of the University maintains an open door policy. If, after following the aforementioned procedures, a problem has not been satisfactorily resolved, make arrangements with the president’s executive assistant to see the president.

**Student Code of Conduct**
The Student Code of Conduct can be found at [www.ltu.edu/student_affairs/student_conduct.asp](http://www.ltu.edu/student_affairs/student_conduct.asp).

**TEACH Act Policy**
It is the policy of Lawrence Technological University that faculty, staff, and students shall comply with the federal copyright law. The University provides resources and services to assist faculty, staff, and students in complying with the federal copyright law, including:

- An agreement for faculty, staff, and students to follow the rules and regulations concerning copyright;
- Information about the TEACH Act and copyright rules on the University Library website;
- Educational opportunities to learn about and maintain compliance with the Act;
- Written guidelines and handouts within existing University publications;
- Assistance with fair use and copyright royalty investigation through the use of online services.

**SAFETY AND SECURITY**
No area of modern society can be assumed to be an oasis free of criminal activity. Historically, Lawrence Tech has been fortunate in avoiding much of the crime that affects our nation. The University has also aggressively
taken a number of steps to help maintain a safe and secure campus environment. However, criminal activity is notoriously unpredictable and opportunistic. All students, faculty, and staff must take an active role in assuring personal and campus safety.

Lawrence Technological University, in full compliance with the Federal Crime Awareness and Campus Security Act of 1990 (also known as the Clery Act), as amended through July 1, 2003, and the Campus Sex Crimes Prevention Act of 2000, makes its annual security report available by October 1 of each year. Paper copies of the report are available at no charge by contacting:

Director of Campus Safety  
Department of Campus Safety  
Lawrence Technological University  
21000 West Ten Mile Road  
Southfield, MI 48075-1058  
248.204.3945  
ltu_safety@ltu.edu

The annual security report is also available on the Lawrence Tech website: www.ltu.edu/campus_safety.

Lawrence Tech Community Notification System
Designed to notify large numbers of people quickly, this system will be activated when there is a significant emergency or dangerous situation that involves an immediate threat on campus or nearby non-campus properties. It will also be activated for weather or related school closings. This system will not be used to send routine messages. It is highly recommended that all students sign up for this service. You may elect to have a text message (SMS) sent to multiple cell phone numbers and/or multiple email addresses. To receive notification messages, please go to www.ltu.edu/campus_safety and click on Subscribe to Alert System.

Campus Safety Guide
For assistance in any type of emergency, first call the Lawrence Tech Department of Campus Safety, which is open 24 hours a day, seven days a week. Upon receipt of any emergency call, Campus Safety will dispatch Southfield police, life support, and/or fire personnel to the appropriate location on campus and will meet the emergency responders and guide them directly to the proper location.

Reporting Emergencies
To report an emergency from an on-campus phone, press *911 or 3945. From a non-campus phone or a cell phone, press 911.

The Southfield Police non-emergency number is 248.796.5500; the non-emergency number for the Fire Department or EMS is 248.796.5650.

When reporting an emergency
1. Try to speak calmly.
2. Explain the nature of the emergency.
3. Give your name and a call back number.
4. Do not hang up until instructed to do so by Campus Safety.

General Evacuation Procedures
1. All students, faculty, and staff should know the location of the exits and exit routes in the buildings they frequent.
2. If the fire alarm sounds or when directed to evacuate by a Campus Safety officer or emergency coordinator, leave the building immediately. Always exit down.
3. Notify first responders of the location of persons with disabilities who could not evacuate.
4. In the case of fire, do not use the elevators.
5. Once outside, move to the designated Rally Site and remain there. Check in with the emergency coordinator.
6. Do not hinder or get in the way of emergency personnel.
7. Do not re-enter the building unless instructed to do so.

**Procedures in the Event of a Fire**
1. Pull the fire alarm. Evacuate and close doors without locking them.
2. Always exit down.
3. Notify first responders of the location of persons with disabilities who could not evacuate.
4. Do not use the elevators.
5. Walk into the wind and away from the building, staying at least 200 feet away. Do not hinder or get in the way of emergency personnel.
6. Move to the designated Rally Site and remain there. Check in with the emergency coordinator.
7. Do not re-enter the building unless instructed to do so.
8. If trapped, attempt to locate a phone, press *911 or 3945, and describe where you are. Stay low to the floor. Feel doors to see if they are hot before attempting to open them. If the door is hot, do not open it. Seal cracks if possible.

**Procedures in the Event of Tornado Warnings/Severe Weather**
1. During periods of severe weather, listen to local TV or radio stations or check Internet weather reports.
2. If a tornado warning is issued or if the building sirens activate, seek a tornado shelter immediately. A tornado warning means a tornado has been sighted.
3. Shelter areas are shown on the floor plans posted throughout each building.
4. If there is no designated shelter close at hand, seek shelter in an interior room free of any windows.
5. Avoid glass-enclosed stairways.
6. Wait for the severe weather to pass, then call Campus Safety at *911 or 3945 to check if the all-clear message has been given.

**Procedures in the Event of a Chemical Spill or the Release of Hazardous Vapors or Fumes**
1. Pull the fire alarm to evacuate the building if the spill is a large one. Exit the immediate area regardless of the size of the spill or substance.
2. Do not re-enter the spill area and do not attempt to clean up the spill.
3. Report any injuries, burns, dizziness, or disorientation immediately to Campus Safety at *911 or 3945. Advise the officer that a chemical spill has occurred and, if possible, indicate what substance has been spilled. Give as much detail as possible.
4. If it has been determined that the entire building does not need to be evacuated, stay near the spill and prevent others from entering the area.
5. The individual who reported the spill should identify him/herself to the first responders.
6. Do not leave until instructed to do so by Campus Safety, fire personnel, or the responders to the spill.

**On-Campus Resident Safety**
1. All residents must take responsibility for their own safety, well-being, and property as well as that of their fellow residents.
2. Please comply with guest check-in procedures. They are in place to protect all residents from people with ill intent.
3. Do not lend out or obtain a duplicate key or access card for others.
4. Do not allow strangers access to the residence halls. Do not hold open the door for a stranger.
5. Do not prop open or unlock exterior access doors; doing so could allow someone off the street to enter the residence halls.
6. Lock your room door, even if you leave to go down the hall for just a few minutes.
7. If you are in a part of your suite where you cannot see someone who enters, lock your door.
8. Do not leave valuables in plain sight; if possible, consider a room safe.
9. Immediately report all suspicious persons or occurrences to Campus Safety.
10. Do not ignore fire or severe weather alarms.

**Personal Safety Precautions**
1. If you feel you are being stalked or are receiving harassing phone calls or emails, notify Campus Safety.
2. Advise Campus Safety if you obtain a Personal Protection Order, restraining order, or an injunction against a threatening individual.
3. Do not give out personal or unnecessary information while at work or on the phone.
4. When moving about campus at night, stick to lighted pathways.
5. If you are going to be working late, notify Campus Safety.
6. Do not tell others you are alone. Keep your door(s) locked.
7. If you are being pursued in a building and cannot reach a phone, pull a fire alarm.
8. Have an escape plan.
9. If you are in a vehicle and feel threatened, drive to Campus Safety Central in the Art and Design Center and call for a Campus Safety officer.
10. Remember that Lawrence Tech policy forbids the possession of offensive or defensive weapons on campus, regardless of whether or not you are legally licensed to possess such weapons.

**Personal Property Protection**
1. If it has a lock on it, use it.
2. Immediately report suspicious persons or occurrences to Campus Safety.
3. Do not leave valuable items in plain sight, even if they are behind locked doors or in a locked vehicle.
4. If you believe the locks to your office, desk, or file cabinets are faulty or that keys to them have been made without authorization, notify Campus Facilities at extension 3800.
5. Do not leave wallets in unattended suit coats or purses or in unlocked rooms or desk drawers.
6. Keep records of the make, model, color, and serial numbers of any valuable property.
7. Do not leave valuable items in common areas.
8. Report missing items immediately to Campus Safety.
9. If you share an office or area with others, do not assume that they will lock the space. Take valuable items with you when you leave.
10. In the case of a theft, please file a police report with the Southfield Police Department if requested to do so by a Campus Safety officer. This will enter the serial numbers of certain stolen items into a national database.
11. Do not admit persons unknown to you into locked buildings or offices.

**Crime Prevention**
While Lawrence Tech Campus Safety officers patrol the campus 24 hours a day, 365 days a year, maintaining campus safety requires the efforts and cooperation of the entire University community.
Crime typically occurs as opportunities arise. The best way to practice crime prevention is to deny the criminal the opportunity to commit a crime. Immediately report suspicious persons or occurrences to Campus Safety.

**Parking Lot Safety**
1. Be aware of your surroundings and the people near you, especially at night.
2. Avoid dark places. Park in a lighted area and as close to the building as possible.
3. Trust your first instinct. Do not dismiss or rationalize feelings of danger.
4. Travel in groups, if possible, and have an escape plan.
5. Do not get lured into having a conversation with a stranger, especially in a confined or dark area.
6. If you are being pursued on foot, head toward lighted buildings and people. Scream and draw attention to yourself.
7. Buy a whistle. Keep it on your key chain and don’t hesitate to use it.
8. If you have a cell phone, use it after you escape danger. Focus on escape first.
9. Do not get into a stranger’s vehicle. If your vehicle breaks down, do not accept assistance from a stranger. Call Campus Safety.
10. Avoid parking next to vans or large vehicles, especially if they have tinted windows that obscure the interior.
11. Always lock your vehicle and make sure all the windows are closed.
12. Have your car keys in hand when approaching your vehicle and always check the passenger compartment before entering. Be mindful of your surroundings while doing so.
13. Place valuable items in your trunk before you arrive on campus. You don’t want to be observed placing valuables in your trunk after you park.

**Campus Safety Services**
Campus Safety consists of 15 officers who patrol the campus on a 24-hour per day basis. All officers are in continuous radio contact with Safety Central, the 24-hour dispatch center, which can be reached at 248.204.3945. Campus Safety officers are responsible for securing unlocked doors and buildings, interrogating suspicious persons, monitoring suspicious vehicles or activities, and enforcing University regulations, including those related to parking and traffic.

Lawrence Tech Campus Safety officers work closely with Southfield police, fire, life support (EMS), and Emergency Management Division personnel with the goal of providing a safe campus and well-coordinated efforts in the event of an emergency.

Students, faculty, and staff are encouraged to be the “eyes and ears” of the Department of Campus Safety by immediately reporting crimes, incidents, suspicious persons or events, or unusual situations. When in doubt it is better to make a report rather than to ignore a potentially dangerous situation. It is always better to err on the side of caution.

**After-Hours Building Access**
Students requiring access to a building after hours should contact Campus Safety.

**Escort Service**
Campus Safety will provide security escort service to and from vehicles, classrooms, or offices if a student is concerned about his/her personal safety. Students should contact the director of campus safety at 248.204.3945, Monday through Friday from 9 a.m. to 5 p.m., if they wish to arrange a security escort.

**Event Security**
Please contact the Department of Campus Safety with all requests for security services for University events either on or off campus.

**Lock-Out Services**
Residential students who have lost their keys and find themselves locked out of their room after the Information Desk is closed can call Campus Safety for assistance.

**Mail Services**
Campus Safety picks up and delivers all incoming and outgoing mail, intra-campus mail, and packages. Questions regarding mail services should be directed to Safety Central at extension 3945.

**Outdoor Lighting**
Campus walkways and parking areas are lighted for evening use. Please report any malfunctioning lights to Campus Safety.

**Roadside Assistance**
Campus Safety vehicles are equipped with self-contained car battery quick chargers. Officers cannot unlock a locked vehicle but will contact a local lockout service if required.

**Safety Inspections**
The Department of Campus Safety performs inspections of all Lawrence Tech grounds and facilities, with the emphasis on providing a safe campus for all.

**Public Welfare and Safety Regulations**
In the interest of public safety and to help maintain a safe and secure campus environment, the Department of Campus Safety, in conjunction with the Office of the Dean of Students, where applicable, may enforce violations of the following regulations through the issuance of a University violation notice, which generates the placement of a fine on a student’s account. Minor violations of regulations, such as improper parking, littering, holding overdue library books, etc., may result in fines, which if not paid, can result in the University’s refusal to release grades, transcripts, or permission to register. The process for appealing University violation notices is indicated below.

1. In the interest of public safety or in conjunction with an alleged violation of University regulations, Campus Safety officers and University officials may require that anyone on University property present suitable identification and state an acceptable reason for being on University property.

2. The University reserves the right to ban access to University property to anyone, with or without specific reasons to do so. In the interest of public safety Campus Safety officers and University officials may direct any person/s to leave University property immediately.

3. Guests, visitors, and others who fail/refuse to produce identification will be immediately escorted from University property and told not to return without suitable identification and a specific invitation to return from a Lawrence Tech host who agrees to be responsible for the guest’s or visitor’s compliance with University regulations.

4. Students are required to have their Lawrence Tech identification card on them at all times when on University property. Students who do not have their Lawrence Tech identification card must produce some form of suitable picture identification when requested to do so by a Campus Safety officer or University official, otherwise the student must immediately leave University property. Failure or refusal to produce a Lawrence Tech identification card will result in a University violation notice.

5. Students who can otherwise be identified or confirmed as a student but who fail/refuse to produce suitable identification will receive a University violation notice.

6. Students who fail/refuse to heed the directions of a Campus Safety officer or University official will receive a University violation notice.

7. Student hosts whose guests or visitors fail/refuse to produce identification or to heed directions from a Campus Safety officer or University official will receive a University violation notice relating to their guest’s or visitor’s behavior.

8. Those persons who cannot be identified as a student and who fail/refuse to produce suitable identification and refuse to leave the campus are subject to the city of Southfield’s trespass ordinance. In this case, the trespasser will be told not to return to University property and will be escorted off University property by the Southfield police.

9. Students who fail/refuse to obey fire/tornado drills or actual alerts on University property will be referred to the Office of the Dean of Students for consideration of a Student Code of Conduct violation.
10. Students, guests, or visitors who remain in a University building after the building is closed and without specific permission to do so may receive a University violation notice.

11. Students, guests, or visitors who litter on University property may receive a University violation notice.

**Multiple Violations**
Any student receiving more than four violation notices during an academic year will be subject to University sanctions as outlined in the Student Code of Conduct.

**Appeal of Public Welfare and Safety Violation Notices**
Any person receiving a University violation notice has the right to appeal. The appellant shall have 15 calendar days to request an appeal of the violation notice, after such time all appeal rights are terminated. Please contact the Department of Campus Safety at 248.204.3945, Monday through Friday, between 7:30 a.m. and 2:30 p.m., to file an appeal.

**Fines for Public Welfare and Safety Violations**
After the 15-day appeal period, the Department of Campus Safety will post the fine appropriate to the violation to the pertinent student account in the Banner system without any additional notice to the student. The yellow copy of the University violation notice serves as confirmation of a pending fine. Questions about fines should be directed to the Department of Campus Safety, Monday through Friday, between 7:30 a.m. and 2:30 p.m., at 248.204.3945. Business Services is unable to answer questions regarding violation fines. Non-timely payment of fines may result in the imposition of a late fee. These fines are in addition to any other fines or sanctions that may be imposed by any other jurisdiction.

Banner uses the following codes to correspond to University violation notices:

<table>
<thead>
<tr>
<th>CODE</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P006</td>
<td>Alcohol and controlled substance violations*</td>
</tr>
<tr>
<td>P007</td>
<td>Littering</td>
</tr>
<tr>
<td>P008</td>
<td>Disregarding a fire/tornado drill or alert*</td>
</tr>
<tr>
<td>P009</td>
<td>Unauthorized access/remaining in a closed building</td>
</tr>
<tr>
<td>P0010-A</td>
<td>Failure to comply with the directions of a University official or Campus Safety officer</td>
</tr>
<tr>
<td>P0010-B</td>
<td>Violation of any other University regulation</td>
</tr>
</tbody>
</table>

*Alcohol and controlled substance violations and disregarding a fire or tornado drill or alert will be referred to the Office of the Dean of Students for consideration as a Student Code of Conduct violation(s).

**University and Community Resources**
Lawrence Technological University Clinical Counseling Services: 248.204.4100

National Suicide Prevention Center: 800.SUICIDE (784.2433) / 800.273.TALK (8255)

Common Ground Sanctuary (Crisis Intervention and Counseling) Crisis Hotline: 800.231.1127
RETROSPECTIVE: A PROUD HERITAGE
It was a firm belief in the future that motivated Russell E. Lawrence to found a university in 1932 – in the midst of the economic chaos of the Great Depression. While less farsighted individuals made predictions of gloom, Russell Lawrence and his brother, E. George Lawrence (who led Lawrence Tech from 1934 to 1964), turned a dream of preparing students for leadership in the new technical era into reality.

For nearly 80 years, Lawrence Tech has continued to prosper and accelerate its growth, hone its educational philosophy of theory and practice, build important community and professional alliances, and forge partnerships with the firms, organizations, and industries who hire Lawrence Tech alumni.
Wayne H. Buell, who served as president from 1964 to 1977 and as chair of the board and chief executive officer until 1981, worked to build a firm foundation for the University’s early emergence as a technological leader. He first advanced the notion that Lawrence Tech was a private college serving a public purpose. Lawrence Tech’s first housing center, the Buell Management Building, the Don Ridler Field House, a major addition to engineering facilities, the return of graduate programs, and the massive growth of computer facilities marked the presidency of Richard E. Marburger, who served as president, 1977–93, and also as chair of the Board of Trustees and chief executive officer, 1981–93.

Charles M. Chambers became president in 1993 and served as chancellor in 2006. During his presidency, he oversaw significant enhancement of the University’s international reputation as a distinguished center of technological education and research. A Strategic Plan and Campus Master Plan were adopted to guide the University. Other achievements include: construction of the University Technology and Learning Center, University Housing-North, the A. Alfred Taubman Student Services Center, a redeveloped campus quadrangle, and the Center for Innovative Materials Research; establishment of a Faculty Senate; conversion of the computer system to a client server model with full Internet2 connectivity and online library access; creation of Michigan’s first completely wireless laptop campus; and expanded bookstore, dining, and student activity facilities.

Lewis N. Walker was named interim president in February 2006, became president in July 2006, and chancellor in July 2012. He had previously served as provost, the University’s chief academic officer, and executive vice president. Under Walker, Lawrence Tech aggressively expanded programs in emerging economic sectors such as robotics, defense, and sustainability, including “fast track” certificate programs to help professionals retool themselves for new careers. He was committed to developing the leadership skills of Lawrence Tech’s students and worked with faculty to add a leadership component to the curricula of all undergraduate programs. He forged partnerships with universities worldwide that brought international students to campus and provided further opportunities for Lawrence Tech students to study abroad. He also oversaw the reinvigoration of student life and return of varsity sports to campus.

Virinder K. Moudgil, Lawrence Tech’s seventh president, assumed office in July 2012. He has had a long career as a professor and university administrator and was an active researcher in the molecular mechanisms of steroid hormone action and the hormonal regulation of breast cancer. He previously served as senior vice president and provost at Oakland University.

Lawrence Tech was founded on the principle that every person should have the opportunity for a college education. From the beginning, there were no restrictions on entering students relating to race, sex, color, creed, or national or ethnic origin – only the requirement that students qualify for admission and have the desire to succeed. Working students could earn a baccalaureate degree by attending evening programs, day programs, or a combination of the two – a feature unique in 1932 and still remarkable today.

The school was originally called Lawrence Institute of Technology. Its present name, Lawrence Technological University, was approved on January 1, 1989, by the State of Michigan, and more clearly describes Lawrence Tech’s undergraduate and graduate mission.

Lawrence Tech was founded as a college of engineering with only a few hundred students and a handful of faculty. Today it offers over 100 programs in four colleges, with a total enrollment of approximately 4,500 students, and employs over 400 full- and part-time faculty. In terms of enrollment, Lawrence Tech is among Michigan’s largest independent colleges.

In 1950, associate programs were added to Lawrence Tech’s baccalaureate offerings. In 1952 the College of Management was reestablished, having its origins in an earlier industrial engineering curriculum. Master’s degree programs in management were launched in 1989. The College of Architecture and Design evolved in 1962 from the former architectural engineering department and in 1993 launched a Master of Architecture
program. The College of Arts and Sciences was established in 1967. Master’s degree programs in engineering were begun in 1990 and in Arts and Sciences in 1997. Doctoral programs were launched in 2002.

Concurrently, there has been an enormous expansion and improvement of facilities. The University’s first campus was located in Highland Park, in a building leased from Henry Ford adjacent to the huge manufacturing facility where he built the Model T and perfected the moving assembly line. As enrollment grew, the University acquired acreage in Southfield and in 1955 opened its first building on what had been a General Mills research farm. The campus has since expanded to over 100 acres and 12 major buildings, as well as the Frank Lloyd Wright-designed Affleck House in Bloomfield Hills, which was donated to the University in 1978.

In 1977, Lawrence Tech shed its “commuter” classification by opening the nine-story University Housing-South residence hall. The 1980s and 1990s were distinguished by the opening of the Wayne H. Buell Management Building and the Don Ridler Field House, numerous improvements to existing buildings, and a substantial increase in state-of-the-art laboratory and computer equipment. The University Technology and Learning Center opened in 2001, University Housing-North in 2002, and the A. Alfred Taubman Student Services Center and the Center for Innovative Materials Research in 2006. In 2011 competitive athletics returned to campus with the University’s entry into the National Association of Intercollegiate Athletics.

CURRICULUM COUNSELING

Architecture and Design Students
Undergraduate
  Glen S. LeRoy, FAIA, FAICP, Dean (A129)
  Dan Faoro, Chair, Architecture* (A129)
  Leslie Michalik, Administrator of Student Services (A116)

Graphic Design
  Amy Green Deines, Chair, Art and Design (A115)

Interior Architecture
  Jin Feng (A211)

Graduate Professional Degree Programs
  Ralph Kirk Nelson, Assistant Dean and Director of Graduate Programs (A129)

Probation Status Students
  Glen S. LeRoy, Dean (A129)
  Leslie Michalik (A116)
  Ralph Nelson (A129)

Dismissal Status Students
  Glen S. LeRoy, Dean (A129)
  Leslie Michalik (A116)

Class Registration and Drop/Add
  Leslie Michalik (A116)

Dual Degree (Ar/IA) Information
  Jin Feng (A211)

Dual Degree (Ar/CE) Information
  Dan Faoro, Chair, Architecture* (A129)
  Janice Means (A217)
  Edmund Yuen (E109)

Guest Credit Information
  Leslie Michalik (A116)

Plan of Studies (master planning)
  Architecture
  Glen S. LeRoy, FAIA, FAICP, Dean (A129)
Dan Faoro, Chair, Architecture* (A129)
Leslie Michalik, Administrator of Student Services (A116)

Dual Degrees
Dan Faoro, Chair, Architecture* (A129)

Interior Architecture
Jin Feng (A211)

Scholarship Information
Undergraduate
Leslie Michalik (A116)
Graduate
Alice McHard (A129)

Arts and Sciences Students
Undeclared Students
Holly Helterhoff (S207D)
Undergraduate Management Programs
Karen Evans (S207C)
Humanities, Social Sciences, and Communication Department Chair
Melinda (Weinstein) Phillips (S225)
Psychology
Matthew Cole (S236)
Technical and Professional Communication
Corinne Stavish (S209A)
Leadership Curriculum
TBA (C205)
Media Communication
Jody Gaber (S207B)
Radio and Television Broadcasting
Jody Gaber (S207B)
Mathematics and Computer Science Department Chair
David Bindschadler (S120)
Computer Science Programs Director
Gus Azar (S116B)
Natural Sciences Department Chair
Anthony Sky (S322)
Master of Science Education
Valentina Tobos (S207A)
Master of Educational Technology
Valentina Tobos (S207A)
Natural Sciences Programs Undergraduate Director
William Madden (S320)

Engineering Students
Biomedical
Elin Jensen (E98)
Civil
Edmund Yuen (E109)
Electrical and Computer
Philip D. Olivier (E217)
Mechanical
Badih Jawad (E29)
Engineering Technology
   Kenneth Cook (E179)
Master of Engineering in Manufacturing Systems
   Daw Alwerfalli (E31)
Master of Science in Automotive Engineering
   Kingman Yee (E33)
Doctor of Engineering in Manufacturing Systems
   Khalil Taraman (E154)
Master of Engineering Management
   Daw Alwerfalli (E31)
Master of Civil Engineering
   Hiroshan Hettiarachchi (E20)
Doctor of Philosophy in Civil Engineering
   Hiroshan Hettiarachchi (E20)
Master of Science in Architectural Engineering (combined bachelor’s and master’s programs)
   Filza Walters (E25)
Master of Science in Civil Engineering
   Hiroshan Hettiarachchi (E20)
Master of Construction Engineering Management
   Hiroshan Hettiarachchi (E20)
Master of Science in Electrical and Computer Engineering
   Richard Johnston (E217)
Master of Science in Mechatronics Systems Engineering
   Chris Riedel (E36)
Master of Science in Mechanical Engineering
   Badih Jawad (E33)
   Chris Riedel (E36)
Doctor of Engineering in Mechanical Engineering
   Badih Jawad (E33)

Management Students
Graduate and Undergraduate Advisers
   Bahman Mirshab, Dean (M331)
   Jacqueline Stavros, Associate Dean* (M314)
   Diane Cairns, Project Management (BSB)
   Patricia Castelli, DBA and MBA (M309B)
   Peter Chang, DMIT and MSIS (M314B)
   Karen Evans, BSIT and BSBA
   Vernon Hoffner, DMIT and MSIS (M320)
   Anne Kohnke, DMIT, PhD in Management and Healthcare IT (M309C)
   Gerald Lindman, Nonprofit Management (M308A)
   Thomas Marx, DBA and MBA (M308B)
   Srikant Raghavan, MSGOPM (M315)
   Nadia Shuayto, DBA and MBA (M316)
   Jacqueline Stavros, DBA and MBA (M314)
   Annette Lerine Steenkamp, DMIT (M309A)
   Sally Erwin (M312D)
   Amanda Falkenbury (M312A)
   Mina Jena (M312A)
   Jill Niemi (Northern Michigan)

Special and Guest Students
Office of Admissions (C304)

**First-year Students**
Cyndi McMichael (C405)

**Personal/Clinical Counselors**
Office of the Dean of Students (C405)
Clinical Counseling Services (C405)

**ADMINISTRATION**
Lawrence Technological University is divided into four colleges: Architecture and Design, Arts and Sciences, Engineering, and Management. You are admitted to one of the colleges; your degree requirements are determined by your college and appear in the Lawrence Tech catalog. Each college has a dean, who is its chief academic administrator, and each academic department has a chairperson. The president, provost, and other administrative staff decide major administrative, financial, and University-wide policies. The trustees meet throughout the year as necessary and set policy, approve budgets, and confer all degrees earned at Lawrence Tech, upon the recommendation of the administration and faculty. Trustees serve three-year terms and are eligible for re-election by the board.

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Edward Chen, Special Assistant, China Programs
Lewis N. Walker, University Chancellor

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  - Richard Bush, Director, eLearning Services
  - Gary R. Cocozzoli, Director, University Library
Lisa R. Kujawa, Assistant Provost, Enrollment Management
  - Jane T. Rohrback, Director, Admissions
    - Kristi Webster, Assistant Director, Admissions
  - Dee King, Director, Financial Aid and Veterans Affairs*
  - Noreen Ferguson, Registrar*
    - Karen Sadanowicz, Assistant Director, Enrollment Services
TBA, Director, Leadership Programs
  - Katie Jolly, Entrepreneurship/Leadership Coordinator
  - Davey McConnell, Office Assistant
Noreen Ferguson, Interim Director, Institutional Research and Academic Planning*
  - Larry Chesnutt, Data and Applications Analyst, Institutional Research
  - Chris Naeyaert, Information Specialist, Institutional Research
Benjamin Benson, Director, Professional Development Center

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   Debbie Farina, Data Coordinator
   Dino M. Hernandez, Assistant Vice President and Executive Campaign Director
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   Angeline Zelenak, Major Gifts Officer
   Heather Buffone, Administrative Assistant/Development Associate
   Brooke Hayes, Administrative Assistant/Development Associate
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   Howard Davis, Director, Corporate and Foundation Relations

Office of Marketing and Public Affairs
Bruce J. Annett, Jr., Executive Director
   Anne M.G. Adamus, Director, University Communications and Academic Editor
   Sofia S. Lulgjuraj, Art Director
   Sharon MacDonell, Editor/Writer
   Christian Forrest, Manager, Web Services
   Tracy McGhee, Web Production Assistant
   Eric Pope, Managing Editor, University News Bureau
   Walter G. Bizon, Director, Media Services
   T. Sam Vukonich, Assistant Director, Media Services
   Norman J. Plant, Manager, Instructional and Graphics Support

Information Technology Service Delivery
Tim Chavis, Executive Director, IT Service Delivery
   Joann Fitzgerald, Administrative Assistant
   Ammar Abdulahad, Applications Analyst
   Angela DiMiceli Bawcum, Applications Analyst
   Steven Heleski, Applications Analyst
   Fatima Jawad, Applications Analyst
   Michael Livermore, Applications Analyst
   Sheppard Sternthal, Applications Analyst
   David Toth, Applications Analyst
   Mike Kalen, Systems Support
Charlene Ramos, Director, Help Desk Services
   Gonca Eren, Operations Specialist
   Marcus Hoedeman, Network Services
   Carl Knoll, Systems Support
   Todd James, Staff Technician
   Linda Ridella, Staff Technician
   Aaron Sprague, Staff Technician
   Sejla Corbo, Help Desk Technician

eLearning Services
Richard Bush, Director
Lynn Miller-Wietecha, eLearning Architect and Online Program Producer
Diane Cairns, Online Evaluation and Assessment Specialist and Online Program Producer
Rachel Cronover, Media and Graphic Specialist and Online Program Producer
Marquita Poinsetta, Instructional Technology, Multimedia, and eLearning Specialist
Marija Franetovic, Course Development and New Media Specialist
Clifton Johnson, Classroom Technologies Specialist
Connie Spencer, Administrative Assistant

Administration of the Colleges

College of Architecture and Design
Glen S. LeRoy, FAIA, FAICP, Dean
  Ralph Kirk Nelson, Assistant Dean and Director of Graduate Studies
  Dan Faoro, Chair, Architecture*
  Amy Green Deines, Chair, Art and Design
  Ali Barnard, Manager of Marketing and Support
  Leslie Michalik, Administrator of Student Services

College of Arts and Sciences
Hsiao-Ping Moore, Dean
  Glen A. Bauer, Associate Dean
  Melinda (Weinstein) Phillips, Chair, Humanities, Social Sciences, and Communication
  David E. Bindschadler, Chair, Mathematics and Computer Science
  Anthony Sky, Chair, Natural Sciences
  Karen Evans, Director, Undergraduate Management Programs
  Nawal Abbas, Director, English as a Second Language (ESL) and Writing Proficiency Programs

College of Engineering
Nabil Grace, Dean
  Lewis G. Frasch, Associate Dean
  Elin Jensen, Associate Dean of Graduate Studies and Research
  Edmund Yuen, Chair, Civil Engineering
  Philip D. Olivier, Chair, Electrical and Computer Engineering
  Kenneth Cook, Chair, Engineering Technology
  Badih Jawad, Chair, Mechanical Engineering
  Elin Jensen, Biomedical Engineering Director
  Filza Walters, Architecture/Engineering Director

College of Management
Bahman Mirshab, Dean
  Jacqueline Stavros, Interim Associate Dean and Director, Doctor of Business Administration
  Donna Kress, Office Manager, Assistant to the Dean
  Patricia Riney, Administrative Assistant
  Lori Northam, Administrative Assistant
  Mina Jena, Administrator of Student Services, Graduate Programs
  Amanda Falkenbury, Administrator of Student Services, Undergraduate Programs
  Sally Erwin, Education Center Manager, TACOM and CTC
  Jill Niemi, Coordinator, Northern Michigan Education Centers
  Anne Kohnke, Director, Doctor of Management in Information Technology; PhD in Management; and Healthcare IT Management
  Nadia Shuayto, Director, Master of Business Administration
  Vernon Hoffner, Director, Master of Science in Information Systems
Srikant Raghavan, Director, Master of Science in Global Operations and Project Management
Karen Evans, Director, Undergraduate Management Programs
Jerry Lindman, Director, Nonprofit Management

**Student Affairs**

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Joyce Genat, Administrative Assistant
Dorrie Frontera, Secretary
Margaret Pierce, Director, Career Services
   Jennifer Cunningham, Assistant Director
   Amanda Bretti, Career Services Adviser
Cyndi McMichael, Director, International Programs
   Laura Affer, International Counselor
   Kalie Wale, International Counselor
Katherine Charbeneau, Coordinator, Disability Services
Jeffrey Betman, Psychologist, Clinical Counseling Services
   Lusine Hambardzumyan, Clinical Counselor
Nancy Thomas, Director, Campus Dining
   Leo Tykoski, Executive Chef
   Monica McEachern, Office Manager
Kim Osantowski, Director, Residence Life, University Housing
   VaNessa Thompson, Residence Hall Coordinator (South)
   Joy Sportel, Graduate Assistant, Residence Life (North)
   Tamara Braswell, Secretary

**Student Engagement**

Eula Muckleroy, Student Engagement Coordinator
Elizabeth Artz, Student Engagement Coordinator
Phil Lucas, Graduate Assistant
Krysta Foster, Graduate Assistant

Scott Trudeau, Director, Student Recreation, Athletics, and Wellness
   Don Gillette, Assistant Director
   Brad Beyer, Sports Information Intern
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   Mary Pinkowski, Coach, Women’s Basketball
   Bryan Bressler, Coach, Men’s Bowling
   Eric Green, Coach, Men’s and Women’s Cross Country
   Ken Gaffney, Coach, Men’s Hockey
   Kevin Riley, Coach, Men’s Lacrosse
   Will Dyer, Coach, Men’s Soccer
   Jamie Scott, Coach, Women’s Soccer
   Larry Wyatt, Coach, Volleyball
   Marloes Blokdijk, Athletic Trainer
   Eula Muckleroy, Program Coordinator, KCP Initiative

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**Restaurants/Coffee Shops**  
Bangkok Express  
29702 Southfield Rd., Ste. L  
248.557.0993
Biggby Coffee
26185 Evergreen Rd.
248.208.1670
biggby.com

Café Kabob
Mediterranean Grill
25148 Evergreen Rd.
248.355.2222
ckgrille.com

Chipotle Mexican Grill
26147 Evergreen Rd.
248.353.3448
chipotle.com

Copper Canyon Brewery and Restaurant
27522 Northwestern Hwy.
248.223.1700
coppercanyonbrewery.com

Cosi Sandwich Bar
28674 Telegraph Rd.
248.213.2700
getcosi.com

Denny’s
28681 Telegraph Rd.
248.357.3403
dennys.com

Hunan Garden
24480 W. Ten Mile Rd.
248.353.7848

Hungry Howie’s
22040 W. Ten Mile Rd.
248.350.8290
hungryhowies.com

Jimmy John’s Gourmet Sandwiches
25150 Evergreen Rd.
248.304.1146
jimmyjohns.com

Just Baked
25198 Evergreen Rd.
248.809.3835
justbakedshop.com

New Seoul Garden
27566 Northwestern Hwy.
248.827.1600
newseoulgarden.com

Outback Steak House
23501 Greenfield Rd.
248.424.9696
outback.com

Panera
27651 Southfield Rd.
248.443.0282
panerabread.com

Pizza Hut
24750 Telegraph Rd.
248.354.3800
pizzahut.com

Pizza Papalis
23703 Greenfield Rd.
248.552.7272
pizzapapalis.com

Potbelly Sandwich Works
26221 Evergreen Rd.
248.213.4701
potbelly.com

Qdoba Mexican Grill
25243 Evergreen Rd.
248.799.8210
qdoba.com

Quiznos Sub
28300 Telegraph Rd.
248.356.5707
quiznos.com

Ram’s Horn
26200 W. 12 Mile
248.353.3232
ramshornrestaurants.com

Shield’s Pizza
25101 Telegraph Rd.
248.356.2720
shieldspizza.com

Starbucks Coffee
24529 W. 12 Mile
248.350.3017
Subway
25253 Evergreen Rd.
248.799.8722
subway.com

TGI Friday’s
26299 Evergreen Rd.
248.353.5530
tgifridays.com

Thai Xpress
25170 Evergreen Rd.
248.948.8180

Tim Hortons
25203 Evergreen Rd.
248.355.2116
timhortons.com

Many fast food restaurants are located along Telegraph Rd.

Banks
Bank of America
23055 Telegraph Rd.
248.358.9916
bankofamerica.com

Charter One
24624 W. Ten Mile Rd.
248.354.9030
charterone.com

Comerica
3000 Town Center, Ste. 101
248.357.4301
800.643.4418
comerica.com

Fifth Third
27255 Lahser Rd.
248.353.3010
53.com

Huntington National
25719 Grand River Ave.
313.538.4405
huntington.com

Michigan First Credit Union
27000 Evergreen Rd.
248.443.4600
michiganfirst.com
Dentists
Mark Morin, DDS
19178 W. Ten Mile Rd.
248.354.1555

Perfect Smile
24800 Lahser Rd.
248.357.1999
perfectsmiledentalcenter.com

Doctors
(General Practice)
Dean & Schwartz
18900 W. Ten Mile Rd.
248.424.8340
Southfield Family Physicians
22972 Lahser
248.353.4777

Hospitals
(In case of emergency, call *911)

Beaumont Hospital
3601 W. Thirteen Mile Rd.
248.551.5000
beaumont.edu

Providence Hospital
16001 W. Nine Mile Rd.
248.424.3000
stjohnprovidence.org

Supplies
Engineering Reproduction, Inc.
26913 Northwestern Hwy. Ste. 175
248.355.0230
eng-repro.com

Home Depot
29801 Southfield Rd.
248.423.0040
homedepot.com

FedEx Office Print & Ship Center
27661 Southfield Rd.
248.443.2679
fedex.com

FedEx Office Print & Ship Center
28844 Northwestern Hwy.
248.355.5670
fedex.com

Lowe’s
28650 Telegraph Rd.
248.208.0010
lowes.com

Miller’s Artist Supplies
33332 W. Twelve Mile Rd.
248.489.8070
millersart.com

**Grocery Stores**
Kroger
19855 W. Twelve Mile Rd.
248.559.9829
kroger.com

Meijer
28800 Telegraph Rd.
248.304.9500
meijer.com

**Movies**
AMC Southfield Theater
25333 W. Twelve Mile Rd.
248.368.1802
amctheaters.com

AMC 20 Theater
19500 Haggerty Rd.
734.542.9909

Video Vision
19787 W. Twelve Mile Rd.
248.350.0505

**Places of Worship**
Church of the Transfiguration
25225 Code Rd.
248.356.8787
transfigfld.org

Emmanuel Lutheran Church
23425 Lahser Rd.
248.357.1848
emmanuellutheransouthfield.org

Highland Park Baptist Church
28600 Lahser Rd.
248.357.5464
Hope United Methodist Church
26275 Northwestern Hwy.
248.356.1020
hopeumc.org

Young Israel of Southfield
27705 Lahser Rd.
248.358.0154
yisouthfield.org

**Detroit Attractions**
Comerica Park
2100 Woodward Ave.
313.962.4000
detroit.tigers.mlb.com

Detroit Institute of Arts (DIA)
5200 Woodward Ave.
313.833.7900
dia.org

Ford Field
2000 Brush St.
313.965.7824
detroitlions.com/ford-field

Fox Theatre
2211 Woodward Ave.
313.471.6611
foxtheatredetroit.us

Hockeytown
2301 Woodward Ave.
313.965.9500
hockeytowncafe.com

State Theater
2115 Woodward Ave.
313.961.5450

**Malls**
Great Lakes Crossing (Auburn Hills)
4000 Baldwin Rd.
877.746.7452
greatlakescrossingoutlets.com

Lakeside Mall (Sterling Heights)
14000 Lakeside Cr.
586.247.1590
shop-lakesidemall.com
Northland (Southfield)
21500 Northwestern Hwy.
248.569.6272
shopatnorthland.com

Somerset (Troy)
2800 W. Big Beaver Rd.
248.643.6360
thesomersetcollection.com

Twelve Oaks (Novi)
27500 Novi Rd.
248.348.9400
shoptwelveoaks.com

**Recreation/Entertainment Centers**
Cranbrook
1221 N. Woodward Ave.
248.645.3200
cranbrook.edu

Southfield Civic Center
26000 Evergreen Rd.
248.796.4666
cityofsouthfield.com

**Other Services**
Post Office
22200 W. Eleven Mile Rd.
800.275.8777
usps.com

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25263 Telegraph Rd.
888.767.6424
michigan.gov/sos