Announcement of General Information and Courses in the Colleges of

Architecture and Design  
Arts and Sciences  
Engineering  
Management

For the Academic Year 2009–10
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VISIT THE CAMPUS

Lawrence Technological University welcomes prospective students, family members, employers, and others to visit. While on campus, prospective students are encouraged to discuss their educational plans with admissions staff and to meet current Lawrence Tech students, professors, or deans. Call the Office of Admissions toll free at 800.CALL.LTU (800.225.5588) to arrange an appointment or to request additional information. The Office of Admissions is open (except holidays) Monday – Thursday, 8 a.m. – 7:30 p.m., and Friday, 8 a.m. – 4:30 p.m. If you plan to visit during the summer, please contact the Office of Admissions for summer hours.

Lawrence Tech’s 102-acre full-service campus provides a full range of academic, recreational, and residential facilities, along with convenient access to major freeways. Southeastern Michigan is one of America’s hubs of business and commerce, the site of some of the world’s outstanding technological accomplishments.

ABOUT THIS GRADUATE CATALOG

This Graduate Catalog is a compendium of opportunities available at Lawrence Technological University. It includes information on academic programs, requirements for admission and graduation, rules, regulations, and expectations. Failure to read this Graduate Catalog does not excuse students from the requirements and regulations described herein. While every effort is made to provide accurate and current information, the University reserves the right to change rules, policies, fees, curricula, courses, and other programs described to reflect faculty or administrative action. This Graduate Catalog is accurate as of the publication date. Course descriptions are available online through BannerWeb at http://my.ltu.edu. For information about undergraduate programs, refer to Lawrence Tech’s Undergraduate Catalog.

STUDENT IMAGES

Lawrence Technological University reserves the right to use images of student work and of students on campus, or at any of its offsite locations, for the purpose of promoting the University. Students not wishing to be photographed should notify the registrar in writing when they register each semester.
Academic Schedules

SPRING 2009 SEMESTER

November 17 – 21
Advance registration

November 22 – January 11
Regular registration

January 11
Last day to register for traditional semester and College of Management courses without a late fee

January 12
Traditional semester and College of Management courses begin; add/drop period begins; late registration fee applies

January 19
Martin Luther King Day Celebration*

January 23
Last day to drop traditional semester courses with refund (no refund for classes dropped after January 23)

January 24
Withdrawal period begins for traditional courses; late transaction fee applies for each course added

January 22
Last day to drop College of Management courses with refund (no refund for classes dropped after January 22)

January 23
Withdrawal period begins for College of Management courses; late transaction fee applies for each course added

March 2
Last day to register for traditional and College of Management courses (regardless of when they start)

March 7
Last day of classes before mid-semester break

March 9 – March 14
Mid-semester break

March 18
Midterm grades due for first-year students

March 27
Last day to withdraw from College of Management courses

April 6
Last day to withdraw from traditional semester courses

April 18
Last day of College of Management classes before final exams

April 20 – 25
College of Management final exams

April 25
Last day of College of Management semester

May 2
Last day of traditional semester classes before final exams

May 4 – 9
Traditional semester final exams

May 13
Grades due

May 17
Commencement

May 18
Spring 2009 semester ends
**SUMMER 2009 SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>April 20 – 24</td>
<td>Advance registration</td>
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<td>April 25 – May 12</td>
<td>Regular registration</td>
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<tr>
<td>May 12</td>
<td>Last day to register for traditional semester and College of Management courses without a late fee</td>
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<tr>
<td>May 13</td>
<td>Traditional semester and College of Management courses begin; add/drop period begins; late registration fee applies</td>
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<td>May 26</td>
<td>Last day to drop traditional semester and College of Management courses with refund (no refund for classes dropped after May 26)</td>
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<tr>
<td>May 27</td>
<td>Withdrawal period begins for traditional semester and College of Management courses; late transaction fee applies for each course added</td>
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<tr>
<td>May 23</td>
<td>Last day of classes before Memorial Day</td>
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<tr>
<td>May 26</td>
<td>Classes resume</td>
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<tr>
<td>June 29</td>
<td>Last day to register for traditional and College of Management courses (regardless of when they start)</td>
</tr>
<tr>
<td>July 3</td>
<td>No classes – Fourth of July</td>
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<tr>
<td>July 6</td>
<td>Classes resume</td>
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<tr>
<td>July 8</td>
<td>Last day to withdraw from traditional semester and College of Management courses</td>
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<tr>
<td>July 23</td>
<td>Summer 2009 semester ends</td>
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<tr>
<td>July 29</td>
<td>Grades due</td>
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</tbody>
</table>
FALL 2009 SEMESTER

April 20 – April 24  Advance registration
April 25 – August 25  Regular registration
August 25  Last day to register for traditional semester courses without a late fee
August 26  Traditional semester courses begin; add/drop period begins late registration fee applies
September 5 – 7  Labor Day break
September 8  Classes resume
September 8  Last day to register for College of Management courses without a late fee
September 8  Last day to drop traditional semester courses with refund (no refund for classes dropped after September 8)
September 9  College of Management courses begin; add/drop period begins; late registration fee applies for College of Management courses
September 9  Withdrawal period begins for traditional courses; late transaction fee applies for each course added
September 21  Last day to drop College of Management courses with refund (no refund for classes dropped after September 21)
September 22  Withdrawal period begins for College of Management courses; late transaction fee applies for each course added
September 30  Last day to register for traditional and College of Management courses (regardless of when they start)
October 21  Midterm grades due for first-year students
November 11  Last day to withdraw from College of Management courses
November 18  Last day to withdraw from traditional semester courses
November 25  Last day of classes before Thanksgiving break
November 30  Classes resume
December 5  Last day of College of Management classes before final exams
December 12  Last day of traditional semester classes before final exams
December 7 – December 12  College of Management final exams
December 12  Last day of College of Management semester
December 14 – 19  Traditional semester final exams
December 19  Fall 2009 semester ends
December 23  Grades due
### SPRING 2010 SEMESTER

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<td>Advance registration</td>
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<td>November 21 – January 10</td>
<td>Regular registration</td>
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<tr>
<td>January 10</td>
<td>Last day to register for traditional semester and College of Management courses without a late fee</td>
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<tr>
<td>January 11</td>
<td>Traditional semester and College of Management courses begin; add/drop period begins; late registration fee applies</td>
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<tr>
<td>January 18</td>
<td>Martin Luther King Day Celebration*</td>
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<tr>
<td>January 21</td>
<td>Last day to drop College of Management courses with refund (no refund for classes dropped after January 21)</td>
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<tr>
<td>January 22</td>
<td>Withdrawal period begins for College of Management courses; late transaction fee applies for each course added</td>
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<td>January 22</td>
<td>Last day to drop traditional semester courses with refund (no refund for classes dropped after January 22)</td>
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<tr>
<td>January 23</td>
<td>Withdrawal period begins for traditional courses; late transaction fee applies for each course added</td>
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<tr>
<td>March 1</td>
<td>Last day to register for traditional and College of Management courses (regardless of when they start)</td>
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<tr>
<td>March 6</td>
<td>Last day of classes before mid-semester break</td>
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<tr>
<td>March 8 – March 13</td>
<td>Mid-semester break</td>
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<tr>
<td>March 15</td>
<td>Midterm grades due for first-year students</td>
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<tr>
<td>March 26</td>
<td>Last day to withdraw from College of Management courses</td>
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<td>April 2</td>
<td>Last day to withdraw from traditional semester courses</td>
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<tr>
<td>April 17</td>
<td>Last day of College of Management classes before final exams</td>
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<td>April 19 – 24</td>
<td>College of Management final exams</td>
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<tr>
<td>April 24</td>
<td>Last day of College of Management semester</td>
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<td>May 1</td>
<td>Last day of traditional semester classes before final exams</td>
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<td>May 3 – 8</td>
<td>Traditional semester final exams</td>
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<td>May 12</td>
<td>Grades due</td>
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<tr>
<td>May 16</td>
<td>Spring 2010 semester ends</td>
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</tbody>
</table>
**SUMMER 2010 SEMESTER**

April 19 – April 23  
Advance registration

April 26 – May 11  
Regular registration

May 11  
Last day to register for traditional semester and College of Management courses without a late fee

May 12  
Traditional semester and College of Management courses begin; add/drop period begins; late registration fee applies

May 25  
Last day to drop traditional semester and College of Management courses with refund (no refund for classes dropped after May 25)

May 26  
Withdrawal period begins for traditional semester and College of Management courses; late transaction fee applies for each course added

May 28  
Last day of classes before Memorial Day

June 1  
Classes resume

June 30  
Last day to register for traditional and College of Management courses (regardless of when they start)

July 7  
Last day to withdraw from traditional semester and College of Management courses

July 22  
Summer 2010 semester ends

July 28  
Grades due
<table>
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<th>Date Range</th>
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<tr>
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<td>November 20 – January 9</td>
<td>Regular registration</td>
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<tr>
<td>January 9</td>
<td>Last day to register for traditional semester and College of Management courses; add/drop period begins; late registration fee applies</td>
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<td>January 10</td>
<td>Traditional semester and College of Management courses begin; add/drop period begins; late registration fee applies</td>
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<td>January 17</td>
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<td>Withdrawal period begins for College of Management courses; late transaction fee applies for each course added</td>
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<td>April 4</td>
<td>Last day to withdraw from traditional semester courses</td>
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<td>April 16</td>
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<td>April 18 – April 23</td>
<td>College of Management final exams</td>
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<td>Last day of College of Management semester</td>
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<td>April 30</td>
<td>Last day of traditional semester classes before final exams</td>
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<td>May 2 – 7</td>
<td>Traditional Semester Final Exams</td>
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<tr>
<td>May 15</td>
<td>Spring 2011 semester ends</td>
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</tbody>
</table>
SUMMER 2011 SEMESTER

April 18 – April 23  Advance registration
April 24 – May 17  Regular registration
May 17  Last day to register for traditional semester and College of Management courses without a late fee
May 18  Traditional semester and College of Management courses begin; add/drop period begins; late registration fee applies
May 31  Last day to drop traditional semester and College of Management courses with refund (no refund for classes dropped after May 31)
June 1  Withdrawal period begins for traditional semester and College of Management courses; late transaction fee applies for each course added
May 27  Last day of classes before Memorial Day
May 31  Classes resume
June 30  Last day to register for traditional and College of Management courses (regardless of when they start)
July 13  Last day to withdraw from traditional semester and College of Management courses
July 28  Summer 2011 semester ends
August 3  Grades due
<table>
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<tr>
<th>FALL 2011 SEMESTER</th>
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<td>April 18 – April 23</td>
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</table>
SUMMER 2012 SEMESTER
April 16 – April 21  Advance registration
April 22 – May 15  Regular registration
May 15            Last day to register for traditional semester and
                  College of Management courses without a late fee
May 16            Traditional semester and College of Management
                  courses begin; add/drop period begins; late
                  registration fee applies
May 30            Last day to drop traditional semester and College of
                  Management courses with refund (no refund for
                  classes dropped after May 30)
May 31            Withdrawal period begins for traditional semester
                  and College of Management courses; late
                  transaction fee applies for each course added
May 25            Last day of classes before Memorial Day
May 29            Classes resume
June 30           Last day to register for traditional and College of
                  Management courses (regardless of when they start)
July 11           Last day to withdraw from traditional semester and
                  College of Management courses
July 26           Summer 2012 semester ends
August 1          Grades due

NOTES ON ALL SCHEDULES
The University reserves the right to make adjustments to the academic calendar as
necessary.

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/registrar/index.asp or by calling the Office of
Enrollment Services at 248.204.2280.

*The University is open and classes are held on Martin Luther King Day. To afford all
members of the University community an opportunity to participate in the Freedom Walk
celebrating Dr. Martin Luther King’s life and legacy, students, faculty, and staff, upon
request, may be excused from any scheduled classes, office hours, meetings, etc., from 11
a.m. – 1 p.m. Temporary help, substitute instruction, rescheduling, etc., will be provided
as needed. During this period, all mandatory activities such as exams, presentations, or
other graded activities will be deferred, although assignments may be made by email for
subsequent sessions.
For Your Competitive Edge

Lawrence Technological University is an independent, co-educational accredited university founded in 1932 and offering over 80 academic programs at the associate, baccalaureate, master’s, and doctoral degree levels. The University is composed of Colleges of Architecture and Design, Arts and Sciences, Engineering, and Management. Approximately 4,500 students are enrolled in full-time, part-time, day, evening, weekend, online, credit, and non-credit programs.

Lawrence Tech combines the benefits of a close, caring, small college atmosphere with the academic depth and scope of a larger university. Lawrence Tech takes a personal approach to education, and the University attracts students who generally have made some big plans for themselves. They’re highly motivated students with a tremendous will to succeed, to excel, and to seek out the best in whatever they do.

Lawrence Tech has a reputation for excellence. Most students claim that the University’s programs are rigorous and challenging – programs that unapologetically demand commitment. At the same time, as a result of their educational preparation, Lawrence Tech graduates report (in numbers well above national norms) that they arrive in the workplace feeling prepared and ready to do their jobs.

Independent studies also confirm that Lawrence Tech students rapidly achieve placement success. Most Lawrence Tech students are employed within one month of graduating. The American Society of Employers ranked Lawrence Tech first in its class as a preferred provider of graduates to Southeastern Michigan employers. Standard and Poor’s has historically ranked Lawrence Tech in the top third of all colleges and universities providing the leaders of America’s most successful businesses.

The heritage and educational philosophy of the University is reduced to just three words in the University motto, adopted shortly after Lawrence Tech was founded in 1932 – “theory and practice.” It means that Lawrence Tech seeks to explain not only why something should work, but how it works in real situations and applications.

Much of the student’s learning in this way will be gained directly from Lawrence Tech’s professors. Many Lawrence Tech faculty have years of successful industrial and professional experience in addition to academic credentials from some of the nation’s top universities and colleges. They’ve learned what succeeds in the “real” world, and they’ll try to make sure that students do, too.

In addition, there is unusually close interaction between the University and the professions that its students and graduates serve. Assuring that academic programs provide students with the types of contemporary skills employers value is a special goal.

Another attribute is the University’s location in close proximity to some of the world’s leading industrial, technological, business, and scientific enterprises. The relationship is more than geographic – it assures the University’s participation in “cutting edge”
advancements and “front office” accessibility by students interested in co-op, part-time, and networking opportunities. Over 200 Fortune 500 corporations have headquarters or major operations within a half-hour’s drive of Lawrence Tech’s campus.

Finally, Lawrence Tech students are strongly encouraged to interact with the professional world throughout their academic program. Dozens of professional societies are active on campus and help students network with men and women already working in specific fields. Many of the academic programs also require participation in professional projects that seek to solve real problems facing practicing architects, engineers, managers, scientists, and others. The projects expose students to a host of real-world challenges, and Lawrence Tech students regularly earn top awards in competitions that pit them against students from other colleges and universities throughout the hemisphere.

There is an intangible “spirit” at Lawrence Tech – an earnest spirit of student and faculty enthusiasm for learning and living, and a spirit of motivation and desire to excel. It’s not confined to the classroom or the laboratory; it’s an all encompassing feeling – both a reality and an ideal. Consider Lawrence Tech. Share the spirit!

MISSION, VALUES, VISION, AND CAUSE

Lawrence Technological University was founded as an independent nonprofit institution of higher learning. On a regular basis, the University community – including trustees, administrators, staff, faculty, students, and alumni – meets to review, establish, and achieve the ambitious goals set forth in the Strategic Plan, to reflect upon hopes for the future, and to elucidate the purposes for which Lawrence Tech operates and serves. The latest edition of Lawrence Tech’s Strategic Plan can be viewed on www.ltu.edu/strategicplan.

Part of this planning process is to review and direct the evolution of the mission, values, vision, and cause statements that guide Lawrence Tech’s progress. These statements are:

Mission
To develop leaders through innovative and agile programs embracing theory and practice.

Values
Theory and Practice
Teamwork and Trust
Character and Integrity

Vision
To be a preeminent private university producing leaders with an entrepreneurial spirit and global view.

Cause
The intellectual development and transformation of our students into critical thinkers, leaders, and lifelong learners.
The Lawrence Tech community believes in open, honest communication within an active learning environment that:

1. Is committed to academic excellence, diversity, and the development of the whole person.
2. Anticipates and meets the needs of our constituents: students, faculty and staff, alumni, donors, and industry neighbors.
3. Creates leadership opportunities for the growth and development of a diverse faculty and staff.
4. Links theory and practice with innovative programs and delivery.

ACCREDITATION AND MEMBERSHIPS
Lawrence Technological University is accredited by the Higher Learning Commission and a member of the North Central Association (www.ncahigherlearningcommission.org, 312.263.0456). The NCA accreditation report is on file in the University’s library and is available for public review by patrons. Various graduate and undergraduate degree programs in architecture, interior architecture, imaging, business administration and management, chemistry, and engineering are additionally accredited through appropriate national professional agencies.

Lawrence Tech’s institutional memberships include:

American Society for Engineering Education
Association of American Colleges and Universities
Association of Collegiate Business Schools and Programs
Association of Collegiate Schools of Architecture
Association of Independent Colleges and Universities of Michigan

The University is also a member of:

Advanced Acceptance Program
American Association of Collegiate Registrars and Admissions Officers
American Association of University Administrators
American Council on Education
Association of College Administration Professionals
Association of College Admissions Counselors (national, Michigan, and Ohio)
Association of Governing Boards of Universities and Colleges
Automation Alley
College Board
Council for Higher Education Accreditation
Engineering Society of Detroit
International Assembly for Collegiate Business Education
National Association of Independent Colleges and Universities
National Financial Aid Association
Michigan Association for Foreign Student Affairs
Michigan Association of Collegiate Registrars and Admissions Officers
Lawrence Tech is also a member of nearly all chambers of commerce in the surrounding counties of Oakland, Wayne, and Macomb, including Southfield and Greater Detroit, and the U.S. Chambers of Commerce.

Faculty and staff are additionally members of a wide variety of local, state, and national professional organizations appropriate to their disciplines. Professional organizations with active student chapters at Lawrence Tech are listed in the Services for Students section of this Catalog.

DAY, EVENING, WEEKEND, AND ONLINE CONVENIENCE
Lawrence Tech’s graduate programs are designed for traditional students as well as for working professionals. All are offered in the evenings and several are also available on weekends. Many graduate classes are offered in a hybrid format, where half of the scheduled classes meet in a classroom and half online. Other graduate classes are offered completely online. The University’s bachelor’s degree classes are offered in day and evening schedules that complement each other. Lawrence Tech is one of only a few universities to offer a complete selection of bachelor’s and graduate degree programs in the evening. No stranger to providing the convenience of evening classes, Lawrence Tech pioneered some of the nation’s first such programs in 1932.

Graduate and undergraduate classes are usually offered on a semester calendar – two semesters of 16 weeks. The College of Management offers programs in three to 13-week segments throughout the year. The fall semester begins in late August and ends in mid-December. The spring semester begins in January and ends in mid-May. There is also a summer session that offers students the opportunity to accelerate and continue academic progress or make up deficiencies. Certain programs may also be offered on special schedules that accelerate class meetings over shorter periods. Consult the registrar about these opportunities.

CLASSES AND FACULTY
Lawrence Tech’s moderate size encourages close interaction between students, faculty, and staff. Classes are generally small, especially for upperclassmen, and individual initiative is stressed.

Lawrence Tech has over 400 full- and part-time faculty members. Exemplifying the University motto of “theory and practice,” in addition to academic experience, many also bring a wealth of personal “real-world” research, business, or industrial experience to the classroom or laboratory. In addition to courses taught by Lawrence Tech’s full-time professional faculty, it isn’t unusual for students in appropriate disciplines to take classes taught by adjunct faculty who are successful corporate executives, practicing accountants,
managers, entrepreneurs, engineers, architects, attorneys, and scientists. Such exposure is deliberate on the part of the University and seeks to help students develop an awareness of the most current “real-world” problem-solving applications of their academic studies.

Lawrence Tech students find that their professors are normally easily accessible and that they are eager to discuss individual questions, academic progress, or concerns outside of class. The University has a tradition of an “open door” policy with faculty, department chairpersons, deans, the president, and other administrative staff.

**DIRECT STUDENT INTERACTION**
The successful Lawrence Tech student generally arrives on campus with a full measure of ability and self-initiative. Self-initiative is Lawrence Tech’s term for a proper combination of motivation and self-reliance. These students appreciate the institutional position that the University exists for, and interacts with, the student – not relatives, spouses, or friends wishing to represent them. The fact that Lawrence Tech students are of a maturity that requires no such representation helps ensure that they are prepared for responsible full- or part-time employment during their academic career and, following graduation, for professional employment or continued study.

**AFTER GRADUATION**
Lawrence Tech alumni include a distinguished group of engineers, entrepreneurs, architects, scientists, business executives, managers, technicians, attorneys, physicians, governmental officials, educators, and others holding key positions throughout the United States and around the world.

About 80 percent of Lawrence Tech’s more than 30,000 degree-holding alumni reside in Michigan and the Midwest, but alumni also live in nearly every state and territory, as well as in Aruba, Australia, the Bahamas, Bermuda, Brazil, Canada, Chile, China, Colombia, Ecuador, England, France, Germany, Greece, Guyana, Hong Kong, India, Iran, Ireland, Israel, Jamaica, Japan, Jordan, Lebanon, Malaysia, Mexico, the Netherlands, Nigeria, Norway, Pakistan, Peru, Saudi Arabia, Scotland, Singapore, South Korea, Sweden, Taiwan, Thailand, United Arab Emirates, Venezuela, and Zambia.

Lawrence Tech’s Alumni Association is the international forum for active graduates. The Association hosts a website, [www.ltu.edu/alumni](http://www.ltu.edu/alumni) that provides access to everything from lifetime email accounts and events calendars to job search assistance. The Association holds meetings and sponsors a variety of activities and services for members in Southeastern Michigan and formal and informal chapters elsewhere in Michigan and other states, including Arizona, California, Florida, and Georgia. Several chapters based on academic interest are also active. The Office of Alumni Relations coordinates alumni activities and serves as a campus liaison for alumni worldwide.
CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

Continuing education and professional development are vital components in career development and are reflected in today’s critical need to prepare for the future. Lawrence Tech’s Professional Development Center assists organizations and individuals in maintaining their competitive edge in today’s marketplace by increasing skills, knowledge, and productivity, whether focused on technical, production, managerial, administrative, or executive issues. Lawrence Tech offers many special non-degree academic opportunities. Services range from one-time onsite training sessions to customized development of entire training curricula. The Professional Development Center utilizes a range of resources, calling upon the extensive skills and talents of a variety of consultants, instructors, curriculum designers, trainers, and educational developers, whose services are complemented by a support staff that works closely with every client.

Working with the colleges of the University, the Professional Development Center designs, develops, and delivers non-degree credit programs in Six Sigma, lean training, project management, leadership and executive coaching, and insurance studies. Other services include:

• Public programs in the form of seminars, workshops, conferences, and symposia which serve the professional development needs of alumni and the University’s constituent audiences;
• Employee development and training programs, which are typically offered off-campus to business, industry, government, and professional associations;
• Mentoring and career coaching.
• Consulting.

For further information on professional development programs and/or related meeting services, contact the Professional Development Center at 248.204.4050.
Your Campus and Community

Lawrence Technological University’s park-like 102-acre campus continues to expand and now includes 12 major buildings. An exciting program of improvements continues throughout the campus and includes the new A. Alfred Taubman Student Services Center, which provides a convenient centralized student service location, meeting rooms, and more.

Lawrence Tech’s location is considered by many to be among the University’s greatest assets, providing many nearby opportunities for students to network with practicing professionals, participate in career-related organizations, and find internships, co-op experiences, and full- and part-time employment during college and after graduation.

Located near the exact center of population of southeastern Michigan, the University is conveniently situated in the Oakland County city of Southfield, a suburban community of more than 78,000 people. For visitors traveling by car, the campus is about 30 minutes northwest of downtown Detroit. It is also about 30 minutes northeast of Detroit Metropolitan Airport. Lawrence Tech is easily reached via the interstate highway system and is situated at the intersection of West Ten Mile Road and Northwestern Highway (M-10, the Lodge Freeway), just south of Interstate 696.

The campus is at the center of the world of real work, real problems to be solved, and real possibilities for a full professional and cultural life. Southeastern Michigan is a hub of American business and industry. It is a manufacturing and corporate center, the site of some of the world’s outstanding technological accomplishments, and a focal point for cultural activities and recreation.

Within a 15-mile radius of campus are world headquarters for many of the nation’s leading research, industrial, and manufacturing firms. More than 200 Fortune 500 companies are headquartered or have major operations here. And while the area’s economy is substantially more diverse than in the days when the region was dubbed the world’s auto capital, fully one third of all U.S. auto production still takes place within 70 miles of the campus – in some of the planet’s most sophisticated, highly automated, and innovatively managed work environments.

Lawrence Tech is part of the Oakland County/Automation Alley SmartZone, one of the state’s foremost concentrations of and magnets for high tech business and enterprise. The University is also the designated Small Business Development Center for Oakland County, with specialization in technology.

Oakland County ranks as the fourth wealthiest county in the nation among counties with populations in excess of one million. Retail sales in the county alone exceed those of 14 states and the District of Columbia. The county is a leading center of international commercial activity and home to some 700 foreign-owned firms from 33 countries. About 46 percent of all Michigan’s research and development firms have locations in the county, and 70 percent of Southeastern Michigan’s top original equipment manufacturers
and suppliers are headquartered in Oakland County. Sixty percent of Fortune 500 companies and 50 percent of Global Fortune 500 companies have business locations in the county.

Nearby recreational opportunities abound – over 450 lakes, five ski areas, nearly 30 public fishing sites, and more golf holes per capita than any other place in the country. Major entertainment facilities within a half-hour drive include the DTE Energy and Meadowbrook outdoor music theaters, the Pontiac Silverdome, the Palace of Auburn Hills (home of the NBA Pistons), Joe Louis Arena (home of the NHL Red Wings), Ford Field (home of the Detroit Lions), and Comerica Park (home of the Detroit Tigers). Additional attractions include the Cranbrook Museums, the Detroit Zoo, the Detroit Institute of Arts, Detroit Historical Museum, Motown Museum, The Henry Ford, New Detroit Science Center, Charles H. Wright Museum of African American History, and more.

**CAMPUS BUILDINGS**

Lawrence Tech’s A. Alfred Taubman Student Services Center, named for a former student and one of the University’s most generous benefactors, is a 42,000 sq. ft. facility at the center of campus that provides convenient one-stop access to the Offices of Admissions, Financial Aid, the Registrar, Cashier, Dean of Students, Career Services, International Programs, Student Activities, Clinical Counseling, University Housing, Laptop Help Desk, Academic Achievement Center, and more. The building is also Leadership in Energy and Environmental Design (LEED) silver-certified and a “living laboratory” of energy-efficient technologies, including a soaring atrium and vegetated “green” roof.

The Architecture Building, completed in 1962, houses classrooms, studios, and faculty offices for the College of Architecture and Design. A 325-seat auditorium is also located here, as well as a gallery for changing exhibits.

The Applied Research Center houses labs and offices for the SAE Formula One, Baja, and aeronautical student teams; the transportation design program’s clay modeling studio; a wind tunnel; and the Automotive Engineering Institute, which features a 4 x 4 chassis dynamometer.

The Art and Design Center houses College of Architecture and Design studios and computer labs, the mailroom, and the offices of Campus Facilities and Campus Safety.

The Wayne H. Buell Management Building is a 115,000 sq. ft. structure dedicated to the memory of Lawrence Tech’s third president. It houses the College of Management, library, dining commons (Café Lawrence), and bookstore. A university lounge and the Offices of the President, Provost, University Advancement, and Marketing and Public Affairs are also here. A fully enclosed two-story atrium hosts a variety of special events and offers an ATM, the Larry Joe coffee bar, and a student-run information desk.
Connected to the Engineering Building is the **Center for Innovative Materials Research (CIMR)**, a state-of-the-art laboratory for the research, development, and testing of carbon fiber composites and other advanced materials such as ceramics and polymers for defense, homeland security, automotive, and infrastructure applications. Dedicated in 2008, CIMR was made possible by an $11 million cooperative research agreement with the Army Research Lab and the U.S. Army Tank-Automotive Research, Development and Engineering Center – an unprecedented federal partnership with a private Michigan university.

The **Business Services Building** houses the Department of Finance and Administration, Business Services, Human Resources, and the Department of Campus Facilities.

The **Don Ridler Field House** memorializes a beloved coach and athletic director who led Lawrence Tech basketball teams of the 1940s and 1950s to national prominence and includes a 1,500-seat gymnasium, exercise track, weight and conditioning room, saunas, racquetball courts, and locker facilities.

Lawrence Tech’s **Engineering Building** was the first building on the Southfield campus when it opened in 1955. Expanded in 1987, the building houses classrooms, laboratories, and offices for the College of Engineering.

The **Professional Development Center**, built in 1959 and substantially upgraded in 1996, houses the offices and facilities for non-degree professional training and business acceleration.

The **Quadrangle** at the center of campus features crisscrossing paths, granite benches, trees, and a bioswale of grasses that filter rainwater. It also caps a field of 88 geothermal wells, which heat and cool the Taubman Center, which has no gas hookup.

The **Science Building**, opened in 1967, was extensively renovated and equipped with upgraded computer and multimedia equipment in 1999. It houses classrooms, laboratories, and faculty offices for the College of Arts and Sciences – including the Departments of Natural Sciences; Mathematics and Computer Science; and Humanities, Social Sciences and Communication. The Edward Donley Computer Center is also here. A 303-seat auditorium is located at the south end of the building.

Lawrence Tech’s **University Housing South** and **North**, opened respectively in 1977 and 2002, provide modern, fully furnished air-conditioned apartment-style units and together house some 600 students. See the Student Housing section of this Catalog for additional information.

Lawrence Tech’s **University Technology and Learning Center**, opened in 2001, is a 87,000 sq. ft. building housing a variety of technology labs and studios. It also houses the University Gallery, Maibach Inter-Faith Lounge, Lear Auditorium, Denso Interactive Center, Media Services Studio, and more. The building connects on either end to the **Architecture and Engineering** buildings.
Outdoor Athletic Facilities include softball diamonds and football and soccer practice fields.

The Gregor S. and Elizabeth B. Affleck House, designed by Frank Lloyd Wright and completed in 1941, was given to the University in 1978 by the late Afflecks’ children, Mary Ann Lutomski and Gregor P. Affleck. The home is located in the nearby city of Bloomfield Hills. It is considered an outstanding example of Wright’s work. The Affleck House is managed by the College of Architecture and Design.
Services for Students

ACADEMIC ACHIEVEMENT CENTER
The Academic Achievement Center (AAC) provides free academic support services to all students. Students come to the AAC to get help with homework or test preparation, compare notes, meet with study groups, or study quietly. Tutoring is provided in person and online for core classes in architecture and design, biology, chemistry, computer science, engineering, ESL, mathematics, physics, and writing. Students can walk in any day and see if a tutor is available; they can also guarantee time with a tutor by scheduling an appointment online.

Testing Services (proctored testing) are offered for students who are unable to complete quizzes or exams during 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. Students also can access first-year academic support programs and Writing Proficiency exam and prep workshops. The AAC also offers computer workstations, a photocopier, other electronic resources, 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 of operation are Monday through Thursday, 8 a.m. – 8 p.m., and Friday 8 a.m. – 4:30 p.m. Summer and weekend hours vary and are posted outside the entrance.

ACADEMIC COUNSELING AND TUTORIAL SERVICES
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. A number of University counselors are available for academic advice, counseling, and registration assistance.

The Academic Achievement Center works with the coordinator of disability services to provide tutorial and testing services for students with disabilities. Contact the Office of Disability Services at 248.204.4119. See also Disability Services.

ACADEMIC SCHOLARSHIPS
A number of partial scholarship awards are available each year to on-campus students who have a minimum of two full-time semesters and have attained a qualifying GPA. An application is required for upperclass scholarships and the deadline for submission is May 15 of each academic year. Students may apply at the DTE Energy One-Stop Center in the Office of Enrollment Services (enrollmentservices@ltu.edu or 248.204.2280). Academic scholarship awards are made on a competitive basis at the discretion of Lawrence Tech’’s Scholarship Committee. The scholarship application and other information can be found at www.ltu.edu/financial_aid/scholarships_current.asp.
ACTIVITIES AND ORGANIZATIONS
Whatever their particular interests or needs, students can find a campus activity or organization that will provide not just fun and fellowship but also opportunities to develop their professional and leadership skills. Joining a campus club or organization can help students 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.

To be eligible to run for office in any campus organization, students must have a cumulative grade point average of at least 2.0. They will be requested to withdraw from office at the end of any semester in which their semester grade point average falls below 1.8. In order to hold a Student Government office, a student must maintain at least a 2.3 grade point average. Students interested in forming new organizations should contact the director of student activities or Student Government president for assistance and for membership in the Student Government, whose approval is necessary for official recognition and funding assistance.

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 Student Activities. 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 four standing committees:

Publications Committee
Coordinates student section of the Tech News newspaper.
**Open House Committee**
Coordinates with the University planning committee for events that occur during Open House.

**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.

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 pursuit should contact the Office of Student Activities at 248.204.4105.

**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 coordinator of student activities at 248.204.4105 or stuevent@ltu.edu. Monthly event information is available at www.ltu.edu/student_affairs/spam1.asp.

**Professional Organizations**
American Chemical Society (ACS)
American Institute of Architecture Students (AIAS)
American Institute of Graphic Arts (AIGA)
American Society of Civil Engineers (ASCE)
American Society of Interior Designers (ASID)
American Society of Mechanical Engineers (ASME)
Associated General Contractors of America (AGC)
Association for Computing Machinery (ACM)
Biomedical Engineering Society (MES)
Black Student Union (BSU)
Engineering Society of Detroit (ESD)
Institute of Electrical and Electronic Engineers (IEEE)
International Interior Design Association (IIDA)
Interior Architecture Student Organization (IASO)
MichBio
Michigan Society of Professional Engineers (MSPE)
Michigan Women in Technology
National Society of Black Engineers (NSBE)
Society of Automotive Engineers (SAE)  
Society of Physics Students  
Society of Women Engineers (SWE)  

**Honor Societies**  
Chi Epsilon  
Eta Kappa Nu (Theta Upsilon Chapter)  
Lambda Iota Tau and Tau Iota  
Pi Tau Sigma (Phi Iota Chapter)  
Sigma Pi Sigma  
Tau Beta Pi (Michigan Eta Chapter)  
Tau Sigma Delta  

**Clubs and Publications**  
Alternative Energy Student Group (AESG)  
Anime Group (LAG)  
Artists’ Guild  
Athenaeum (Philosophy Club)  
Campus Crusade for Christ  
Collegiate Entrepreneurs’ Organization (CEO)  
Computer Gaming Club  
Detroit Metropolitan High School Mathematics and Computer Club (DMHSMC2)  
Honors Society  
Math Club  
Musicians’ Society  
*Prism*  
Psychology Club  
Residence Hall Association  
Ski and Snowboarding Club  
Society of Dramatic Arts (SODA)  
Student Alumni Council  
Students Planning Activities Monthly (SPAM)  
Students Taking a New Direction (LGBT Alliance)  
*Tech News*  
Toastmasters International  

**Greek Life**  
*Interfraternal Council*  
This organization provides coordination and improves communication among the various Greek-letter social organizations on campus.  

**Greek Letter Organizations**  
Fraternities  
Alpha Sigma Phi  
Phi Beta Sigma  
Phi Kappa Upsilon
Sororities
Alpha Kappa Alpha
Chi Omega Rho
Delta Phi Epsilon
Delta Tau Sigma

ATHLETICS AND INTRAMURALS

Intramurals
Intramural sports, which are free to all students, include football, softball, basketball, table tennis, indoor soccer, racquetball, wallyball, badminton, and volleyball. Tennis, skiing, golf scrambles, a 5K run, billiards tournaments, and other special events are sponsored by the Office of Student Recreation. Any group of students is welcome to form teams and submit the names to the Office of Student Recreation for scheduling of games.

Club Sports
Club sports allow Lawrence Tech students to compete with clubs and varsity teams from other colleges and universities. Men’s soccer, men’s ice hockey, men’s cricket, women’s volleyball, and co-ed curling are currently offered and other sports are possible if student interest is sufficient to field teams.

ATM (CASH) MACHINE
An automated teller machine (ATM), hosted by Michigan First Credit Union, is located in the atrium of the Buell Management Building. Available anytime the building is open, this unattended ATM accommodates 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.

BOOKSTORE
The University Bookstore, located in the atrium of the Buell Management Building, offers books, instruments, supplies, software, greeting cards, snack items, and a wide variety of other items for purchase. A “spirit shop” features clothing, gifts, and distinctive custom signature items emblazoned with Lawrence Tech’s name. Fall and spring semester hours are: Monday – Thursday, 9 a.m. – 7 p.m., and Friday, 9 a.m. – 1 p.m. For summer hours, call 248.204.3030 or visit the bookstore (http://lawrence-tech.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=30552&catalogId=10001&langId=-1).

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 advisor has approved and forwarded to the
Department of Campus Safety an extended access hours authorization via email. Faculty members and faculty advisors 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 advisor may forward extended-access authorizations via email to ltu_safety@ltu.edu. Please allow 24 hours advance notice for extended hours requests. Students 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.

**CAREER SERVICES**

The Office of Career Services is much more than a place where students can go to find a job when they graduate. Career Services provides a wide variety of services and programs that, as early 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 same abilities, values, and interests. The office also assists students with gaining cooperative education and internship experiences in their chosen fields.

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_service/careerquest.asp), lists opportunities for students and alumni. Students can also post resumes, schedule on-campus interviews, register for career fairs and expos, research employers, and much more on CareerQuest.

The office also hosts an On-Campus Employment Fair every semester. At the fair, the colleges, departments, and offices, such as Dining Services, Student Recreation, and the bookstore, interview students for on-campus positions available beginning in the fall semester. In August, students may view available positions on CareerQuest (www.ltu.edu/career_services/careerquest.asp). Student assistants, whose responsibilities vary from administrative support and applied research to general labor, are great assets to the University. Students who need help in writing their resumes to prepare for the fair should contact the career services staff.

The Office of Career Services is located in Room C404, Taubman Student Services Center, and is open daily 8:30 a.m. – 4:30 p.m. Appointments outside of regular business hours can be made by special arrangement.

**COMPUTER AND ONLINE LEARNING RESOURCES**

Lawrence Tech provides laptop or tablet computers to all undergraduate students to ensure that they have full access to the University’s rich educational resources and to better prepare them for the workplace. Undergraduate students may obtain a laptop upon registration, 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 they are available
at the end of the undergraduate laptop distribution period. Laptops are distributed at the beginning of every semester. Laptops are also available to Lawrence Tech faculty.

A uniform suite of the most recent software applications is installed on each laptop. Software applications specific to each college are also included, so that students have all the software resources they need for their declared majors.

All students, faculty, and staff have access to email, the Internet, and protected file storage on the University’s servers. Campus is completely wireless, so access is possible anywhere in the academic cluster. Students can use several public printers located in the Help Desk office, the Engineering Building, the library, and in University Housing-North and Housing-South.

**Help Desk**
The Help Desk, located in the MPC Student Computer Center, Room C203, Taubman Student Services Center, provides walk-in support to all students and faculty, including problem diagnosis; laptop and tablet distribution, return, and repair; wireless network configuration; password changes; email setup; instruction and training; and more. Laptop diagnosis and minor repairs are handled on-the-spot. Other repairs are made within 24 to 48 hours, and a loaner laptop is provided if needed.

Help Desk hours are Monday – Thursday, 8 a.m. – 6:30 p.m., and Friday, 8 a.m. – 4:30 p.m., during the fall and spring semesters. Telephone support is also provided during these hours at 248.204.2330. Hours are reduced during breaks and the summer months. For more information about Help Desk services and the laptop program, visit [www.ltu.edu/computer_center/helpdesk.asp](http://www.ltu.edu/computer_center/helpdesk.asp).

**My.ltu.edu**
Lawrence Tech’s comprehensive e-learning and services portal, *my.ltu.edu*, offers an expanding variety of resources and conveniences. Among them is Blackboard, a comprehensive and flexible e-learning software platform that delivers the University’s course management system, customized institution-wide portals, online communities, and an advanced architecture that provides for Web-based integration with the University’s administrative systems.

The University’s course management system offers students the 24/7 access to professors and fellow students that is not available in the typical classroom environment. Professors post their syllabi online, as well as class lectures and assignments, for immediate retrieval anytime, anywhere. Other features available through Blackboard are discussion boards for posting questions to and receiving answers from other students and the professor in the class; Virtual Chat Room capabilities for asynchronous communication with the entire class; the ability to submit assignments to professors; Web conferencing; instant messaging; podcasting; and many others.
**LTU Online**
LTU Online develops fully online degree and certificate programs for working students. Today’s global work environment may prevent students from taking on-campus classes. LTU Online is designed to help address these challenges and bring the quality of a Lawrence Tech education to wherever students work or their family takes them.

LTU Online offers core and elective courses in these programs: Master of Business Administration, Master of Engineering Management, Bachelor of Science in Information Technology, Graduate Certificate in Architecture Management, Graduate Certificate in Nonprofit Management, and Graduate Certificate in Program Management. Other degree and certificate programs are under development, and students should visit www.ltu.edu/ltuonline for current information.

All LTU Online degree and certificate programs are academically equivalent to on-campus programs and are fully accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

**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 each other on campus are coordinated by the Office of the Dean of Students and the Office of Student Activities. Popular programs include the fall semester Blue Devil Welcome Week picnic, concert, and Party on the Yard; New Student Convocation; movie nights; and Pushing Honey Through awards for supportive family members.

**Student Code of Conduct Adjudication Services**
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*.

**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 for becoming self-efficient learners are provided by staff in the Academic Achievement Center. Students desirous of discussing personal or emotional concerns may receive clinical counseling services provided by licensed psychologists free of charge through the Office of the Dean of Students.

**DINING SERVICES**
Café Lawrence, located on the second floor of the Buell Management Building, is open during the fall and spring semesters and provides dining services for the entire campus community, including take-out meals, catering, special events, and more. Students have the convenience of both a la carte dining and three flexible student meal plans, averaging three, five, or eight meals per week. Each plan offers a set amount of Café Cash, Lawrence Tech’s exclusive declining balance credit account. Individual Café Cash declining credit accounts can also be purchased at Café Lawrence for use during the fall and spring semesters. Dining Services oversees the operation of the student-run coffee bar, the Larry Joe, located in the atrium of the Buell Management Building. This is a great place to meet fellow students to review notes or to get a quick bite to eat. Lawrence Tech Pizza, operated out of Café Lawrence nightly, offers delivery service to the residence halls. Students can purchase an impressive line-up of menu items, including pizza, using their Café Cash account. Special events and dinners can be arranged with the director of dining services at 248.204.3203.

As the exclusive food service vendor for Lawrence Tech, Taher, Inc., 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 dining services at 248.204.3203.

**DISABILITY SERVICES**
The Office of the Dean of Students, 248.204.4100, and the Office of Disability Services, 248.204.4119, coordinate 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, refer to Lawrence Tech’s website or contact the disability services coordinator at 248.204.4119 or through the Michigan Relay Center at 800.649.3771 to schedule 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, Taubman Student Services Center, Room C404.

DTE ENERGY ONE-STOP CENTER
Located on the third floor of the 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.

DUPLICATING FACILITIES
Pay photocopying machines are located in the library and in the Academic Achievement Center. Both machines accept dollars and coins.

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

FIELD HOUSE/RECREATION
The Don Ridler Field House includes a gymnasium, weight and conditioning room, running track (1/11th mile), four racquetball/wallyball courts, and men’s and women’s locker rooms with showers and saunas.

Field House Hours

*September – Mid-May*
Monday 6:30 a.m. – 11 p.m.
Tuesday 8 a.m. – 11 p.m.
Wednesday 6:30 a.m. – 11 p.m.
Thursday 8 a.m. – 11 p.m.
Friday 6:30 a.m. – 10 p.m.
Saturday 9 a.m. – 5 p.m.
Sunday Noon – 5 p.m.

*Mid-May – August*
Monday 6:30 a.m. – 10 p.m.
Tuesday 8 a.m. – 10 p.m.
Wednesday 6:30 a.m. – 10 p.m.
Thursday 8 a.m. – 10 p.m.
Friday 6:30 a.m. – 9 p.m.
Saturday 9 a.m. – 1 p.m.
Sunday Closed
FINANCIAL AID
The Office of Financial Aid, as a division of Enrollment Services, can be contacted at the DTE Energy One-Stop Center (248.204.2280) in the Taubman Student Services Building. Approximately two-thirds of all students at Lawrence Tech receive some form of financial aid. Grants, scholarships, loans (types and amounts), and work study eligibility vary by student, depending on need, merit or ability, and availability of funds. All students are encouraged to apply by March 1 every year to avoid potential processing delays. All awards are offered based 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.ltu.edu/financial_aid. Most initial awards are based on the assumption of full-time attendance (six or more credit hours for graduate students). All awards will be adjusted for part-time attendance and disbursed proportionally, depending on whether a student attends three-quarter-time (five credit hours for graduate students) or half-time (three or four for graduate students). Most students are not eligible for financial aid if attending less than half-time (less than three 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) before 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 finalized shortly after the Add/Drop period. Refundable balances of excess financial aid will be processed accordingly, based on the wishes of each student. 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, non-degree, and international students are not eligible for most financial aid programs.

For a list of loan options available, please contact the Office of Enrollment Services at the DTE Energy One-Stop Center (enrollmentservices@ltu.edu or 248.204.2280).

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 growth. 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 furnished one- and two-bedroom apartment-style 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. Coin-operated laundry facilities are provided in Housing-South. Parking close to each building is provided free for residents.

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.

Lawrence Tech also requires all residential freshman and transfer students with less than 30 credit hours completed to participate in, at a minimum, the traditional 80 meals per semester meal plan. Residence hall students with more than 30 credit hours completed are required to purchase a minimum of $125 in Café Cash per semester or one of the established meal plans.
Anyone seeking on-campus housing should complete a Housing and Meal Plan Application and Contract and pay the application fee. Applications are available from the Offices of University Housing and Admissions and at www.lt.edu/housing/forms.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 to be eligible for housing. For more information, please contact the Office of University Housing at 248.204.3940.

**Renter’s Insurance**
Students residing in University housing, or in locations other than their family home, are advised to secure renter’s insurance on their personal belongings and furnishings to protect against loss, theft, or damage. See also Student Insurance.

**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 Café Cash, which can be spent at Café Lawrence and the Larry Joe coffee bar in the atrium of the Buell Management Building. 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 and Registration (O and R). 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 at the DTE Energy One-Stop Center to have the replacement charge waived.

**INTERNATIONAL STUDENTS**
The Office of International Programs serves as the primary contact for international undergraduate, graduate, and doctoral students and scholars who attend classes on campus. Services offered include guidance on enrollment requirements, visa requirements, on-campus employment, and resource information. All new international students are required to meet with an advisor from the Office of International Programs upon arrival.

Student participation in an orientation prior to classes is also required. International student orientation dates will be posted on the Lawrence Tech website.

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., or by appointment.

**LAPTOP SUPPORT HELPDESK**
See Computer and Online Learning Resources

LIBRARY
Lawrence Tech’s 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, 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 professional library of the late renowned architect Albert Kahn and a complete collection of the Society of Automotive Engineers papers since 1965. The professional librarians, on duty during all scheduled hours, are skilled in locating information both in the Lawrence Tech collection and at numerous other institutions. They 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.

While the library’s catalog is available to the public on the Lawrence Tech website (http://library.ltu.edu), premium content, including databases and full-text material, tailored to serve the needs of 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 24,000 electronic books and more than 53,000 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 libraries 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 more 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 per item per day (books)
$1.00 per item per day (all Reserve Desk 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 records.

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

LOCKERS
Lockers in the Architecture Building and the University Technology and Learning Center (UTLC) are assigned by the College of Architecture and Design, 248.204.2880.

LOST AND FOUND
The Department of Campus Safety (248.204.3945) is the clearinghouse for lost and found articles. Campus Safety delivers all found Lawrence Tech laptop computers to the Laptop Help Desk (248.204.2330).

MARTIN LUTHER KING DAY
The University is open and classes are held on Martin Luther King Day. To afford all members of the University community an opportunity to participate in the Freedom Walk celebrating Dr. Martin Luther King’s life and legacy, students, faculty, and staff, upon request, may be excused from any scheduled classes, office hours, meetings, etc., from 11 a.m. – 1 p.m. Temporary help, substitute instruction, rescheduling, etc., will be provided as needed. During this period, all mandatory activities such as exams, presentations, or other graded activities will be deferred, although assignments may be made by email for subsequent sessions.

MOTOR VEHICLES AND PARKING
All students may have motor vehicles on campus. Ample paved, lighted parking is provided free for students, faculty, staff, and visitors. Each student, faculty, or staff vehicle must display a current Lawrence Tech parking permit, which is available from the Department of Campus Safety. Lawrence Tech Campus Safety officers are authorized to write tickets and levy fines for improper driving or parking. Campus motor vehicle parking and traffic regulations are outlined in the Student Handbook. The University is not liable for accidents, damage, or theft.

ONLINE STUDENT SERVICES
Lawrence Tech offers convenient online student services. Students can register for courses, view their academic records and account balances, make tuition payments, and conduct financial aid transactions through BannerWeb from any location at any time.

Students may register online using their nine-digit student identification number and their PIN. In addition, undergraduate students need to obtain an Alternate PIN from their academic advisor. The Alternate PIN is the advisor’s electronic signature, giving the student approval to register. Students owing a balance from previous semesters may not 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. See also Computer and Online Learning Resources.

OPEN DOOR POLICY
The president’s door is always open to students. Usually after consultation with instructors, department chairs, college deans, the dean of students, the provost, or other responsible administrative offices, students will find that any concerns will be satisfactorily addressed. If not, students may contact the president’s executive assistant, who will prepare a briefing and arrange a convenient appointment between the student and the president.

POSTAL AND PACKAGE SERVICES
Mailboxes for outgoing U.S. mail are located in the lobbies of the Engineering, Buell Management, and Science buildings and at the Information Desks at both residence halls. All mail and packages are delivered to the Information Desks, where stamps may be purchased.

United Parcel Service (UPS) has an outbound package kiosk located outside the Buell Management Building on the north (C Lot) side of the building (atrium level).

POSTING AND ADVERTISING POLICY
“Flyer” means any writing, notice, pictorial presentation, poster, or similar item intended to convey a message of a temporary nature. For purposes of display, all flyers must be no larger than 21 by 15 inches.

“Banner” means any display larger than a flyer on flexible material. For purposes of display, all banners must be no larger than 6 by 9 feet.

“Sign” means any display of a written or pictorial nature intended to convey a message of a more permanent nature.

1. Individuals and student groups or student organizations must seek the approval of the Office of Student Recreation in the Ridler Field House or the Office of the Dean of
Students in the Taubman Student Services Center (C405) for all flyers prior to posting. An approval stamp and date will be placed on the flyers, which indicate a removal date.

2. Only 30 copies of stamped and approved flyers will be distributed by Office of Student Recreation staff or the Office of the Dean of Students staff to approved locations monitored by these offices. A list of the posting locations can be obtained from either office. Flyers will be removed by the staff on the expiration date. If flyers are not about an event, they can remain posted for one month after approval. **Posting of flyers in classrooms, on windows, on doors, and on walls is strictly prohibited.** Material posted on surfaces other than designated bulletin boards will be removed.

3. Only one flyer will be posted per bulletin board. Locations having two or more bulletin boards may have a flyer posted on each board.

4. Flyers are posted two times per week from each office (Tuesdays/Thursdays by Student Recreation staff; Mondays/Wednesdays by Dean of Students staff).

5. Individuals and student groups or student organizations desiring to post flyers in the residence halls must, after approval from the Office of Student Recreation or the Office of the Dean of Students, submit the flyers to the Office of University Housing (C205) and they will be posted by housing staff in each hall. A total of 18 stamped and approved flyers will provide posting coverage for every floor in each residence hall.

6. Notices of items for sale by individuals who are not regularly engaged in the business of such sales may be posted by bringing such notice to the Office of Student Recreation or the Office of the Dean of Students for approval.

7. Approved and stamped banners may be posted in the atrium of the Buell Management Building along the third-level railing.

8. The use or reproduction of the University seal, the name, official logotypes, and official symbols of Lawrence Technological University is prohibited for any purpose without prior written permission from the Office of Marketing and Public Affairs (Buell Management Building, M376).

9. Any unapproved flyers will be removed. Failure by a student organization to abide by these guidelines may result in the loss of posting privileges.

**RAFFLE OR CHARITABLE GAMING EVENT GUIDELINES**

Any student organization requesting to host a gambling tournament or raffle must contact the coordinator of student activities to receive guidance on completing a Charitable Gambling Application through the State of Michigan 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 takes approximately 4 – 6 weeks for the Bureau of the State Lottery to approve an application. Visit [http://michigan.gov/lottery](http://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 Activities and make an appointment with a professional staff member to discuss the event and find out what steps must be taken to secure its approval. If the event includes any form of public address equipment or amplified sound, groups must complete forms for Campus Facilities and inform Campus Safety.

**SAFETY AND SECURITY**

A safety team patrols Lawrence Tech 24 hours a day. But because no metropolitan area is immune from criminal activity, all students should take an active role in assuring personal safety.

Report suspicious persons or activities immediately to the Department of Campus Safety (available 24 hours a day) by dialing ext. 3945 (or 248.204.3945). For emergencies, dial *911 (Star-9-1-1) to be connected to Campus Safety, which will contact the appropriate emergency service.

Lawrence Technological University, in full compliance with the Federal Crime Awareness and Campus Security Act of 1990, makes security information available to Lawrence Tech’s students, faculty and staff, applicants for admission, newly hired employees, and the general public. Statistics on campus crime may be examined at the Department of Campus Safety. Campus safety and security statistics for the prior academic year are available at [www.ltu.edu/campus_safety](http://www.ltu.edu/campus_safety).

**SPIRIT ROCK**

The Spirit Rock exists to provide students and student organizations the opportunity to express their spirit and pride in Lawrence Technological University. To maximize this opportunity, students are expected to comply with 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 ACTIVITIES**

The Office of Student Activities (C404) provides programs and services for the entire University community. Student Activities coordinates a variety of opportunities for students to become involved on campus and in the Southfield and Metro Detroit areas. The mission of Student Activities is to encourage the intellectual, social, and civic development of students individually and through student groups.
The programs Student Activities provides includes:
Blue Devil Welcome Week
Discovery Days (New Student Orientation)
Leadership LTU

Student Activities also oversees and advises:
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 endeavor to build community and create a sense of connectedness between commuters and the University. They include day trips, Good Evening Commuters workshops, and online resources that benefit the commuter population.

**Multicultural Support Services**
Multicultural Support Services supports Lawrence Tech’s commitment to diversity and works to increase 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.

Multicultural Support Services provides a support and advocacy network through which students from underrepresented groups are given assistance during their academic tenure. Programs include welcome receptions; cultural programs and forums that enhance the intellectual, social, and personal development of students; and speakers and discussions that focus on relevant social, cultural, and academic issues. Multicultural Support Services also advises multicultural student organizations.

**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 educational mission of Lawrence Tech by creating communities that foster and support student growth and development.

Included in the division are the Office of the Dean of Students, Career Services, Clinical Counseling Services, Dining Services, Disability Services, International Programs, Student Activities (which includes Commuter Support Services and Multicultural Support Services), Student Recreation, 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/EMAIL
Lawrence Tech’s official method of communication with students is through the use of University email. All students are issued a free email account. They are expected to check their Lawrence Tech email accounts frequently and regularly for notices related to enrollment and financial matters, including important deadline and date information. For assistance in accessing email off campus, contact the Computer Help Desk at 248.203.2330.

Students’ email accounts are composed of the first letter of their first names, the first letter of their last names, and their nine-digit student identification numbers. When students send email using their Lawrence Tech email accounts, they should be mindful that these reveal their student identification numbers. If students do not wish others to see their identification numbers, they should elect another email account from which to send their email.

Students should note that while using Blackboard, the default email is their Lawrence Tech email account if they elect not to change their email accounts. This means that when posting notices on discussion boards, etc., within Blackboard, students’ Lawrence Tech email accounts (which include ID numbers) are visible to others within the class.

Blackboard has an option for a class roster that shows the students’ names and email addresses. The instructor should have this option shut off so as not to reveal this information.

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 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 or contact the Office of University Housing.

STUDENT LOUNGES
Student lounges are located in the fireplace area of the Engineering Building, on the lower level of the Architecture Building, and in the lobby of the Science Building. The Larry Joe coffee bar, hosted by Dining Services, also has a lounge area located in the atrium of the Buell Management Building. The Commuter Student Lounge is located in Room S202 of the Science Building.
STUDENT RECORDS
Lawrence Tech students may view their academic transcripts, account information, and other student-related information through BannerWeb at http://my.ltu.edu. Student records are located in a secured area that requires the student’s 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 Lawrence Tech’s Office of Financial Aid (enrollmentservices@ltu.edu or 248.204.2280). Veterans may also contact the U.S. Department of Veterans Affairs (http://gibill.va.gov) with questions concerning program eligibility. Veterans Affairs 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 enrollment in a qualified program according to Veterans Affairs guidelines. All veterans receiving GI benefits are expected to maintain Satisfactory Academic Progress (see www.ltu.edu/financial_aid/sap_policy.asp for details).

Veterans Affairs regulations permit only a two-semester probation period unless there are mitigating circumstances as determined by Veterans Affairs. The University will inform Veterans Affairs and the student when the student does not meet academic standards of progress and is no longer eligible for benefits.
Retrospective

“All the worthwhile and precious things in life are only obtained through continuous and exacting effort, and their worth is in direct proportion to the effort put forth for their attainment.”

Russell E. Lawrence
1889–1934

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 during its formative years from 1934 to 1964), turned a dream of preparing students for leadership in the new technical era into reality.

For over 75 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 university serving a public purpose.

Several new buildings, the addition of graduate degrees, 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 served as president 1993–2006 and 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, the 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 on July 1, and was inaugurated on November 2, 2006. He had previously served as provost, the University’s chief academic officer, and executive vice president. Walker is committed to developing the leadership skills of Lawrence Tech’s students and is working with faculty to add a leadership component to the curricula of all undergraduate
programs. In addition, he is forging partnerships with universities worldwide that bring international students to campus and provide further opportunities for Lawrence Tech students to study abroad.

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 80 programs in four colleges, with a total enrollment of nearly 5,000 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 created, 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 (CIMR) in 2006. The Center for Innovative Materials Research was dedicated in 2008.

The University also offers programs at education centers in southeastern and northern Michigan as well as international programs in Asia, Europe, Mexico, and the Middle East.
Admission to the University

The University has a selective admissions process – the objective of which is to identify men and women who have the highest potential for advancement in their chosen field of study. While the applicant’s academic record is a reliable measure for the prediction of academic success, the admissions decision is more complex than admitting students on the basis of a numerical formula. With this intent, Lawrence Tech considers, in addition to the applicant’s previous academic record, factors that demonstrate an aptitude for successful study.

For the admissions requirements for any of Lawrence Tech’s undergraduate degree programs, see the Undergraduate Catalog.

ADMISSION TO GRADUATE PROGRAMS
To initiate the application process, contact the Office of Admissions (800.CALL.LTU or 248.204.3160) to receive the Application for Graduate Admission or visit the Lawrence Tech website at www.ltue.edu/futurestudents/apply.asp to apply online. In order to apply to any graduate program, students must submit the following to the Office of Admissions:

1. Completed Application for Graduate Admission;
2. Application fee;
3. Official transcripts of all completed college work;
4. Any additional material as required by the college offering the degree (i.e., GMAT/GRE scores, resume, letters of reference, portfolio, etc.). These requirements are described under the program of interest, later in this Catalog.

Application materials received will be carefully evaluated by the college’s Graduate Admissions Committee. To facilitate this process, the graduate applicant must provide all documentation at the time designated by each college. After the application has been reviewed by the committee, the student will be notified of the results by the Office of Admissions. The Office of Admissions will be the student’s point of contact from the application stage through the orientation program; the only exceptions are for certain events specified by the pertinent college.

In general, a cumulative undergraduate GPA of at least 3.0 is required for regular admission to the graduate programs. For students with less than a 3.0, the college’s Graduate Admissions Committee will carefully review the academic performance during the last two undergraduate years, letters of recommendation, and any work experience to determine acceptability to the graduate programs. For specific admission requirements, please see the program listings, which follow in this Catalog.

Applicants who do not meet all of the conditions for regular admission may be considered for conditional admission, provided they show exceptionally high aptitude. A conditional graduate student will be granted regular admission status only after maintaining the stipulated conditions as specified by the college’s Graduate Admissions Committee.
GRADUATE ADMISSIONS TESTS
Certain programs may require one of the standardized graduate tests for admission. The GMAT and GRE exams are prepared by the Educational Testing Service and are administered regularly throughout the United States and various foreign countries. Arrangements to take the test should be made by requesting an application from:

Graduate Management Admissions Test
Educational Testing Service
PO Box 6103
Princeton, NJ 08541

or

Graduate Record Exams
Educational Testing Service
PO Box 6000
Princeton, NJ 08541

TRANSFER STUDENTS
Policies pertaining to transfer students from other accredited graduate programs may be found later in this Catalog in the description of the specific program of interest. Each graduate program establishes its own policies on transfer credit. Students considering transferring to Lawrence Tech from other universities must follow the same admissions requirements as described above in Admission to Graduate Programs section. Any questions concerning credit evaluations must be resolved by the end of the first semester at Lawrence Tech.

Students may be required to submit additional evidence (e.g., course syllabi, catalog descriptions, portfolio, and tests/examinations) in order to justify transfer of credits. The college’s Graduate Admissions Committee may require the applicant to demonstrate proficiency in the subject either through an interview or a written examination prepared by faculty members who have expertise in the subject/discipline. See your graduate program administrator for specific policies on transfer credit pertaining to your degree program.

GUEST STUDENTS
Graduate students may apply to Lawrence Tech as a guest student from another Michigan college or university. Guest students are allowed to enroll in specific courses for which all prerequisites have been met and for one semester only. Lawrence Tech students have enrollment preference over guest students.

Application as a guest student requires:
1. A completed Michigan Uniform Guest Application from the Michigan institution in which the student is enrolled, which specifies the courses to be taken and includes the approval and official seal of the academic advisor and/or registrar.
2. A copy of the college transcripts showing current GPA and prerequisites for the course(s) requested.

Students not currently enrolled in collegiate programs and those who attend institutions outside of Michigan must apply as a regular graduate student or as a non-degree special student.

**NON-DEGREE SPECIAL STUDENTS**

Graduate students who elect to take courses but who do not wish to pursue a degree program may enroll for one semester as a special student by submitting the following to the Office of Admissions:

1. A completed application for admission (see Non-Degree Special Student section of the graduate application) and the non-refundable fee;
2. Unofficial copies of transcripts from institutions attended.

Special students must meet the normal requirements for graduate admission. Lawrence Tech students have enrollment preference over special students.

A special student who wishes to obtain regular admission to a graduate program must make a regular application to that program and meet all admissions requirements.

Credit for courses taken while a special student may be applied toward the degree if approved by the college’s Graduate Admissions Committee as part of the admissions process. When courses taken as a special student are applied toward a degree, the cumulative GPA will be computed from all graduate courses taken at Lawrence Tech.

**INTERNATIONAL STUDENT ADMISSION REQUIREMENTS**

International students must have above average grades in their post-secondary academic course work. International students applying for graduate programs must meet all admissions requirements. In addition, the following items must be submitted to the Office of Admissions no later than 60 days before the start of the desired semester of enrollment:

1. Completed application for admission signed by the student and non-refundable fee in U.S. currency;
2. Certified true copies of original academic transcripts;
3. Evidence of English proficiency;
4. Affidavit of Support (for F-1 visa holders);
5. Completed F-1 Visa Transfer Form (for F-1 students transferring from a U.S. college or university).
TRANSFERS WITHIN THE UNIVERSITY
Students wishing to transfer to another college within the University (example: architecture to engineering) must apply to that program and meet all regular admissions requirements (see Admission to Graduate Programs section).

CHANGING MAJORS WITHIN A COLLEGE
Currently enrolled students desiring to change majors within their college (example: Master of Business Administration to Master of Science in Operations Management) do not need to reapply for admission. Students should contact the Graduate Program Administrator of their college and complete the appropriate change of curriculum form. In some cases, administrative paperwork may be required through the Office of the Registrar. Evaluation of credits into the newly desired program will be determined by the college’s Graduate Admissions Committee.

INTERRUPTION OF STUDIES
Students who do not enroll for classes within three calendar years must reapply for admission. Readmission is not automatic; admission policies and academic programs in place at the time of readmission will apply. Students returning less than three calendar years from their previous enrollment may register in their original program without readmission. However, returning students who wish to change colleges or who have transfer credit from other institutions must reapply as a transfer student and will be subject to the curricula and requirements of the chosen program upon their return.

RETURNING ALUMNI
The application fee is waived for Lawrence Tech alumni applying to master’s and doctoral programs.

ADMISSIONS ADVISING AND TOURS
The Office of Admissions is open year-round (except holidays). Admissions counselors are available on a walk-in basis on weekdays. Students are encouraged to call the Office of Admissions at 800.CALL.LTU if they have any questions, if they require information, or if they would like to schedule a tour of the campus.
Tuition and Fees

Lawrence Technological University sets tuition rates with the one goal of providing students with the best possible learning experience. The emphasis is on quality. Concurrently, the University has a long tradition of prudent management that has allowed it to contain costs and provide students with extraordinary value for their tuition investment, but never at the expense of Lawrence Tech’s primary emphasis.

Tuition at Lawrence Tech is used to cover many of the costs associated with a student’s learning experience. Remaining expenses are funded through support from the University’s alumni and friends, including gifts from individuals, corporations, and foundations.

Tuition and fees are normally established on an annual basis. However, the University reserves the right to make changes in these charges or to initiate or delete charges without notice. The schedule of current tuition and fees is published separately from this Catalog and are available at www.ltu.edu/registrars_office/tuition_fees.index.asp or from Lawrence Tech’s Offices of Admissions, Business Services, or Enrollment Services/Registrar.

PAYMENT OF TUITION AND FEES
Tuition and fees are due in two installments each semester. If full payment cannot be made by the deadline, the following options are available:

1. Enroll in Tuition Management Systems, which provides for making monthly payments
2. Provide Billing Authorization Forms (Tuition Vouchers) when the student’s employer is to be invoiced by the University
3. Request clearance from the Office of Enrollment Services based on estimated eligibility for financial aid. The student will be fully responsible for any charges that are not covered by financial aid

The options stated above are available only when all prior balances have been paid in full. Monthly late charges will be assessed on all accounts with past due balances. Transcripts, diplomas, and/or permission to register will not be issued if an outstanding balance appears on a student’s account.

METHOD OF PAYMENT
Students can make payments on their accounts using any of the following methods:

1. Pay with cash, check, money order, or credit card at the DTE Energy One-Stop Center in the A. Alfred Taubman Student Services Center
2. Mail a check, money order, or appropriate credit card information
3. Phone (248.204.2280) or fax (248.204.2229) appropriate credit card information to the One-Stop Center.
4. Use a credit card via BannerWeb at http://my.ltu.edu
5. Via the Drop Box located to the side of the DTE Energy One-Stop Center.

COSTS FOR WITHDRAWAL
Costs for withdrawal are established as stipulated by federal regulations. The date when credit for withdrawal will be received can be obtained from Enrollment Services/Office of the Registrar.

A full tuition refund will be granted for all drops completed within the Drop/Add period. Official Drop/Add period dates for each semester are available at www.ltu.edu/registrars_office/calendar_final_exam.index.asp.

After the Drop/Add period, no refunds are provided. Registration fees, activity fees, graduation fees, and course fees are non-refundable and are not included in the withdrawal credit calculation. Balances remaining after the drop adjustments must be paid based upon the University policy for payment of tuition and fees. Credit balances will be refunded.

The semester begins on the first day of classes as listed in this Catalog, unless otherwise indicated.

The date of withdrawal is the date the student’s drop form is validated by Enrollment Services/Office of the Registrar, the postmark date of the letter of withdrawal, or the date the student completes the withdrawal on BannerWeb at http://my.ltu.edu.

All students withdrawing from classes may have their financial aid eligibility adjusted or cancelled for the semester and will be subject to Lawrence Tech’s federal Return to Title IV and Satisfactory Academic Progress policies. For additional information, see Financial Aid in this Catalog.

STUDENT TUITION APPEAL PROCESS
If students wish to receive an exception to University policy and drop classes after the tuition refund deadline and receive a refund of any type or wish to have the late registration or the late transaction fee waived, they should submit to Enrollment Services/Office of the Registrar the Tuition and Fee Appeal Form, along with a letter explaining the request and the rationale for the request. All supporting documentation should be submitted at this time (e.g., medical documentation). The appeal will not be accepted or reviewed without all information in hand.

The registrar then prepares a packet of information for the Appeals Committee that includes the student’s current semester schedule, the tuition statement for the current and previous semesters, a list of the student’s courses and grades, and the student’s financial aid status. The Appeals Committee (composed of the registrar, dean of students, director of financial aid, director of admissions, and supervisor of student accounting) reviews each student request and makes a determination. The committee may also contact the student’s instructor(s) to inquire as to the student’s attendance record and current grade in the course. The registrar then sends a letter to the student with the decision.
Students should be aware that if an exception is made, the amount of their financial aid may be impacted and in some circumstances they may potentially owe the University money.

It is important to note that exceptions to University policy are made only in rare circumstances, such as a debilitating illness. Requests made because of difficult work schedules or class schedules will not be considered.
Financial Aid

Financial assistance at Lawrence Tech is granted without regard to an applicant’s race, sex, color, age, handicap, marital status, or national or ethnic origin. The financial aid application procedure for both new and enrolled students interested in federal, state, and institutional programs begins by completing the Free Application for Federal Student Aid (FAFSA) every year. The online FAFSA can be found at fafsa.ed.gov or www.ltu.edu/financial_aid/federal_aid.index.asp.

All students are strongly encouraged to explore their financial aid eligibility and complete the Free Application for Federal Student Aid, otherwise known as the FAFSA. The FAFSA can be completed online at www.fafsa.ed.gov and is the primary application piece required for federal, state, and institutional financial aid consideration. The FAFSA must be completed annually and no earlier than the January 1 prior to the fall semester. To maximize their chance of receiving financial aid, students should complete the FAFSA by March 1 before the fall semester every year. To provide accurate income, tax, and asset information, students (and parents, if applicable) should consider moving up their appointment with their tax preparer to early February.

All financial aid applications will be processed and eligibility will be established based on the availability of funds. Also, some students are selected for a review process called Verification. Verification requires that students (and parents, if applicable). If students are selected, they will be notified by the school that they must provide the needed information. This information should be turned in or mailed to the DTE Energy One-Stop Center in the A. Alfred Taubman Student Services Center by April 1 for early consideration. All information provided after April 1 will be reviewed and processed but will be considered late.

Students must provide accurate and timely information and documentation to make the application review and awarding processes as smooth as possible. Generally speaking, from the time the FAFSA is submitted to the time an award notice is prepared and sent, it can take between two and six weeks.

New students at Lawrence Tech are notified of their financial aid awards beginning in April. Returning students are notified of their awards beginning in May.

STATE TUITION GRANTS FOR MICHIGAN RESIDENTS
Lawrence Tech students in need of financial aid have a special opportunity for assistance through the State of Michigan Tuition Grant program, which is exclusively for students attending independent Michigan colleges. Lawrence Tech students may receive outright grants of $100 to $2,750 toward yearly tuition, depending upon need, course load, and the availability of funds. Graduate students are eligible for four semesters of Michigan Tuition Grant payments.

Requirements
To qualify for a Michigan Tuition Grant, a graduate applicant must be a U.S. citizen or an eligible non-citizen of the United States and must have been a continuous Michigan resident since July 1 (of previous year), and must be at least a half-time student.

How to Apply
Students should complete the Free Application for Federal Student Aid (FAFSA) by carefully reading all of the instructions. This process can be completed online at fafsa.ed.gov or by requesting a paper version of the FAFSA from the Office of Financial Aid. This award will be prorated down for enrollment of less than 12 credit hours. The State of Michigan will send you a letter to confirm your eligibility. If you did not list Lawrence Tech as your first choice when you filled out the FAFSA, you will need to contact the state to notify them that you will be attending Lawrence Technological University (school code: 002279).

Deadlines
The deadline for the fall semester is March 21. This deadline may be extended depending on the availability of state funding. Even if you miss the deadline, it is highly recommended that you apply so the Office of Financial Aid can review your eligibility and the availability of funds.

STUDENT LOANS
Federal Subsidized Stafford Loan Program
Graduate students may borrow up to a maximum of $8,500 per year based on full-time enrollment (six credit hours). Loan eligibility is evaluated each semester and subject to change due to changes in enrollment status. Students must be enrolled at least half-time (three credit hours) in an eligible degree program at Lawrence Tech to be eligible for this loan. The federal government pays the interest on this loan during the grace and deferment periods (until six months after graduation, or falling below half-time status). Go to www.ltu.edu/financial_aid for further information.

Federal Unsubsidized Stafford Loan Program
Graduate students may borrow up to a maximum of $20,500 per year (including Subsidized Stafford Loans) based on full-time enrollment (six credit hours). Loan eligibility is evaluated each semester and subject to change due to changes in enrollment status. Students must be enrolled at least half-time (three credit hours) in an eligible degree program at Lawrence Tech to be eligible for this loan. Need is not a factor for this loan and the student is responsible for paying interest on the loan during the grace and deferment periods. The federal government does not pay the interest during the grace and deferment periods. Payment options can be viewed at www.federalstudentaid.ed.gov.

Stafford Maximums Per Year (beginning 2008–09)

<table>
<thead>
<tr>
<th>Student Level and Dependency Status</th>
<th>Maximum Stafford</th>
<th>Maximum Subsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>(subsidized and unsubsidized)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Graduate/professional  $20,500  $8,500

<table>
<thead>
<tr>
<th>Student Level and Dependency Status</th>
<th>Maximum Stafford (subsidized and unsubsidized)</th>
<th>Maximum Subsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate/Professional</td>
<td>$138,500*</td>
<td>$65,500*</td>
</tr>
</tbody>
</table>

*The graduate debt limit includes loans received for undergraduate study.

Alternative Loans
In addition to the Stafford loans, graduate students have access to a variety of alternative loans. The application process and terms for alternative loans vary by program and credit worthiness. Most students can receive funding regardless of financial need.

FEDERAL BENEFITS FOR VETERANS
The U.S. Department of Veterans Affairs (VA) provides a wide range of benefits to veterans. Veterans should contact the VA on questions concerning eligibility. New programs for some reservists and active duty personnel eligible for benefits are available as well.

The amount of the monthly allowance for Lawrence Tech veterans is based on the number of credit hours, the number of dependents, and the specific program of qualification.

All veterans receiving GI benefits are expected to maintain satisfactory academic progress. 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.

For additional information and details, contact the DTE Energy One-Stop Center at 248.204.2280.

BENEFITS FOR MICHIGAN NATIONAL GUARD PARTICIPANTS
Members of the Michigan Air and Army National Guard (MIANG/MIARNG) may be eligible to receive a grant from Lawrence Tech for up to 45 percent of base tuition and fees for full-time students listed in the current edition of *College Costs and Financial Aid Book*, published by the College Board. The grant will increase annually, as necessary, to remain at the 45 percent range of base tuition and fees as long as the student remains enrolled at Lawrence Tech. Grants for part-time students are prorated. MIANG and MIARNG members, including both prior and non-prior service members, will be awarded the grant based on the following eligibility criteria:
• Member is certified to be in good standing in the MIANG or MIARNG.
• Member is admitted to a graduate degree-granting program at Lawrence Tech.
• Member meets Lawrence Tech’s Michigan residency requirements, or is granted a waiver by the University.
• Member maintains satisfactory academic progress as determined by Lawrence Tech.
• Member is responsible for the cost of tuition for courses that are repeated and the Lawrence Tech grant will not apply to the number of credits for the repeated course(s).

Procedures
1. Members of the MIANG/MIARNG apply for admission to a degree-granting program at Lawrence Tech.
2. Upon approval for admission, members complete and forward the Lawrence Tech/MIANG/MIARNG Grant Application to their MIANG or MIARNG unit representatives.
3. Unit representatives verify that the members are in good standing and forward the applications to the appropriate Education Services Office, MIANG or MIARNG, at Headquarters, Michigan National Guard, 2500 S. Washington Avenue, Lansing, MI, 48913-5101.
4. The Michigan Army or Air National Guard education services officer forwards the applications to Lawrence Tech’s Office of Financial Aid.
5. Upon receipt of the completed and verified Lawrence Tech/MIANG/MIARNG Grant Applications, Lawrence Tech’s Office of Financial Aid will credit the grant amounts to the members’ accounts.

GRADUATE WORK-STUDY PROGRAMS
Graduate students meeting the eligibility criteria for work-study may be awarded funds from either the federal or state government. Students must be enrolled at least half-time (three credit hours) in an eligible degree program at Lawrence Tech to be eligible for work-study. Once notified of eligibility, students should contact the Office of Career Services for a list of potential employers. Once a work-study position is obtained, the student works and receives paychecks through the University payroll system. Work-study provides the opportunity for students to receive financial aid funds through employment opportunities on and off campus. Students must meet citizenship and residency requirements for each program.

JOB PLACEMENT SERVICE
The Office of Career Services maintains a list of available part-time and full-time jobs with area businesses and industries. Career opportunities, on-campus student employment, career fairs, and on-campus interviews are posted on CareerQuest (www.ltu.edu/career_services/careerquest.asp).

ADDITIONAL FINANCIAL AID INFORMATION
Basis for Awards
Students with the greatest need, as determined by standard federal methodology (resulting from completion of the FAFSA), receive the highest consideration for need-based funding depending on the availability of funds and the timing of the application.
Students meeting published application deadlines will have a greater chance of receiving preferred types of financial aid funds.

**Basic Costs**
Personal expenses for room, board, clothing, recreation, laundry, travel, books, and incidentals vary according to individual lifestyle. An estimate for the total cost of a student’s education can be made by adding tuition and fees to these items. The Office of Financial Aid provides an estimated cost of attendance at [www.ltu.edu/financial_aid/estimate.asp](http://www.ltu.edu/financial_aid/estimate.asp). This can be used to determine eligibility for need-based funding. Cost minus the Expected Family Contribution (EFC) is the basis for determining the need for financial aid. The EFC is calculated based on the information provided on the FAFSA each year.

**Satisfactory Academic Progress**
All students receiving financial aid are required to maintain satisfactory academic progress. Graduate students must maintain a minimum GPA of at least 2.75 to remain eligible for financial aid.

Students are also expected to make progress toward completing degree requirements. Students who withdraw from or drop one-third or more of the courses in which they have enrolled during the year will not meet the standards of academic progress for financial aid consideration.

Contact the DTE Energy One-Stop Center or go to [www.ltu.edu/financial_aid/sap_policy.asp](http://www.ltu.edu/financial_aid/sap_policy.asp) for information regarding the appeal and renewal procedure when standards of progress are not met.

**U.S. Citizenship**
Students must be U.S. citizens or eligible non-U.S. citizens as defined by the U.S. Department of Education to qualify for all financial aid programs. Federal regulations and University policy severely limit the types of financial assistance for international students.

**Defaulted Student Loans**
Students who have defaulted on student loans, owe a refund on a grant, or owe college tuition will not be eligible for any financial aid until the obligation is fulfilled and monies paid back to the University, the federal government, the state government, or the lender of interest.

**Verification of Financial Statement Information**
Lawrence Tech reserves the right to request from its students federal IRS income tax documentation along with a verification form for the entire family for the financial information provided. Students refusing to provide family income tax information will be denied financial aid. For families not filing a federal tax form, other types of verification will be required.
**Financial Aid and Credit Hour Reduction**

Financial aid may be reduced or canceled if a student takes less than three credit hours per semester. Award amounts for need-based financial aid are based on the number of credit hours attempted and a student’s demonstrated financial need. Students planning to drop all or part of their classes should contact the DTE Energy One-Stop Center to discuss the effects on their financial aid awards for the semester.

**Enrollment Status**

All initial awards are based on full-time status. Grant awards will be pro-rated down for enrollment of less than full-time, and student loan eligibility will be reevaluated and may change due to changes in enrollment status. Students must be enrolled in an eligible degree program, and most funds require at least half-time (for graduate students, three or more credit hours) enrollment status. Student awards are subject to change due to changes in enrollment status and/or funding levels at any time.

**Withdrawal from Lawrence Tech**

Students may be billed for a portion or all of their charges if they withdraw from the University. The bill calculated as a result of withdrawal will depend on the effective date of the withdrawal, the percentage and amount of institutional refund, and/or the last date of class attendance.

Students should always check with the DTE Energy One-Stop Center prior to withdrawal for advice on the impact it will/or could have on their financial aid.

**Auditing Classes**

Students who audit classes are not eligible to receive financial aid for audited class work.
**Academic Regulations**

The policies and procedures described in this *Catalog* determine the academic status of graduate students enrolled in the University. Exceptions to these policies and procedures may be considered only upon a written request to the Office of the Provost or the designated/appropriate office. Lawrence Tech reserves the right to update these policies and procedures as necessary. Updated policies and procedures are available online through the University’s website, ltu.edu. In addition, students will be notified of the changes via their University email account and/or Blackboard. For policies pertaining to undergraduate programs, see Lawrence Tech’s *Undergraduate Catalog*.

**CLASSIFICATION OF STUDENTS**
Classification as a part-time or full-time student is based upon the weekly academic load that the student carries. Graduate students are considered full-time when enrolled for six or more credit hours.

**CREDIT HOUR**
The University converted from a quarter credit system to a semester system, effective beginning in the fall of 1994. Work completed prior to August 1994 is recorded in standard quarter hours. Work completed after August 1994 is recorded in semester hours. Quarter hours can be converted to semester hours by multiplying the number of quarter hours by two-thirds.

**GRADUATE GRADING SYSTEM**
A record of grade points is kept in the student’s permanent record and is used to determine his or her overall scholastic average. The following grades are computed in the grade point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>0.0 (failure due to non-attendance)</td>
</tr>
</tbody>
</table>

The grades D, D+, and D- are not used in graduate programs.

The following grades are not computed in the grade point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
</tbody>
</table>
NC  No Credit
I   Incomplete
DG  Deferred Grade
NR  No Report
TR  Transfer Credit
ZZ  Transfer Courses in Progress
IP  In Progress (awarded to dissertation course)

RECOMPUTATION OF GRADE POINT AVERAGE
Graduate students in the College of Architecture and Design, College of Arts and Sciences, and College of Engineering are not eligible for grade point average recalculation. Graduate students in the College of Management may repeat only one course with a failing grade, one time during the course of their degree program.

INCOMPLETE
A grade of “I” is given only under extraordinary circumstances for course work that has been of satisfactory quality and, in the judgment of the instructor and the instructor’s dean, adequate to justify a reasonable extension of time. It is assigned only in cases in which the student has completed satisfactorily the major portion of the course requirements. Students receiving an “I” may not attend the class during a succeeding semester. Instructors must change an “I” to a grade other than a “W” no later than one calendar year following the end of the semester. After one year, if course requirements are not met, the “I” will be converted to an “F.”

GRADE CHANGES
The electronic entry of grades submitted by instructors at the end of each semester is the official record of grades. Grade changes, when necessary, are done by the instructor with the approval of the department chair and dean. The registrar may determine that the provost’s approval is also required in exceptional or unusual circumstances. Any disputes concerning grades must be resolved within one semester after the course was completed.

DISPUTE OF GRADES
Students who wish to dispute their grades have one semester to address the issue. The appropriate procedure for disputing grades, along with any other aspect of a course, is as follows: The student must first speak with the instructor of the course; if the resolution is not what the student hopes to achieve, the next course of action is to speak with the department chairperson. If the outcome from addressing the issue with the department chair is not what the student hopes to achieve, the student should then address the issue with the dean of the college. If the resolution is not what the student hopes to achieve, the last and FINAL course of action is to speak with the provost. The ruling of the provost is FINAL and no further disputable by the student.

AUDITING CLASSES
Anyone wishing to audit a course must submit an audit request form along with the regular registration forms. These forms are available in Enrollment Services/Office of the Registrar. No credit is granted for courses that are audited. Starting with the first day of
classes, a student may not change enrollment status from audit to credit or from credit to audit. Full tuition will be charged, and the tuition credit policy applies if the student withdraws.

**WITHDRAWAL FROM CLASSES**
When intending to drop a course or courses or to withdraw from courses, students are responsible for dropping courses online through BannerWeb. The date of the drop or withdrawal will be the date that the student drops the course(s) on BannerWeb. To protect students’ right to privacy, drops and withdrawals may not be conducted by telephone or email.

Within certain time limits, full tuition adjustments may be made to the student’s financial account. There are times when students receive no tuition credit/refund for dropped courses. Official Drop/Add dates for each semester are available online on BannerWeb at [http://my.ltu.edu](http://my.ltu.edu) and at [www.ltu.edu/registrars_office/important_dates.index.asp](http://www.ltu.edu/registrars_office/important_dates.index.asp). It is the student’s responsibility to know these dates and adhere to them.

It is important to note that exceptions to University policy are made only in rare circumstances, such as a debilitating illness. Requests made because of difficult work schedules or class schedules will not be considered.

Students studying at Lawrence Tech with an F-1 or J-1 visa cannot drop classes below full-time status without prior approval from the Office of International Programs.

**GRADES FOR COURSES Dropped**
Students who drop a course during the first two weeks of classes during the fall or spring semester will receive a “Drop” on their Registration Form and no grade will appear on their transcript.

Students who withdraw from a course before the 13th week of the fall or spring semester but after the first two weeks of classes will receive a grade of “W.”

The last day to withdraw from summer semesters and short courses within the regular fall and spring semester is adjusted for the shorter time period as follows:

<table>
<thead>
<tr>
<th>Class Duration Period</th>
<th>Last Day/Week to Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to one week</td>
<td>third day</td>
</tr>
<tr>
<td>up to two weeks</td>
<td>first week</td>
</tr>
<tr>
<td>up to three weeks</td>
<td>second week</td>
</tr>
<tr>
<td>up to four weeks</td>
<td>third week</td>
</tr>
<tr>
<td>up to five weeks</td>
<td>fourth week</td>
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<tr>
<td>up to six weeks</td>
<td>fifth week</td>
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<tr>
<td>up to seven weeks</td>
<td>sixth week</td>
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<tr>
<td>up to eight weeks</td>
<td>sixth week</td>
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<tr>
<td>up to nine weeks</td>
<td>seventh week</td>
</tr>
<tr>
<td>up to 10 weeks</td>
<td>eighth week</td>
</tr>
</tbody>
</table>
up to 11 weeks         ninth week
up to 12 weeks         10th week
up to 13 weeks         11th week
up to 14 weeks         12th week
up to 15 weeks         13th week

After the last date to withdraw for any semester, students will not be permitted to withdraw from the course and will receive a grade as determined by the instructor (not a “W”).

Those students who do not attend courses or who miss a designated number of courses, and who do not withdraw from the courses on their own, will be issued the grade of “WF.” This means failure due to non-attendance and will impact the student’s financial aid award and loans.

All withdrawals or drops must be initiated by student action to assure that a “W” will appear on the master grade roster and subsequent transcripts. Faculty may not initiate withdrawal procedures nor may they submit a “W” on the electronic grade entry.

Drop and Withdrawal schedules for each semester may be obtained from Enrollment Services/Office of the Registrar and are available at www.ltue.edu/registrar/. SCHEDULE OF CLASSES

Programs for graduate students are outlined in this Catalog. Class schedules giving the particular days and the hours of the various classes are made available during registration for each semester online at www.ltue.edu and on BannerWeb at http://my.ltue.edu.

GRADE REPORTS

Grades are available online at the end of each semester through BannerWeb at http://my.ltue.edu. Report cards are mailed only upon student request to Enrollment Services/Office of the Registrar. It is the students’ responsibility to seek their grades at the end of each semester.

CHANGE OF CLASS SCHEDULE

Beginning the first day of classes, students may change their schedule by adding or dropping course online on BannerWeb at my.ltue.edu. Students are responsible for completing their own Drop/Add procedure and retaining confirmation of the transaction. Classes must be added during the first two weeks of classes.

All changes to students’ schedules are effective on the date conducted via BannerWeb. Students are not permitted to attend courses without being officially registered.

ATTENDANCE

Class attendance records of students are kept by all members of the faculty. The consequences of absenteeism will be determined by the instructors and will reflect their policy and judgment with respect to the effect of attendance on the students’ final grades.
PREREQUISITES FOR COURSES
Students are responsible for successfully completing the prerequisite courses listed in this Catalog for all courses in which they are registered. In those exceptional circumstances where a prerequisite may be waived, the student must complete the Prerequisite Waiver Form and submit it to the department head or dean of the college offering the course. If a prerequisite is waived, it is for one semester only and does not exempt the student from taking the waived prerequisite in the future.

A student who is determined to have enrolled in a course without completing the required prerequisites or obtaining an authorized waiver may be required to withdraw at any time during the semester and will forfeit tuition and fees according to the normal University tuition credit policy.

ACADEMIC PROBATION
Failure to Make Academic Progress
Any student whose overall grade point average falls below 3.0 at the end of a semester will be placed on academic probation. Students on academic probation are required to have an advisor’s signature to register or to add or drop any class.

Academic Suspension and Dismissal
Any student whose cumulative grade point average remains below 3.0 at the end of three consecutive semesters of their enrollment or any student on academic probation who fails to meet the requirements of that probation will be suspended from the University for a minimum of one calendar year. Veterans who do not meet the aforementioned requirements will lose their university certification for Veterans Administration benefits. Architecture students are also subject to the continuation requirements as described below.

The University will not accept transfer credit for courses taken at another college or university during a period of one calendar year following suspension.

Excessive Repeating and Withdrawal
Students are expected to successfully complete all the courses in which they are registered and are encouraged to plan their schedules to avoid overloads and conflicts that would interfere with that objective. Any student who engages in excessive withdrawal from classes or who repeats a required course more than once is subject to academic review and may be placed on academic probation regardless of the overall grade point average. Subsequent continuation of this behavior may result in suspension or dismissal. Students may only register for the same course up to three times. After that point, the dean’s signature is required to register. Circumstances demonstrably beyond the students’ control may excuse them from this requirement, but poor scholarship will not.

ACADEMIC STANDING COMMITTEE/READMISSION
Graduate students who have been suspended from the University because of poor scholarship may, after one calendar year, submit a written petition for readmission to the
dean of students or the chairperson of the Academic Standing Committee. This petition should be received at least six weeks before the first day of class of the semester in which the student wishes to return.

Evidence of planning, curriculum load, and work activities are taken into consideration when reviewing petitions for readmission. Petitions should be well organized, typed, and should include the student’s current address, phone number, student number, curriculum, and reasons why the student had previous academic difficulty and why the student now feels he or she can be successful if readmitted.

The petition may include a letter from an employer attesting to competent work and maturity. An official transcript of courses taken at another institution must be submitted at the time the student applies for readmission. However, credit is not allowed for any work taken at another institution for the period of one calendar year following suspension. Once admitted, a student is required to abide by the graduation requirements outlined in the Graduate Catalog at the time of readmission. A student’s requirements for graduation may be subject to reevaluation.

Students wishing to reapply to a graduate or professional degree program after having been suspended must make a regular application for admission.

Students reapplying to the Master of Architecture program in the College of Architecture and Design must resubmit a portfolio of work completed in previous design courses, including any work they may have done in a professional capacity while away from the academic setting. The work submitted must be in accordance with admission guidelines. Students who have been suspended and subsequently readmitted and who then fail to meet the conditions of their readmission will be dismissed from the University. Students dismissed from the University under these circumstances may not be readmitted.

**ENROLLMENT AT OTHER INSTITUTIONS**

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

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

To be eligible for guest credit, students must have:

1. Achieved a 2.0 GPA at Lawrence Tech;
2. Completed 24 credit hours or two semesters at Lawrence Tech;
3. Satisfied the prerequisites for the course(s) that they wish to take at another institution. If prerequisites are in progress for the requested course(s) at the time of submission of the Guest Credit Approval form, a letter from the instructor(s) is
required stating the student’s grade in the course(s) as of that date and the instructor’s opinion (at that point in time) of the student’s capability to continue successfully in the requested course;

4. Completed the Guest Credit Approval form (available in Enrollment Services/Office of the Registrar or at www.ltu.edu/registrars_office/forms_to_print.index.asp).

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

For those courses approved, the student must receive at least a 3.0 in the course to have it transfer back to Lawrence Tech. It is the student’s responsibility to have the official transcript sent to Enrollment Services/Office of the Registrar at Lawrence Tech. Until the official transcript arrives, the credit will not be placed on the student’s transcript. In addition, only the course will transfer to Lawrence Tech, not the grade. Lastly, approved guest credit courses may not be transferred back to Lawrence Tech to be used in grade point average recomputation.

TRANSCRIPTS (RECORDS)
A permanent record of all credits earned at or transferred to the University is maintained for each student in Enrollment Services/Office of the Registrar. These transcripts are preserved indefinitely. All graduates are mailed a copy of their academic transcript at Lawrence Tech as soon as possible after their degree is earned.

At all other times, students are charged a nominal fee for official copies of their Lawrence Tech transcript. Copies of transcripts will not be released without the student’s authorization in writing. Transcripts will not be issued unless all financial obligations from prior semesters have been settled.

ARCHITECTURAL DRAWINGS AND REPORTS
All two- and three-dimensional architectural drawings and models, as well as reports and other written studies submitted in satisfaction of any required or elective architectural courses, become the property of the University and may be kept or returned at the sole discretion of the dean of the College of Architecture and Design. When such work is kept, arrangements will be made for the students to receive suitable photographic copies as a record of their design work.

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 Enrollment Services/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 Enrollment Services/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, DC 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, for one year. This request 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.

Lawrence Tech 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 be removed after one year. If a student wishes the classification removed prior to then, the student should submit a signed authorization requesting that it be removed. This authorization form is available in Enrollment Services/Office of the Registrar.
Policies, Procedures, and Regulations

ACADEMIC HONOR CODE
Academic integrity and honesty are basic core values of Lawrence Technological University. In carrying out its academic mission, Lawrence Technological University, like all universities, depends on the honesty and integrity of its faculty, staff, and students, and for this reason every member of the Lawrence Technological University community is charged with upholding the Academic Honor Code. Actions that breach the Code erode the trust of those who look to universities for honest evaluations of academic work arrived at through honest processes. Violations may also cause individual harm in that reports of performance made to post-graduate schools, professional societies, and employers would inaccurately represent a student’s progress.

Lawrence Technological University is committed to creating an academic community that values both individual and collaborative efforts that promote learning and discovery. Such a community expects honesty and integrity in the work of all its members. The Academic Honor Code speaks to the work of individual students within the community. It should not be construed as arguing against the important collaborations that also occur among students on campus. This document is intended to clarify the adjudication of issues regarding academic honesty and fair play for students. Portions of this document have been adapted from the 2002–03 University of North Carolina at Wilmington Academic Honor Code and the 2002–03 Binghamton University Academic Honesty Code.

A. Academic Integrity
Students, faculty, and staff are expected to follow established standards of academic integrity and honesty. Academic misconduct entails dishonesty or deception in fulfilling academic requirements and includes but is not limited to cheating, plagiarism, or the furnishing of false information to the University or a University affiliate in matters related to academics. An affiliate of the University is any person, organization, or company who works in conjunction with Lawrence Technological University for the purposes of assisting students in fulfilling their academic requirements. It is therefore this institution’s stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community have an obligation to report occurrences of dishonesty, each individual is principally responsible for his or her own conduct.

B. Academic Dishonesty Offenses
Violation of any of the following standards subject any student to disciplinary action:

1. Plagiarism
The term “PLAGIARISM” includes but is not limited to (a) the use, by paraphrase or direct quotation, of the published or unpublished work or creative and/or intellectual property in print, product, or digital media of another person without full and clear acknowledgment; (b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers, reports, or other academic materials; or (c)
the appropriating, buying, receiving as a gift, or obtaining by any other means another person’s work and the unacknowledged submission or incorporation of it in one’s own work. Plagiarism is unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due. Examples include:

- Quoting, paraphrasing, or summarizing written material, even a few phrases, without acknowledgment.
- Failing to acknowledge the source of either a major idea or an ordering principle central to one’s own paper.
- Relying on another person’s data, evidence, or critical method without credit or permission.
- Submitting another person’s work as one’s own.
- Using unacknowledged research sources gathered by someone else.
- Copying portions or outcomes of two- or three-dimensional creative property of previously published work.
- Copying items from Internet websites without acknowledgment of the source.

2. Bribery
The term “BRIBERY” includes the offering, giving, receiving, or soliciting of any consideration in order to obtain a grade or other treatment not otherwise earned by the student through his/her own academic performance.

3. Cheating
The term “CHEATING” includes but is not limited to (a) use of or giving to others any unauthorized assistance in taking quizzes or examinations; (b) dependence upon aids beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (d) the unauthorized use of any electronic or mechanical device during any program, course, quiz, or examination or in connection with laboratory reports or other materials related to academic performance.

4. Misrepresentation
The term “MISREPRESENTATION” includes any act or omission undertaken with intent to deceive an instructor for academic advantage. Examples include:

- Using a computer program generated by another and handing it in as one’s own work unless expressly allowed by the instructor.
- Lying to an instructor to improve one’s grade.
- Lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

5. Conspiracy
The term “CONSPIRACY” means planning or acting with one or more persons to commit any form of academic dishonesty in order to gain academic advantage for oneself or another.
6. **Fabrication** – The term “FABRICATION” means the use of invented information or the falsification of research or other findings with the intent to deceive and thereby gain academic or professional advantage.

7. **Multiple Submissions** – The term “MULTIPLE SUBMISSIONS” means submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent by the instructor(s) to whom the material is being or has been submitted.

8. **Unauthorized Collaboration** – The term “UNAUTHORIZED COLLABORATION” means collaborating on projects, papers, computer programs, lab reports, or other academic assignments where such collaboration has been prohibited by the instructor.

9. **Sabotage** – The term “SABOTAGE” means deliberately impairing, destroying, damaging, or stealing another’s work or working material. Examples include:
   - Destroying, stealing, or damaging another’s lab experiment, computer program, term paper, exam, or project.
   - Removing uncharged library materials with the effect that others cannot use them.
   - Defacing or damaging library materials with the effect that others cannot use them.
   - Hoarding or displacing materials within the library with the effect that others have undue difficulty using them.
   - Interfering with the operation of a computer system so as to have an adverse effect on the academic performance of others.

**C. Jurisdiction**
All students enrolled at Lawrence Technological University are subject to the Academic Honor Code.

**D. Responsibility of the University Community**

1. **General Responsibility**
   It shall be the responsibility of every faculty member, student, administrator, and staff member of the University community to uphold and maintain the academic standards and integrity of Lawrence Technological University. Any member of the University community who has reasonable grounds to believe that an infraction of the Academic Honor Code has occurred has an obligation to report the alleged violation.

2. **Student Responsibility**
   Each student shall abide by the Academic Honor Code at all times.

3. **The Responsibility of Individual Instructors**
   Instructors are encouraged to make their classes aware of the Academic Honor Code during the first week of each term.

4. **Responsibility of the University Administration**
The Office of the Dean of Students is responsible for the publication and dissemination of the Academic Honor Code and any amendments or changes approved by the Deans Council with the recommendation of the Faculty Senate and the Faculty Councils of the colleges. All new University faculty, administrative staff, personnel, and students should be advised of the Academic Honor Code upon becoming members of the University community.

5. Responsibility of Enrollment Services/Office of the Registrar and the Office of the Dean of Students

Enrollment Services/Office of the Registrar and the Office of the Dean of Students shall receive and maintain comprehensive records of all matters relating to violations of the Academic Honor Code. Enrollment Services/Office of the Registrar will receive a copy of the decision letter completed by the dean of the college, to be included in the student’s academic record.

E. Reporting and Adjudication Procedures

1. An infraction of the Academic Honor Code may be reported by any member of the University community who has knowledge of such infraction. The infraction should be reported to the instructor of the course in which it occurred, where applicable. Such a report should be made within five (5) class days from the time of discovery unless extenuating circumstances prevent reporting.

2. Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.

3. Upon receiving a report of a violation or having reasonable evidence of a violation, the instructor in charge of the course or materials in question will inform the department chair or dean of the college in writing. The department chair or dean of the college will investigate the reported violation. The department chair or dean of the college will inform the student in writing of the reported violation and will request a written response from the student. If necessary, the department chair or dean of the college will conduct an interview with the student. The department chair or dean of the college will determine whether the student violated the Academic Honor Code.

   a. While action on a complaint of violating the Academic Honor Code is pending, the status of the student shall not be altered except for reasons outlined in Section J of the Student Code of Conduct.

   b. If the student is found in violation, the student will receive an F grade in the course. This grade will not be recomputed for GPA purposes. The department chair or dean of the college will notify the student in writing of the decision. A copy of the letter will be put in the student’s academic record and disciplinary file.

   c. A student found in second violation of the Academic Honor Code will be expelled from the University. See Article G for expulsion proceedings.
4. If no action is taken by the instructor, the reporting party may file a written report of the allegation of academic dishonesty with the department chair or dean of the college. The department chair or dean of the college will investigate the reported violation. The investigative process will be conducted according to the provisions in Section E-3 above.

5. A student who admits his or her involvement to a University official conducting the investigation in a case of academic dishonesty loses the right to appeal.

F. Appeal Process
1. Where appropriate, a student may appeal a finding of academic dishonesty to the dean of the college in which the course is offered within seven (7) class days. The appeal shall be in writing.

2. An appeal shall be limited to the review of the following:
   a. To determine whether the student received fundamental fairness in the investigative and decision-making process.
   b. To determine whether the facts in the case were sufficient to establish that a violation of the Academic Honor Code occurred.
   c. To consider relevant and material new evidence.

3. A student cannot appeal the sanction(s) for academic dishonesty.

G. Expulsion Proceedings
1. Expulsion proceedings will be initiated by the dean of students for students found in second violation of the Academic Honor Code. The student will be contacted by the Office of the Dean of Students for a meeting to explain proceedings of expulsion.

2. Students being expelled will receive written notification from the dean of students indicating the sanction of expulsion and the process for appeal.

3. The sanction of expulsion may be appealed by the accused student to the provost within seven (7) school days of the decision. Such appeals shall be in writing and shall be delivered to the dean of students or designee.

4. Except as required to explain the basis of new information, an appeal shall be limited to a review of the documents and notes of the department chair or dean of the college and submission of information by the accused student and supporting documents for one or more of the following purposes:
   a. To determine whether the student received fundamental fairness in the investigative and decision-making processes.
   b. To determine whether the facts in the case were sufficient to establish that a violation of the Academic Honor Code occurred in both cases.
c. To consider relevant and material new evidence.

5. Following the appeal, the provost shall advise the accused student in writing of the determination of the appeal, and of the sanctions imposed, if any. A copy of the notification will be retained in the student’s academic record and the student’s disciplinary record.

**Student Pledges**

In adopting this Academic Honor Code, students of Lawrence Technological University recognize that academic honesty and integrity are fundamental values of the University community. The quality of a Lawrence Technological University education is dependent upon the community acceptance and enforcement of the Academic Honor Code. Students who enroll at Lawrence Technological University commit to holding themselves and their peers to the highest standard of academic integrity. An individual who becomes aware of a violation of the Academic Honor Code has an obligation to report this violation.

Members of the Lawrence Technological University community pledge to hold themselves and their peers to the highest standards of academic honesty and integrity.

*Undergraduate Students* – The following pledge is required on all academic work submitted by undergraduate students at Lawrence Technological University: “I have neither given nor received unauthorized aid in completing this work, nor have I presented someone else’s work as my own.”

*Graduate Students* – All graduate students at Lawrence Technological University are required to sign the student pledge when they start graduate studies: “I pledge that on all academic work that I submit, I will neither give nor receive unauthorized aid, nor will I present another person’s work as my own.”

**STUDENT CODE OF CONDUCT**

Lawrence Technological University is an institution that encourages the intellectual and personal growth of its students as scholars and citizens. Linking theory and practice with advanced learning technologies, Lawrence Technological University’s mission is to provide superior undergraduate, graduate, and lifelong learning for leadership, professional achievement, and civic excellence. In this pursuit, the University recognizes that the transmission of knowledge, the pursuit of truth, and the development of individuals require the free exchange of ideas, self-expression, and the challenging of beliefs and customs. Academic freedom is essential to the achievement of these purposes.

Honesty, integrity, and caring are essential qualities of an educational institution, and the 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. As such, students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. 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.

All students enrolled at Lawrence Technological University have access to the Student Code of Conduct. Printed copies are available through the Office of the Dean of Students and the Office of University Housing. The Student Code of Conduct, along with other helpful information, also may be accessed online at www.ltu.edu/student_affairs/student_conduct.asp.

A. Definitions

1. The term “UNIVERSITY” means Lawrence Technological University.

2. The term “STUDENT” includes all persons taking courses at the University either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students,” as are persons who are living in University residence halls, although not enrolled in this institution. This Student Code does apply at all locations of the University, including education centers in Wayne, Oakland, Macomb, and outlying counties in Michigan, Northern Michigan, and centers in other states and foreign countries.

3. The term “FACULTY MEMBER” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

4. The term “UNIVERSITY OFFICIAL” includes any person employed by the University performing assigned administrative or professional responsibilities.

5. The term “MEMBER OF THE UNIVERSITY COMMUNITY” includes any person who is a student, faculty member, University official, or any other person employed by the University. A person’s status in a particular situation shall be determined by the dean of students.

6. The term “UNIVERSITY PREMISES” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks.
7. The term “ORGANIZATION” means any number of persons who have complied with the formal requirements for University recognition.

8. The term “STUDENT DISCIPLINE COMMITTEE” means any person or persons authorized by the dean of students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a regulations violation has been committed.

9. The term “STUDENT CONDUCT OFFICER” means a University official authorized on a case-by-case basis by the dean of students to impose sanctions upon any student found to have violated the Student Code. The dean of students may, in certain circumstances, authorize a student conduct officer to serve simultaneously as a student conduct officer and the sole member or one of the members of the Student Discipline Committee. The dean of students may authorize the same student conduct officer to impose sanctions in all cases.

10. The term “DISCIPLINE APPEALS COMMITTEE” means any person or persons authorized by the dean of students to consider an appeal from a Student Discipline Committee’s determination as to whether a student has violated the Student Code.

11. The term “SHALL” is used in the imperative sense.

12. The term “MAY” is used in the permissive sense.

13. The term “POLICY” means the written regulations of the University as found in, but not limited to, the Student Code, the Student Handbook, the Guidelines for University Living, the University webpage and computer use policy, and Undergraduate or Graduate Catalogs.

14. “LEVEL I” violations of the Student Code are those for which the sanctions may be a warning, disciplinary probation, special restrictions or loss of privileges, fines, restitution, imposed reassignment of course section or housing assignment, or assignments of discretionary sanctions. Level I violations will generally be heard by a student conduct officer.

15. “LEVEL II” violations of the Code are those for which the sanctions may be, in addition to those listed in Level I, suspension from University Housing and/or from the University, or expulsion from University Housing and/or from the University. Level II violations will generally be heard by the Student Discipline Committee.

16. The term “COMPLAINANT” means any person who submits a charge alleging that a student violated this Student Code. When a person believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under this Student Code as are
provided to the complainant, even if another member of the University community submitted the charge itself.

17. The term “ACCUSED STUDENT” means any student accused of violating this Student Code.

B. Student Code Authority

1. The dean of students shall determine the composition of the Student Discipline Committee and Discipline Appeals Committee and determine which Student Discipline Committee, student conduct officer, and Discipline Appeals Committee shall be authorized to hear each matter.

2. The dean of students is that person designated by the University president to be responsible for the administration of the Student Code. The dean of students shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Discipline Committee hearings that are not inconsistent with provisions of the Student Code.

3. Decisions made by the Student Discipline Committee and/or student conduct officer designated by the dean of students shall be final, pending the normal appeal process.

4. The Student Discipline Committee may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

C. Conduct – Rules and Regulations

Acts of academic dishonesty are regulated by procedures outlined in the Academic Honor Code. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Section H:

1. Acts of dishonesty, including but not limited to the following: cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any University official, faculty member, or office; forgery; alteration or misuse of any University document, record, or instrument of identification; helping or attempting to help another student commit an act of dishonesty; tampering with the election of any University-recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus or other authorized non-University activities, when the act occurs on University premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, stalking, and hate crimes or acts that are racially motivated or due to one’s sexual
orientation, gender expression, and/or other conduct that threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.

5. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this regulation.

6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

7. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.

8. Violation of any University policy, rule, or regulation published in hard copy, posted on campus, or available electronically on the University website.

9. Violation of federal, state, or local law on University premises or at University-sponsored or supervised activities.

10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, except as expressly permitted by law; use or possession of drug paraphernalia.

11. Use, possession, manufacturing, or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under 21 years of age.

12. Possession of firearms, explosives, any object that by its intended or actual use may be used to threaten or harm people or damage or destroy property, or other weapons or dangerous chemicals on University premises.

13. Participation in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions, or violation of any regulations outlined in the Lawrence Tech Parking and Traffic Regulations booklet.

15. Conduct which is disorderly, lewd, or indecent; breach of the peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored, or participated in, by the University or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Theft or other abuse of computer facilities and resources, including but not limited to: unauthorized entry into a file to use, read, change, or delete the contents or for any other purpose; unauthorized transfer of a file; use of another individual’s identification and password; use of computing facilities to interfere with the work of another student, faculty member, or University official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with normal operation of the University computing system; use of computing facilities and resources in violation of copyright laws; any violation of the University’s Computing and Network Policy.

17. Tampering with any telecommunications services, including but not limited to: telephone, cable television, and/or voice mail; providing unauthorized service to another room, suite, or apartment by any means through unauthorized installation of wiring jacks or extensions.

18. Abuse of the student conduct system, including but not limited to: failure to obey the summons of the Student Discipline Committee, Discipline Appeals Committee, student conduct officer, or University official to appear for a meeting or hearing as part of the student conduct system; falsification, distortion, or misrepresentation of information before a Student Discipline Committee, Discipline Appeals Committee, or student conduct officer; disruption or interference in bad faith with the orderly conduct of a proceeding; attempting to discourage an individual’s proper participation in, or use of, the student conduct system; attempting to influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/or after a student conduct proceeding; harassment (verbal or physical) and/or intimidation of a member of the Student Discipline Committee or Discipline Appeals Committee prior to, during, and/or after a student conduct proceeding; failure to comply with the sanction(s) imposed under the Student Code;
influencing or attempting to influence another person to commit an abuse of the student conduct system.

19. Actions that endanger the student, the University or local community, the academic process, or cause harm to self or others.

D. Jurisdiction of the Lawrence Technological University Student Code
The Lawrence Technological University Student Code shall apply to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The dean of students shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

E. Violation of Law and University Discipline
1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the dean of students. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of University rules or regulations were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules, regulations, or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken by the University and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

F. Student Code of Conduct Procedures

All suspected violations of the Code will be reviewed in accordance with the procedures outlined below.

1. Disciplinary Correspondence
   All disciplinary correspondence will be sent to the student’s official mailing address as listed with Enrollment Services/Office of the Registrar. The University reserves the right to use other reasonable means to notify students.

2. Filing Complaints
   a. Any member of the University community may make a complaint and/or referral or offer information concerning such complaint and/or referral to the Office of the dean of students. A complaint or referral made against a student or students alleging violation(s) of the Student Code of Conduct shall be directed to the dean of students for review. Any complaint should be prepared in writing on a University incident report form and should be submitted as soon as possible after the event takes place, preferably within 48 hours.
   b. While action on a complaint of violating a University rule or regulation is pending, the status of the student shall not be altered except for reasons outlined in Section J.

3. Presumption of Non-Violation
   Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.

4. Preliminary Investigation
   When the dean of students or designee receives information that a student has allegedly violated University rules, regulations, or local, state, or federal law, the dean or designee shall investigate the alleged violation and determine whether further action is necessary. After completing a preliminary investigation, the dean or designee may:
   a. Find no basis for the complaint and dismiss the allegation as unfounded, or
   b. Contact the student for a discussion and either:
      (1) Dismiss the allegation.
(2) Identify that the alleged violation(s) equate to a Level I infraction and assign the case to a student conduct officer to conduct a student conduct meeting with the student(s).

(3) Identify that the alleged violation(s) equate to a Level II infraction and schedule a hearing with the Student Discipline Committee.

5. Summoning a Student for a Student Conduct Meeting
   A student conduct meeting is a meeting between a student(s) involved in an alleged violation of the Code and a student conduct officer and may include sanctions. In some cases, the meeting may resolve the matter.
   a. The student conduct officer shall provide the student with:
      (1) Written notice of the charge(s) and an outline of rights.
      (2) Review of all available information, documents, exhibits, and a list of witnesses that may testify against the student.
   b. Following receipt of the notice of charges, a student:
      (1) May elect not to contest the charges and to accept responsibility for them. If this election is made, the student must sign a waiver of the right to a hearing, and must accept the sanction imposed by the student conduct officer. The decision to waive a hearing and accept the sanction is final and not appealable.
      (2) May contest the charges and elect to proceed to a hearing. The hearing shall be scheduled not less than five (5) nor more than 15 calendar days from the student conduct meeting.

G. Hearing Process
   Hearings provide the forum in which parties to an allegation are afforded the opportunity to present information for review by a Student Discipline Committee presided over by the chair of the Committee and moderated by the dean of students. The dean of students is an ex-officio member of the Committee. A time shall be set for a Student Discipline Committee hearing not less than five (5) nor more than 15 calendar days after the student has been notified. The maximum time limit for scheduling of hearings may be extended at the discretion of the dean of students or designee.

   Hearings shall be conducted by the Student Discipline Committee according to the following guidelines, except as provided by article J below:

   1. In cases in which the Student Discipline Committee has been authorized by the dean of students to conduct a hearing, the recommendations of the members of the Student Discipline Committee shall be considered in an advisory capacity by the dean of students in determining and imposing sanctions.

   2. Composition: The Student Discipline Committee is composed of 15 members. Recommendations for membership on the Student Discipline Committee from the deans of each academic college, the faculty, the administration and staff of the University, and the executive committee of Student Government will be sought by
the dean of students on an annual basis, or more frequently as needed. At the
discretion of the dean of students, general solicitation of the student body for
participation may be made. Based upon these recommendations and/or
solicitations, candidates who meet eligibility requirements will be invited to apply
and interview for participation on the Student Discipline Committee.

3. Term of service: Students shall serve for one academic year and may continue to
serve at the discretion of the provost and the dean of students.

4. Student eligibility: All students, full- or part-time, shall be eligible for
recommendation to the Student Discipline Committee provided they have
maintained a 2.3 cumulative grade point average, are not currently on disciplinary
probation, and have not been suspended from the residence halls or the
University.

5. Training: All members of the Student Discipline Committee, upon receiving
notice of appointment, shall be given all necessary information about their
responsibilities and the means for carrying them out.

6. Five students from the Student Discipline Committee will be chosen by the dean
of students to hear a proceeding.

7. Hearings normally shall be conducted in private.

8. The complainant, the accused student, and their advisors, if any, shall be allowed
to attend the entire portion of the Student Discipline Committee hearing at which
information is received (excluding deliberations). Admission of any other person
to the hearing shall be at the discretion of the Student Discipline Committee
and/or the dean of students or designee.

9. In the case of Student Discipline Committee hearings involving more than one
accused student, the dean of students or designee, at his/her discretion, may
permit the Student Discipline Committee hearings concerning each student to be
conducted either separately or jointly.

10. The complainant and the accused student have the right to be assisted by any
advisor they choose, at their own expense. The advisor may be an attorney. The
complainant and/or the accused are responsible for presenting his or her own
information and, therefore, advisors are not permitted to speak or to participate
directly in any hearings before the Student Discipline Committee. A student
should select as an advisor a person whose schedule allows attendance at the
scheduled date and time for the Student Discipline Committee because delays will
not normally be allowed due to the scheduling conflicts of an advisor.

11. The complainant, the accused student, and the Student Discipline Committee may
arrange for witnesses to present information to the Student Discipline Committee.
The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the complainant and/or accused student at least two (2) business days prior to the Student Discipline Committee hearing. Witnesses will provide information to and answer questions from the Student Discipline Committee. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses, with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Discipline Committee, in consultation with the dean of students or designee.

12. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Discipline Committee, at the discretion of the dean of students.

13. All procedural questions are subject to the final decision of the dean of students.

14. After the portion of the Student Discipline Committee hearing concludes in which all pertinent information has been received, the Student Discipline Committee shall determine by majority vote whether the accused student has violated each section of the Student Code that the student is charged with violating.

15. The Student Discipline Committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

16. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

17. There shall be a single verbatim record, such as a transcription or tape recording, of all hearings before a Student Discipline Committee (not including deliberations). Deliberations shall not be recorded. Transcriptions and/or tapes made during Student Discipline Committee hearings shall be the property of the University. These materials are confidential. They are made available in case of appeal and, upon request, to the Discipline Appeals Committee hearing the appeal.

18. If the accused student, with notice, does not appear before a Student Discipline Committee hearing, the information in support of the charges shall be presented and considered even if the accused student is not present. If the accused student fails to attend the hearing, it shall be deemed that he or she denies all allegations. When appropriate, a sanction will be determined and the student will be notified in writing.
19. The Student Discipline Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the dean of students to be appropriate.

H. Sanctions
1. The following sanctions may be imposed upon any student found to have violated the Student Code:
   a. WARNING – A notice in writing to the student that the student is violating or has violated institutional regulations.
   b. PROBATION – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
   c. LOSS OF PRIVILEGES – Denial of specified privileges for a designated period of time.
   d. LOSS OF ACADEMIC CREDIT – Failing grade assigned for the course due to academic dishonesty.
   e. FINES – Previously established and published fines may be imposed.
   f. RESTITUTION – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   g. DISCRETIONARY SANCTIONS – Work assignments, essays, service to the University, or other related discretionary assignments. (Such assignments must have the approval of the dean of students.)
   h. RESIDENCE HALL SUSPENSION – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   i. RESIDENCE HALL EXPULSION – Permanent separation of the student from the residence halls.
   j. UNIVERSITY SUSPENSION – Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   k. UNIVERSITY EXPULSION – Permanent separation of the student from the University.
   l. REVOCATION OF ADMISSION AND/OR DEGREE – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.
   m. WITHHOLDING DEGREE – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in
this Student Code of Conduct, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than University suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s disciplinary academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s confidential record may be expunged of disciplinary actions, other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the dean of students. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion, revocation or withholding of a degree shall be expunged from the student’s disciplinary record three (3) years after the student completes all requirements for graduation.

4. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be part of the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

5. The following sanctions, in addition to those listed above, may be imposed upon groups or student organizations: loss of selected rights and privileges for a specified period of time, and/or deactivation/loss of all privileges, including University recognition, for a specified period of time.

6. In each case in which a student conduct officer determines that a student has violated the Student Code, the recommendation of the student conduct officer shall be considered by the dean of students in determining and imposing sanctions. In cases in which the Student Discipline Committee has been authorized to determine that a student has violated the Student Code, the recommendation of all members of the Student Discipline Committee shall be considered by the dean of students in determining and imposing sanctions. The dean of students is not limited to sanctions recommended by members of the Student Discipline Committee.

7. Following the Student Discipline Committee hearing, the dean of students shall advise the accused student(s), group, and/or organization (and complaining student who believes she/he was the victim of another student’s conduct) in writing of the Committee’s determination and of the sanction(s) imposed, if any. A copy of the notification will be retained in the student’s disciplinary record. Cases involving suspension or expulsion will also be filed in the student’s academic record.
I. Appeals

1. A decision reached by the Student Discipline Committee or a sanction imposed may be appealed by the accused student(s) or complainant(s) to the Discipline Appeals Committee within seven (7) school days of the decision. Such appeals shall be in writing and shall be delivered to the dean of students or designee.

2. Composition: The Discipline Appeals Committee is composed of three (3) members: (a) the chair of the Faculty Senate; (b) the assistant provost for enrollment management; (c) the president of Student Government.

3. Except as required to explain the basis of new information, an appeal shall be limited to review of the verbatim records of the Student Discipline Committee hearing and supporting documents for one or more of the following purposes:

   a. To determine whether the Student Discipline Committee hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

   b. To determine whether the decision reached regarding the accused student was based on substantial information; that is, whether the facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

   c. To determine whether the sanction(s) imposed was appropriate for the violation of the Student Code that the student was found to have committed.

   d. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original Student Discipline Committee hearing.

4. If the Discipline Appeals Committee upholds an appeal, the matter may be returned to the original Student Discipline Committee for reopening of the Student Discipline Committee hearing to allow reconsideration of the original determination and/or sanction(s).

   a. In cases involving appeals by students accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce but not increase the sanctions imposed by the Student Discipline Committee.

   b. In cases involving appeals by persons other than the student(s) accused of violating the Student Code, the Discipline Appeals Committee may, upon
review of the case, reduce or increase the sanctions imposed by the Student Discipline Committee.

5. Following the appeal, the dean of students shall advise the accused student(s) in writing of the determination of the Discipline Appeals Committee and of the sanction(s) imposed, if any. A copy of the notification will be retained in the student’s disciplinary record. Cases involving University suspension, expulsion, or revocation or withholding of a degree will be filed in the student’s academic record.

J. Exceptional Procedures
   1. Interim Suspension
      In certain circumstances, the dean of students or designee may impose a University or residence hall suspension prior to the hearing before the Student Discipline Committee. Interim suspension is an action requiring that a student immediately leave the campus and University property.
      a. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the University. During the interim suspension, the student shall be denied access to housing facilities and/or the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the dean of students or designee may determine to be appropriate.
      b. Any student who is suspended on an interim basis and returns to the campus and University property during the suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the dean of students, or to participate in the disciplinary procedures) may be granted in writing by the dean of students or designee.

2. Suspension from the Housing Facilities
   The director of residence life or the dean of students or designee may, when charges are served, suspend an accused student(s) from the housing facilities pending the hearing and determination thereof, whenever the continued presence of such a student would constitute a danger to the student or to the safety of persons or property in the housing facilities, or would pose a threat of disruptive interference with the normal conduct of housing facility activities and functions, or the seriousness of the charges warrants such action. The dean of students or designee shall grant an immediate review (by the end of the next business day after the suspension) on request of any student so suspended with respect to the basis for such a suspension, at which time the suspended student may have the right to present statements tending to show that the basis for the suspension from
the housing facilities does not exist. Suspension may apply to all housing facilities, an individual residence hall/apartment, or any portion thereof.

3. Residence Hall/Temporary Reassignment and Restriction from Facilities
The director of residence life or the dean of students or designee may temporarily reassign a resident to another facility and/or restrict a resident from specific campus facilities pending an investigation and/or hearing whenever the continued presence of a resident in a particular campus facility would constitute a danger to the student or to the safety of persons or property in the housing facilities and campus facilities, or the seriousness of the allegations warrants such action. The director of residence life shall grant an immediate review (by the end of the next business day after the temporary reassignment and/or restriction) on request of any resident so reassigned and/or restricted with respect to the basis for such a reassignment and/or restriction.

4. Temporary Restriction from Personal Contact
The director of residence life or the dean of students or designee may temporarily restrict a student from any personal, verbal, written, telephone, electronic, and third-party contact with another person pending an investigation and/or hearing whenever the contact could constitute a danger to the person or to the safety of the person or property, or the seriousness of the allegations warrants such action. Any student so restricted may obtain an explanation of the basis for such restriction upon request.

5. Withdrawal Prior to Student Conduct Proceedings
The student who withdraws or fails to return to the University while disciplinary action is pending will be ineligible for readmission until the outstanding matter is resolved. The University reserves the right to formally restrict individual(s) from the campus grounds while such action is pending. Any further readmission would require an appeal in writing to the dean of students or designee and approval by the dean of students or designee.

K. Interpretation and Review
1. Any question of interpretation regarding the Student Code shall be referred to the dean of students or his/her designee for final determination.
2. The Student Code will be reviewed every three (3) years under the responsibility of the dean of students with the input of an advisory team.

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 inquires regarding non-discriminatory policies to the Division of Student Affairs, 248.204.4100.
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 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 witness 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 of 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 or 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 harasser 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 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, 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 248.354.4720.

**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 to dealing with sexual harassment issues by incorporating discussions on the topic during workshops, seminars, and/or training sessions.

**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 sections 16.0 and 16.1 of the Staff Handbook, section 2.18 of the Faculty Handbook, and in the Policies, Procedures, and Regulations 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, 248.858.5200.

**LIABILITY DISCLAIMER**

Lawrence Technological University shall not be liable for any injuries to, or property damage or loss suffered by, any student regardless of cause. This disclaimer of liability shall apply to, but not by way of limitation, the following:

- Any injury or damage incurred on property owned by or under the control of the University, or its subsidiaries, such as classrooms, apartments, or other housing, any other structures, all common areas and grounds, and vehicles;
- Any injury or damage incurred as a participant, spectator or otherwise, in any intramural or intercollegiate or other event or contest, athletic or otherwise, or while in transit thereto or therefrom;
• Any injury or damage suffered while engaged in or attending a classroom or related activity, whether required or elective, and regardless of cause;
• Any injury or damage suffered by reason of theft, fire, damage by the elements, or other casualty;
• Any injury or damage suffered by reason of any act or omission of any University trustee, officer, member of the faculty or staff, employee, contractor, or student.
• By applying for admission or readmission to the University, or by continuing their enrollment with the University for a subsequent semester, students accept the foregoing disclaimer and agree to be bound thereby. Emergency referrals are made to community agencies. Any expenses incurred are the responsibility of the student.
Degrees and Graduation

DEGREES

Lawrence Technological University offers curricula leading to the following professional or post-professional graduate degrees or certificates. (For information on undergraduate degrees, see the Undergraduate Catalog or ltu.edu).

**College of Architecture and Design**
Certificate in Architectural Management (online only)
Certificate in Critical Studies in Architecture
Certificate in Sustainable Architecture
Certificate in Transportation Design
Certificate in Urban Design
Master of Architecture (also online)
Master of Interior Design (also online)

**College of Arts and Sciences**
Certificate in Bioinformatics
Certificate in Instructional Systems Design and Presentation
Certificate in Instructional Technology
Certificate in Robotics Education
Certificate in Technical and Professional Communication
Certificate in Workplace Technology
Master of Educational Technology (also online)
Master of Science Education
Master of Science in Computer Science
Master of Science in Technical and Professional Communication

**College of Engineering**
Certificate in Aeronautical Engineering
Certificate in Energy and Environmental Management
Certificate in Energy Engineering
Certificate in Manufacturing and Systems Engineering for the Defense Industry
Certificate in Manufacturing Systems
Certificate in Telecommunications
Master of Civil Engineering
Master of Construction Engineering Management
Master of Engineering in Manufacturing Systems
Master of Engineering Management
Master of Science in Automotive Engineering
Master of Science in Civil Engineering
Master of Science in Electrical and Computer Engineering
Master of Science in Mechanical Engineering
Master of Science in Mechatronic Systems Engineering
Doctor of Engineering in Manufacturing Systems

**College of Management**
Certificate in Information Assurance Management
Certificate in Nonprofit Management and Leadership
Certificate in Project Management
Master of Business Administration
Master of Business Administration International
Master of Business Administration/Global Leadership and Management Dual Degree
Master of Science in Information Systems
Doctor of Business Administration
Doctor of Management in Information Technology
REQUIREMENTS FOR GRADUATION

Students must submit a Petition for Graduation preceding the date of their expected graduation. This petition has a specific due date that depends on the semester of graduation. These dates are available on the Lawrence Tech website, ltu.edu, or can be obtained from Enrollment Services. It is the student’s responsibility to be aware of these dates and adhere to them. Processing of petitions after the due date, if approved by Enrollment Services, requires that a substantial late-processing fee be assessed to the student. Further, availability of caps, gowns, and diplomas in time for commencement cannot be guaranteed.

Students planning to participate in the spring commencement ceremony must complete the Petition to Graduate form and submit it to Enrollment Services by April 15. Petition to Graduate forms can be downloaded at ltu.edu/registrars_office/forms_to_print.index.asp. Students may submit their forms at the DTE One Stop Center in the A. Alfred Taubman Student Services Center or fax them to 248.204.2228. For more information, contact Enrollment Services at 248.204.2280 or graduation@ltu.edu.

A graduation fee is charged and is refundable in the event the student does not complete requirements as planned. A new petition must be submitted in the event requirements for graduation are not completed before the end of the summer semester immediately following the academic year.

The Master of Architecture is awarded to graduates who maintain a minimum cumulative 3.0 grade point average (GPA) in all degree program classes. Students who maintain at least a 3.5 cumulative GPA in graduate courses will receive the diploma honor “With Distinction.”

Master’s degrees offered through the Colleges of Arts and Sciences, Management, and Engineering are awarded upon completion of all required course work within seven (7) years of matriculation and maintenance of a minimum 3.0 cumulative GPA. Students in the College of Management who maintain at least a 3.85 cumulative GPA in graduate courses will receive the diploma honor “With Distinction.”

The University reserves the right to modify its graduation and other academic requirements as may be deemed necessary. It will be obligated only during the academic year of the student’s registration by requirements published in the Graduate Catalog and on the University’s website for that year.

REQUIREMENTS FOR GRADUATION/GRADUATION DEADLINE

Petitions to Graduate for each semester have specific due dates:

<table>
<thead>
<tr>
<th>Expected date of graduation</th>
<th>Petition to Graduate due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>April 15</td>
</tr>
<tr>
<td>July</td>
<td>April 15 (if attending Commencement) or July 15 (if NOT attending Commencement)</td>
</tr>
</tbody>
</table>
December  

November 15

It is the student’s responsibility to be aware of these dates and adhere to them. Petition to Graduate forms can be downloaded at [www.ltu.edu/graduation](http://www.ltu.edu/graduation). Students may submit their forms to the DTE Energy One-Stop Center in the A. Alfred Taubman Student Services Center or fax them to 248.204.2228.

Processing Petitions to Graduate after their due date, if approved by Enrollment Services/Office of the Registrar, requires that a substantial processing fee be assessed to the student. Further, availability of caps, gowns, and diplomas in time for Commencement cannot be guaranteed.

Students must also pay a graduation fee, which is non-refundable after one academic year. If students do not complete their graduation requirements as planned within one academic year, a new Petition to Graduate and graduation fee must be submitted.

The University reserves the right to modify its graduation and other academic requirements as may be deemed necessary. It will be obligated only during the academic year of the student’s registration by requirements published in the *Undergraduate Catalog* for that year.
### COURSE NUMBER AND LEVEL
In the curriculum descriptions that follow, courses are identified by an alphanumeric course number. The alphabetic prefix represents the subject area.

#### College of Architecture and Design
- Architecture [ARC]
- Digital Arts [ART]
- Interior Architecture and Interior Design [ARI]
- Facility Management [ARM]

#### College of Arts and Sciences
- Biology [BIO]
- Botany [BOT]
- Chemistry [CHM]
- Communications [COM]
- Educational Technology [MET]
- English as a Second Language [ESL]
- Geology [GLG]
- Language and Literature [LLT]
- Mathematics and Computer Science [MCS]
- Media Communication [MCO]
- Natural Science Co-Op [SCO]
- Physical Science [PSC]
- Physics [PHY]
- Psychology [PSY]
- Radio and Television Broadcasting [RTS]
- Science Education [SCE]
- Social Science [SSC]
- Spanish [SPN]

#### College of Engineering
- Biomedical Engineering [BME]
- Engineering Co-Op [ECO]
- Civil Engineering [ECE]
- Electrical Engineering [EEE]
- Mechanical Engineering [EME]
- Mechatronic Systems Engineering [MSE]
- General Engineering [EGE]

#### College of Management
- Accounting [ACC]
- Dissertation [DIS]
- Doctor of Business Administration [DBA]
- Finance [FIN]
- Global [GLO]
- Global Leadership and Management [GLM]
Human Resources Management      HRM
Information Technology            INT
Management                        MGT
Management Information Systems   MIS
Marketing                         MKT
Operations Management             OPM

The first number following the alpha prefix indicates the academic level of the course:

0       Basic Studies (zero-level courses normally do not provide degree credit)
1       Freshman
2       Sophomore
3       Junior
4       Senior
5, 6, 7 Professional, Post-Professional, and Graduate level
8       Doctoral

The last of the four numbers normally indicates the semester hours of credit assigned to
the course. For example, ARC3653 carries three hours of credit.

**CATALOG OF ENTRY – LIMITATIONS**
Although graduation requirements of the University may change while a student is
enrolled, students are normally expected to meet the graduation requirements outlined in
the Catalog that is in effect at the time they matriculate, as long as the courses are still
offered by the University. Substitutions may be made for required courses that may no
longer be available. However, if the new graduation requirements may be adapted to a
student’s current course of study without increasing his or her credit hour requirements or
existing prerequisites, the new requirements shall prevail. Students interrupting their
studies for three calendar years or more must reapply for admission (see Admission
section of this Catalog, Interruption of Studies). If readmitted, the Catalog in effect at the
time of readmission is used to determine graduation requirements.

In addition, within the College of Architecture and Design, the requirements outlined in
the Addendum to the Graduate Catalog for the Master of Architecture degree for the year
of entry into the respective program also apply.