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Lawrence Technological University is accredited by the Higher Learning Commission and a member of the North Central Association (NCA). The commission’s phone number is 800.621.7440. The NCA accreditation report is on file in the University’s library and is available for public review by students and staff. Various graduate and undergraduate degree programs are additionally accredited through appropriate national professional organizations.
“For your competitive edge”—just another snappy slogan or a real commitment you can build a career on?

As you grow in your knowledge and experience as a student here at Lawrence Tech, we believe you will find it is an honest pledge, well fulfilled.

It means we must give you more here than you can find elsewhere at a comparable cost—something more in the dedication of a seasoned faculty, who know their stuff and keep you up-to-date; in our smaller class sizes which emphasize individualized learning; in modern, new technical facilities and state-of-the-art wireless computer networks; in a campus life that encourages group experiences which build those critical leadership and interpersonal skills so highly prized by today’s successful executive.

We’ve found—and alumni tell us this in numbers far above the national averages—that Lawrence Tech graduates enter the world of work confident and well prepared. While not everyone makes it here, employers tell us that those who do make it far! They say that Lawrence Tech builds leadership through our unique blend of theory and practice and creates innovators, and even some revolutionaries, who begin contributing to company productivity and success from their very first day.

Recent independent surveys report a number of notable achievements. First, Lawrence Tech was ranked the number one independent university at which employers in southeast Michigan recruit. That explains why another study reports that we place an astonishing 97 percent of our graduates in positions matching their academic preparation—no “go-fer” newbies here! Third, a prestigious analysis by Standard & Poor’s shows that Lawrence Tech is in the top third of universities nationwide that have graduated the leaders of America's most successful companies. Finally, Lawrence Tech has been ranked both a Best College and a Best College Value by U.S. News and World Report.

A university education is not something you buy and take home, like an automobile or an appliance. You, yourself, are an active participant in the quality of your own education. That is why not everyone makes it here. To sharpen that competitive edge, you have to invest, too. Your professors are the people who will work with you most on this—so get to know them! Further, there are many, many others here at Lawrence Tech dedicated to the same goal: your success in your career and in life. They include the department chairs, your academic dean, the dean of students, librarians and learning resource specialists, the provost staff and myself, among others. This Handbook is your guide to all these added benefits. Get to know and use the services here on campus.

A high quality technological education is demanding and challenging. In fact, a lot of people think that if you’re a tech-whiz, you were born that way. Wrong! Any person with basic smarts, the motivation to work hard, and the discipline to manage time can succeed in one of our rigorous programs. At Lawrence Tech, we know that students sometimes get discouraged. It’s frequently because high-tech programs are what are called “vertically integrated.” Unlike some other subjects, technology programs build level-by-level on what you’ve already learned. Sometimes that means you have to catch up on something you may have missed earlier. That’s why we have the counseling, mentoring, tutoring, advising, co-op, achievement and career services to give you that added boost you may need, when you need it...and keep you moving on up.

An equally important goal at the University is to prepare broadly educated graduates who can contribute to society as effective leaders, intelligent communicators, team builders, and just good citizens. We will help strengthen your literacy in many ways—in your language, in a foreign language, in mathematics and computers, in history, economics, government, social studies, as well as in technology. Together these are called the liberal arts, because they liberate you to achieve your full potential as a person. We know this formula works. Every day tens of thousands of our successful alumni prove it over and over again. I know you will someday too!

Charles M. Chambers
The Provosts and Deans

Lewis N. Walker  
Executive Vice President and Provost

Maria J. Vaz  
Associate Provost, Dean of Graduate Programs, and Interim Dean of Arts and Sciences

Lisa R. Kujawa  
Assistant Provost for Enrollment Management

Jerome E. Webster  
Dean of Students

Joseph C. Veryser  
Interim Dean of Architecture and Design

Laird E. Johnston  
Dean of Engineering

Louis A. DeGennaro  
Dean of Management
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**Bold dates indicate when classes begin for each semester.**
### Academic Schedules 2004-06

#### FALL 2004 SEMESTER
- **April 5–9** Advance registration
- **April 10–August 25** Registration
- **August 24** Last day to register without late registration fee
- **August 25** Classes begin; late registration fee applies
- **August 26** Add/Drop period begins
- **September 4** Last day of classes before Labor Day recess
- **September 7** Classes resume
- **September 8** Last day to drop classes with 100% tuition credit
- **September 9** Withdrawal period begins; late transaction fee applies for courses added
- **November 17** Last day to withdraw
- **November 24** Last day of classes before Thanksgiving recess
- **November 29** Classes resume
- **December 10** Last day of classes before final exams
- **December 13–16** Final exam week
- **December 17** Fall 2004 semester ends

#### SPRING 2005 SEMESTER
- **November 1–5** Advance registration
- **November 6–**
  - **January 10** Registration
  - **January 7** Last day to register without late registration fee
  - **January 10** Classes begin; late registration fee applies
  - **January 11** Add/Drop period begins
  - **January 21** Last day to drop classes with 100% tuition credit
  - **January 22** Withdrawal period begins; late transaction fee applies for courses added
  - **January 17** Martin Luther King Day Celebration
  - **March 5** Last day of classes before mid-semester break
  - **March 7–11** Mid-semester break
  - **March 14** Classes resume
  - **April 8** Last day to withdraw
  - **April 29** Last day of classes before final exams
  - **May 2–6** Final exam week
  - **May 15** Commencement
  - **May 16** Spring 2005 semester ends

#### SUMMER 2005 SEMESTER

- **Summer Session A**
  - **April 4–8** Advance registration
  - **April 9–May 17** Registration
  - **May 17** Last day to register without late registration fee
  - **May 18** Classes begin; late registration fee applies
  - **May 19** Add/Drop period begins
  - **May 24** Last day to drop classes with 100% tuition credit
  - **May 25** Withdrawal period begins; late transaction fee applies for courses added
  - **May 28** Last day of classes before Memorial Day recess
  - **June 15** Last day to withdraw
  - **June 29** Summer 2005 Session A ends

- **Summer Session B**
  - **April 4–8** Advance registration
  - **April 9–July 8** Registration
  - **July 8** Last day to register without late registration fee
  - **July 11** Classes begin; late registration fee applies
  - **July 12** Add/Drop period begins
  - **July 15** Last day to drop classes with 100% tuition credit
  - **July 16** Withdrawal period begins; late transaction fee applies for courses added
  - **August 12** Last day to withdraw
  - **August 20** Summer 2005 Session B ends

- **Summer Session E**
  - **April 4–8** Advance registration
  - **April 9–May 17** Registration
  - **May 17** Last day to register without late registration fee
  - **May 18** Classes begin; late registration fee applies
  - **May 19** Add/Drop period begins
  - **May 28** Last day of classes before Memorial Day recess
  - **May 31** Classes resume
  - **June 2** Last day to drop classes with 100% tuition credit
  - **June 3** Withdrawal period begins; late transaction fee applies for courses added
  - **July 13** Last day to withdraw
  - **July 28** Summer 2005 Session E ends
The University reserves the right to make adjustments to the academic calendar as necessary.

*The University is open and classes are held on Martin Luther King Day. To afford an opportunity to all members of the University community who may desire to participate in the Freedom Walk celebrating Dr. Martin Luther King’s life and legacy, students, faculty, and staff may, upon request, be excused from any scheduled classes, office hours, meetings, etc., from 11 a.m. to 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.
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 hone 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.

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

Students interested in forming new organizations should contact the director of student activities or the president of the Student Government for assistance. Student Government approval is necessary for official recognition and funding assistance.

To be eligible to run for office in any campus organization, students must have a cumulative grade point average of at least 2.0. 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.

Professional and Student Organizations

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 and Recreation. 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, and treasurer, who are elected in a spring campuswide election. A secretary and 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 club and 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 five standing committees:

**Technology Committee**
- Responds to all technological initiatives relating to students.

**Blood Drive Committee**
- Coordinates with the Red Cross to arrange regular blood drives on campus.

**Scholarship Committee**
- Corresponds with the Office of the Provost about additions to and changes in the current academic standards of the University. Students who wish to take part or who have suggestions may contact any of the committee members.

**Social Committee**
- Coordinates all campuswide social events for the student body.

**Charity Committee**
- Organizes charity events for causes approved by the Student Government.

In order to hold a Student Government office, a student must maintain at least a 2.3 grade point average.

**Students Planning Activities Monthly (S.P.A.M.)**
S.P.A.M. is a student-based organization, which organizes campus activities such as comedians, novelty acts, singers, magicians, etc. S.P.A.M. is open to all students from all academic majors. Members attend the annual National Association of Campus Activities (N.A.C.A.) mid-America and national conferences, monthly meetings, and S.P.A.M.-associated events. To get involved, contact the coordinator of student activities at 248.204.3850 or email stuevent@ltu.edu. For the monthly event information, call 248.204.FUNN.

**Alternative Energy Student Group (AESG)**
The AESG’s purpose is to provide students with a medium whereby they can apply their educational studies to real-world applications of alternative energy technologies. AESG seeks to increase the student body’s awareness and knowledge of alternative energy technologies on campus and encourages students to remember the significance of sustainable energy as they embark upon their professional careers.

**American Chemical Society (ACS)**
The award-winning ACS student chapter is active in providing educational services to the local scientific community and to Lawrence Tech students. The chapter schedules lectures by prominent scientists to which it invites not only Lawrence Tech students and faculty but also students and staff from other local universities, colleges, high schools, and research laboratories. ACS also sponsors field trips to chemical plants and laboratories.

**American Institute of Architecture Students**
The Lawrence Tech chapter of this national student professional organization is sponsored by the Detroit chapter of the American Institute of Architects (AIA). Members arrange lectures by prominent people in the world of architecture, urban planning, and the environment; organize trips to architecturally important cities; sponsor design competitions; arrange tours of architectural projects; and sponsor social activities for architecture students. Members have the opportunity to serve on local and national committees of the AIA and attend seminars and conventions. Members are provided with economical blueprint services and special prices on lectures, trips, and other activities.

**American Society of Civil Engineers (ASCE)**
The ASCE student chapter promotes student involvement in the civil engineering profession by offering a wide variety of technical, professional, and social activities, such as field trips, technical speaker sessions, and local professional meetings to assist students in achieving career goals. The intercollegiate concrete canoe, steel bridge, and timber bridge competitions are annual activities of the chapter. In the last four years, the steel-bridge team has qualified for national competition by placing first among regional universities in Michigan and Ohio. The chapter has developed a strong K-12 education outreach program that promotes careers in civil engineering and has received national recognition and awards for general chapter activities, community service, and faculty advising. The chapter encourages participation by all levels of civil engineering students, from freshmen to graduate students.
American Society of Interior Designers (ASID)
The goals of the ASID student chapter are to advance members’ understanding of the profession, promote interaction with faculty and practicing professionals, and explore career opportunities. ASID is the leading interior design organization and the official source of information on all matters regarding the profession and its practice. ASID aims to serve its members, protect and inform the public, advance the profession, strengthen interaction with industry and allied professions, and promote design excellence.

American Society of Mechanical Engineers (ASME)
The ASME chapter at Lawrence Tech aims to foster communication among engineers, other professionals, and the public for mutual understanding of the true roles and contributions of technology. Membership in the student section of the ASME reflects not only the student’s own technical qualifications but also his or her willingness to accept professional responsibility and the challenge of influencing the future course of technology. Activities include attendance at society meetings on other campuses, speaker sessions, and field trips to industrial facilities and other places of significance to engineering students.

Associated General Contractors of America (AGC)
The Lawrence Tech student chapter of AGC provides students with a better understanding of the construction industry and seeks to strengthen University ties with contracting companies. The chapter is open to all civil/construction engineering and construction engineering technology students.

Association for Computing Machinery (ACM)
The ACM is the largest educational and scientific society serving computer professionals. It offers opportunities to meet with computer professionals at lectures, meetings, and conferences. Membership is open to any Lawrence Tech student interested in the computer field. ACM is sponsored by the Department of Mathematics and Computer Science.

The Engineering Society of Detroit (ESD)
This group provides a forum whereby students may learn about emerging technologies, interact with professionals in the field, and establish and maintain an awareness of the benefits and opportunities to be obtained from the Engineering Society.

Institute of Electrical and Electronic Engineers (IEEE)
This organization is primarily for electrical engineering, electrical engineering technology, computer engineering, and computer science students. Other interested students are invited to apply. Activities include conference trips, lectures by practicing engineers, technical video presentations, tours of electronic and electrical manufacturing plants and utilities, and participation in the University’s annual Open House.

Michigan Society of Professional Engineers (MSPE)
The Lawrence Tech chapter, sponsored by the Oakland chapter of MSPE, is one of the largest student chapters in the nation. MSPE is dedicated to the ethical and professional development of engineers from all disciplines. The chapter conducts the Professional Engineers review (EIT), which is the largest and most active student review in the state. Every year the student chapter provides scholarships based solely on student activity and contributions to the society. Other activities include conference and field trips, campus educational events, and networking with high-level parent chapter professionals. Students from all disciplines are encouraged to join as early in their careers as possible.

National Society of Black Engineers (NSBE)
The 105 chapters of NSBE have a primary goal of increasing the number and quality of minority students in the areas of engineering, management, architecture, and business. Tutorial services and a company lecture series are offered. Join and establish rewarding relationships with other students and professionals.

Society of Automotive Engineers (SAE)
The SAE focuses on advancing mobility on land and sea, in the air and in space. The Lawrence Tech student branch of SAE is one of the largest in the world. It provides students with opportunities to experience real-world engineering through industrial tours, technical speakers, technical publications, and engineering projects and various competitions. The University has been a frequent host of the Formula SAE and other competitions. The chapter also builds an engineering exhibit for the annual SAE Congress and Exposition held at Cobo Center. The Detroit section of SAE offers special student member discounts for its monthly dinner meetings as well as sanctioning special intercollegiate engineering competitions. The section also offers a program that allows students to spend a typical working day with an engineer. Interested students from all curricula are welcome.

Society of Engineers (SWE)
The SWE student chapter at Lawrence Tech encourages women engineering students to achieve high levels of education and professional achievement. Throughout the year, planned activities include speakers of interest to the entire engineering community, field trips to local engineering firms, and joint activities with other technical societies. Career guidance programs are presented at local high schools and a Career Day is held each fall. Members receive the national publication U.S. Woman Engineer and are encouraged to attend regional and national student conferences. Chartered in 1981, the Lawrence Tech SWE chapter has received a number of awards, including the 1981 Best National New SWE Student Section Award. Interested freshmen and sophomore students, in particular, are encouraged to join.
Honor Societies

Chi Epsilon
Chi Epsilon (XE) is the national honor society for civil engineering students. Election to membership is based on junior or senior standing, high academic achievement, and exemplary character.

Eta Kappa Nu (Theta Upsilon Chapter)
Eta Kappa Nu (EKN) is a national honor society for electrical and computer engineering students. To be eligible, students of junior status must rank in the top one-fourth of their class and seniors must rank in the top one-third of their class and carry a minimum 3.20 cumulative GPA. After the eligible student has demonstrated integrity and exemplary character, he or she is initiated as an Eta Kappa Nu member for life. Initiations are held once in the fall semester and once in the spring semester. A one-time nominal administrative fee applies to every prospective member. Members are involved in tutoring, coordinating free seminars by professionals, food drives, and various fund raisers. Membership is a highly prized resume entry.

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

Pi Tau Sigma (Phi Iota Chapter)
Pi Tau Sigma (ΠΠΣ) is the national honor society for mechanical engineers. Members are recognized for academic achievement and leadership ability.

Sigma Pi Sigma
Sigma Pi Sigma (ΣΠΣ) operates under the auspices of the American Institute of Physicists. The local chapter sponsors scientific lectures on campus and arranges field trips to facilities of interest in the area. The society welcomes all students who have interests in physics.

Tau Beta Pi (Michigan Eta Chapter)
Tau Beta Pi (TBΠ) is a national honor society for all engineering students. Members are elected on the basis of scholastic achievement and display of exemplary character. Students must have achieved junior status to be eligible for membership.

Tau Sigma Delta
Tau Sigma Delta (ΤΣΔ) is a national collegiate honor society that celebrates excellence in scholarship within nationally accredited programs of architecture and interior design. Membership is limited to students with high academic standing in junior, senior, and graduate years of study.

Clubs and Publications

The number of student clubs and organizations varies each year depending on student interest. At a moderately sized university like Lawrence Tech you don’t have to “wait in line” to become involved. Students interested in starting a club based on a hobby, career interest, or for any other purpose should contact the Student Activities Office at 248.204.3850.

Anime Group (LAG)
The Lawrence Tech Anime Group invites students to enjoy Japanese artwork and media. The group meets weekly to watch and discuss subtitled animation and makes a monthly excursion to Wizzywig in Ann Arbor. Please visit our website at http://groups.yahoo.com/groups/ltuanime/.

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

Campus Crusade for Christ
An international, nondenominational organization, the Lawrence Tech chapter of Campus Crusade for Christ has strong ties to other colleges in the metro Detroit area. The goal of Campus Crusade is to take the gospel of Jesus Christ to others, as well as to learn more about God. Social interaction is also important, and students from all over Detroit meet once a month to worship God and enjoy Christian fellowship. Everyone is welcome to attend Bible studies each week on campus. Other events include a weekend retreat in the fall, a conference in Indianapolis during Christmas vacation, and an outreach trip to Florida during spring break.

Collegiate Entrepreneurs’ Organization (CEO)
The Lawrence Tech chapter of the CEO was established to foster scientific study and research in the field of entrepreneurial studies at Lawrence Tech. The purpose of the CEO is to develop sound thinking in entrepreneurial theory and more exact knowledge and definition of entrepreneurial principles. Two of the main goals of the CEO are to improve the methods and techniques of business management and to develop better public understanding and appreciation of entrepreneurial ventures among the faculty and students of Lawrence Tech and the general public.
Computer Gaming Club
The Lawrence Tech Computer Gaming Club is open to all students, faculty, staff, and alumni who hold an interest in computer gaming. The purpose of the club is to provide its members with access to a medium of entertainment that promotes a sense of friendship, sportsmanship, and communal atmosphere.

Detroit Metropolitan High School Mathematics and Computer Club (DMHSMC2)
Lawrence Tech students are welcome to attend meetings of the DMHSMC2 on the second Thursday evening of every month in the Science Building. This club is organized and sponsored by the Lawrence Tech Department of Mathematics and Computer Science. Members are students from area high schools interested in the Lawrence Tech program of lectures on mathematics and computer science. Club members are also allowed to use Lawrence Tech computer facilities.

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

Musicians’ Society
The Musicians’ Society provides a way for students to express themselves through various musical genres. Students meet weekly and rehearse in one of the auditoriums. The society performs for University functions. Contact the advisor at 248.204.4100.

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

Ski and Snowboarding Club
The goal of the club is to give students interested in skiing and snowboarding the opportunity to meet other Lawrence Tech students and travel to local ski resorts. The club also welcomes students who do not know how to ski or snowboard but would like to learn. These sports are much more fun and less expensive with more people. Come join the fun!

Student Alumni Council
Lawrence Tech alumni include a distinguished group of engineers, 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 85 percent of Lawrence Tech's more than 27,000 degree-holding alumni reside in Michigan and the Midwest, but they also live in nearly every state and territory as well as in Asia, South America, the Caribbean, Europe, and Australia. The Lawrence Tech Alumni Association holds meetings and sponsors a variety of events and activities for members in southeast Michigan. Chapters also exist in Arizona, Florida, and Georgia. Several chapters, including those for the College of Architecture and Design and for the College of Management, are based on academic interest. The Student Alumni Council provides current students with a forum for interpersonal networking with alumni in their field of study, as well as opportunities for leadership and participation in student and alumni programming and future organizational planning. Contact the Office of Alumni Relations at 248.204.2300 or via email at alumni@ltu.edu to get involved.

Tech News
The Tech News campus newspaper carries articles and announcements of interest to the entire campus community. Tech News is produced by the Office of Marketing and Public Affairs (Room M139). Students interested in writing, photography, and graphic arts are encouraged to contact the Office of Marketing and Public Affairs.

Wireless Society
The Wireless Society, which runs Lawrence Tech’s worldwide digital radio station, W8LTU, is open to any student, staff, or faculty member interested in wireless communication electronics. The society’s RF workbench, library, and tools are housed in Room E19 and are available to society members for use in related class projects, research, and certification 24 hours a day, 7 days a week. Contact the society at 248.204.2521.

Greek Life

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

Alpha Kappa Alpha Sorority, Inc.
Founded in 1908 at Howard University, Alpha Kappa Alpha (AKA) is an international sisterhood of more than 125,000 college-trained women representing graduate and undergraduate chapters in 46 states, the Caribbean, Germany, England, and Africa. Pi Delta chapter of AKA was established at Lawrence Tech in 1990. The sorority emphasizes a service program within the community, as well as focusing on the intellectual and social aspects of college life. Its “Service to All Mankind” motto is the guiding principle for all of its program activities. Rush activities are held twice a year. Membership is open to women of all races, creeds, and colors who embrace high ethical and scholastic standards and are pursuing a full course of study leading to a degree at Lawrence Tech.
Alpha Sigma Phi
Alpha Gamma Upsilon (ΔΓΥ) was founded by Dr. Wayne Buell at Lawrence Institute of Technology in 1933 and merged with Alpha Sigma Phi, creating the Gamma Psi chapter in 1968. In 1991, the Gamma Psi chapter became inactive. In the spring of 2003, three young men undertook the third founding of Alpha Sigma Phi (ΑΣΦ), which was recognized by the Student Government in the fall of that year. Full membership in the Interfraternal Council will take effect in the fall of 2004. Currently the Alpha Sigs, whose motto is “To Better the Man,” hold a colony status with their national headquarters.

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

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

Delta Tau Sigma
Founded in 1977, Delta Tau Sigma (ΔΤΣ) was the first sorority on campus and has been growing ever since. The largest sorority and the second largest Greek organization on campus, the group offers bonds of friendship and sisterhood and incentives toward good scholarship. The sorority currently has active members in several of the honor societies on campus. For the past several years, sisters have held executive positions in both the Student Government and the Interfraternal Council. The sorority participates in intramural sports on campus and also actively supports the Juvenile Diabetes Research Foundation and the National Alopecia Areata Foundation. Delta Tau Sigma does not center just around social life but also aims for greater participation in University programs and hopes to provide an impetus for a better education. Join Delta Tau Sigma and make your years at Lawrence Tech more fulfilling as we help you achieve your goals.

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

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

Sigma Phi Epsilon
Founded on campus in 1971, Sigma Phi Epsilon (ΣΦΕ) has grown into the largest fraternity at Lawrence Tech. Sigma Phi Epsilon is the largest fraternity in the nation, with more than 264 chapters and 194,000 lifetime members. The Lawrence Tech chapter has a national reputation, having won three consecutive Buchanan Cups, five Excelsior Cups, and seven Scholarship Excellence Awards. Members have held leadership positions in the Student Government, the Interfraternal Council, and Students Against Drunk Driving. Sig Eps take pride in academic performance and have posted the highest cumulative fraternity GPA on campus. The fraternity provides $750 Balanced Man Scholarships for incoming male freshmen. The chapter looks for balanced individuals who seek to fulfill their potential in a young, aggressive, demanding organization. Leadership, friendship, scholarship, and achievement are both offered and expected. There is more to Lawrence Tech than four years in a classroom. Sigma Phi Epsilon continues to be a lifetime experience.
Sigma Pi
Lawrence Tech’s Zeta Omicron chapter of Sigma Pi (ΣΠ), established in 1984, has rapidly grown into one of the largest Greek societies on campus. With 125 chapters internationally, Sigma Pi is also one of the larger fraternities. Leadership qualities, academic excellence, and professionalism are stressed, as well as athletic and social participation and community service. Members have held executive council positions in organizations such as the Student Government and the Interfraternal Council, as well as heading many other independent campus organizations such as the Residence Hall Association. Sigma Pi looks for well-rounded young men who seek to advance their experience at Lawrence Tech socially, academically, and fraternally. The true meaning of “brotherhood” is taught and is instilled in the lives of members, creating friendships that cannot be broken and contacts that will always be there. Membership is not easily obtained, but the challenge is waiting for you and worth the effort!

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

Athletics and Intramurals

Intramurals
Intramural sports, which are free to all students, include football, softball, basketball, indoor soccer, racquetball, wallyball, and volleyball. Rock climbing, skiing and snowboarding, golf scrambles, a 5K run, paintball and other outings are sponsored by the Office of Student Activities and Recreation. Any group of students is welcome to form teams and submit the names to Student Activities for scheduling of games.

Fall-Winter
- Intramural Football
- Intramural Basketball
- Intramural Volleyball
- Intramural Indoor Soccer

Winter-Spring
- Intramural Basketball
- Intramural Racquetball
- Intramural Wallyball
- Intramural Indoor Soccer

Spring-Summer
- Intramural Golf
- Intramural Softball

Club Sports
Club sports allow Lawrence Tech students to compete with clubs and varsity teams from other colleges and universities. Soccer and ice hockey are currently offered and other sports are possible if student interest is sufficient to field teams.
Services for Students

Academic Achievement Center

The Academic Achievement Center (AAC) is a joint initiative between the College of Arts and Sciences and the Division of Student Affairs. This support service is free to all students, staff, and faculty. Students may stop in the AAC to meet with study groups, to study alone, or to get tutoring help for classes. Tutoring is offered for core classes in math, computer science, chemistry, physics, and writing. All sessions are conducted by appointment and are scheduled online from the my.ltu.edu homepage, Lawrence Tech’s centralized portal for online services. To accommodate last-minute issues, Wednesdays and Saturdays are reserved for walk-in sessions (no appointment necessary). The AAC is located on the first floor of the Science Building. Hours of operation are Monday through Thursday, 8 a.m.–8 p.m., and Friday, 8 a.m.–4:30 p.m. Weekend and summer hours vary and are posted outside the AAC 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, personal counseling, and registration assistance. The coordinator of the Academic Achievement Center also works with the colleges to coordinate tutorial services and services for students with disabilities. Contact the appropriate academic department or the Academic Achievement Center for information.

Academic Scholarships

A number of partial scholarship awards are available each year to on-campus students. Students may apply to the Office of Financial Aid or the chair of the Lawrence Tech Scholarship Committee for consideration after being on campus a minimum of two semesters, with a cumulative GPA of 3.00 or better. Academic scholarship awards are made on a competitive basis at the discretion of Lawrence Tech’s Scholarship Committee. An application is required for upper-class scholarships and the deadline for submission is May 15 of each academic year.
ATM (Cash) Machine

There is an automated teller machine (ATM), hosted by Huntington Bank, located in the atrium of the Buell Management Building, which is available anytime the building is open. This unattended station allows withdrawals, deposits, or account transfers, using debit cards with Cirrus, Plus, Pulse, Star, or Quest network logos or a Visa, MasterCard, Discover, or American Express credit card and a personal identification number. For local Huntington Bank branches, call 877.932.BANK (2265).

Bookstore

The bookstore is located in the Buell Management Building. Books, instruments, supplies, snacks, and Lawrence Tech apparel and gifts may be purchased. Hours: Monday through Thursday, 9 a.m.–7 p.m., and Friday, 9 a.m.–1 p.m.

Building Hours

In general, campus facilities are open from 7 a.m. to midnight 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, preferably 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 two working days for processing and confirmation. Individuals found not in compliance with this policy may be subject to the University discipline system. Students using campus facilities, especially after hours, must carry their Lawrence Tech identification card with them and must present it if requested to do so by a Lawrence Tech Campus Safety officer.

Career Services

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, beginning as soon as the freshman year, can help students develop their career plans and establish career goals by identifying their abilities, values, and interests and then targeting occupations that reflect those same abilities, values, and interests. The office can also help students gain experience in their chosen field.

Services include: career advising, on-campus employment, cooperative education and internships, career workshops, resume critiques, mock interviews, career fairs, employer presentations, and on-campus interviews. Career Services is also responsible for the Career Center section of Tech Net (www.lawrencetech.net), the University’s web-based information system. Students can post their resumes for viewing by prospective employers and can also view job postings.

The Office of Career Services is located in Room M130 and is open daily from 8 a.m. to 4:30 p.m.; with extended hours (until 7 p.m.) Monday through Wednesday during the fall and spring semesters.

Computer Help Desk

The Computer Help Desk provides walk-in support for students with computer problems. Located in Room T215, the Help Desk is open Monday through Thursday, 7:30 a.m.—7:30 p.m., and Friday, 8 a.m.—4:30 p.m.

See also Computing and Network Policy.

Computer Resources

Students are strongly encouraged to participate in the University’s laptop system initiative, which provides them with a state-of-the-art notebook computer customized to their academic discipline with the latest releases of professional software. All registered students at Lawrence Tech receive a free computer account that includes access to email, the Internet, and protected storage on the University’s servers. Students, faculty, and staff can access their account from any campus terminal, personal computer, or laptop. Students, faculty, and staff are expected to obtain Internet service if they wish to access the system from off-campus. The University no longer provides modem-based access to the system. Additional information is available at http://www.ltu.edu/computercenter. The Southfield campus also has wireless coverage using 802.11b technology. Users should set their ESSID to “LTU Wireless Network” and they will be able to connect. This service is provided in all central campus buildings and the residence halls. Public printers are provided in the Computer Laboratory in Room S115. Additional public printers are located in University Housing-South, University Housing-North, and the library. The Computer Lab is open from 8 a.m. to 8 p.m., Monday through Friday. At the end of the term, hours are extended until 10 p.m., Monday through Thursday.

The Computer Help Desk provides walk-in support for students with computer problems. It is located in Room T215. This facility is staffed from 7:30 a.m. to 7:30 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Friday. Telephone support is also provided during these hours at 248.204.2330.
Continuing Education and Professional Development

The University’s Division of Continuing Education and Professional Development is a provider of non-degree programs in educational training and employee professional development. The division offers a variety of services, including conferences, seminars, classroom training, corporate and professional training, distance learning, and teleconferences.

The Office of Insurance Studies offers a number of opportunities for insurance agents, brokers, and financial planners to enhance their knowledge of the industry by earning IIA and CPCU designations. The courses are approved by the state of Michigan for agents seeking to fulfill licensing requirements.

Lawrence Tech is a certified Microsoft Authorized Training Provider. Microsoft courses are designed to prepare individuals to become systems engineers, solution developers, product specialists, and trainers. In addition to Microsoft courses, the division is continually developing additional computer courses to meet the changing demands of business and industry.

Courses are also offered in the areas of leadership and management, computer science, engineering, and architecture and include training in such areas as supervisory skills, communication, finance, human resources, marketing, electronics, quality, customer service, design, and robotics. Programs for students in grades K-12 are also available.

Cooperative Education

The Cooperative Education program is a joint venture between the University, a selected employer, and the student. Work assignments are related to the student’s major field of study and are varied to provide a broad range of experience and training. The more a student progresses the more assignments grow in complexity and the more technical know-how they require.

Co-op students:
- gain excellent work experience
- are paid for learning on the job
- receive academic credit
- enhance their professional job search when they graduate, since employers favor students with co-op experience

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

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

More than 100 students participate in the co-op program each year. Most assignments are in southeastern Michigan, however, students have completed assignments in Ohio, Indiana, Connecticut, California, Florida, Germany, and Mexico (in the fall of 2004).

Dean of Students

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

Student Events and Activities

Annual social events to encourage students to interact with other students on campus are coordinated by the Office of the Dean of Students. Popular programs include the fall semester Welcome Back Picnic, New Student Convocation, College Honors Reception, Coffee on Us programs, movie nights, and Pushing Honey Through awards for supportive family members.

Service Learning Opportunities

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

Student Code of Conduct Adjudication

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

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 Student Affairs staff in the Academic Achievement Center and through Counseling Services in 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 service for the entire campus community, including take-out meals, catering, special events, and more. Students are able to choose between a la carte dining and six-, nine-, or 12-meal plans. Declining balance credit accounts can also be purchased at Café Lawrence for use during the fall and spring semesters. Dining Services oversees the student-run coffee kiosk located in the atrium of the Buell Building. This is a great place to meet fellow students to review notes or to get a quick bite to eat. Special events and dinners may be arranged with the Dining Services director, 248.204.3203.

Duplicating Facilities
Pay photocopying machines are located in the library (machine accepts coins) and in the Academic Achievement Center (machine accepts copy cards, which can be purchased in the library).

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

Field House
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.

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<thead>
<tr>
<th>Field House Hours</th>
<th>September-May</th>
<th>June-August</th>
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<tr>
<td>Monday</td>
<td>6:30 a.m.-10 p.m.</td>
<td>8 a.m.-9 p.m.</td>
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<td>Tuesday</td>
<td>8 a.m.-10 p.m.</td>
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<tr>
<td>Wednesday</td>
<td>6:30 a.m.-10 p.m.</td>
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<td>Thursday</td>
<td>8 a.m.-10 p.m.</td>
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<td>Friday</td>
<td>6:30 a.m.-9 p.m.</td>
<td>8 a.m.-9 p.m.</td>
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<td>Saturday</td>
<td>9 a.m.-5 p.m.</td>
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<tr>
<td>Sunday</td>
<td>12 p.m.-5 p.m.</td>
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Financial Aid
Approximately two-thirds of all students at Lawrence Tech receive some form of financial aid. Amounts and types vary by student, depending on need, merit or ability, and availability of funds. All students are encouraged to apply by April 1 every year to avoid potential processing delays. For additional information on federal, state, and institutional aid programs and instructions on how to apply, visit the financial aid website at www.financialaid.ltu.edu. Most initial awards are based on the assumption of full-time attendance (12 or more credit hours for undergraduate and 6 or more for graduate students). All awards will be adjusted for part-time attendance and disbursed proportionally, depending on whether a student attends three-quarter-time (9, 10, or 11 credit hours for undergraduate and 5 credit hours for graduate students) or half-time (6, 7, or 8 credit hours for undergraduate and 3 or 4 for graduate students). Most students are not eligible for financial aid if attending less than half-time (less than 6 credit hours for undergraduate and less than 3 credit hours for graduate students).

All awards will be reviewed and revised, if necessary, following the Add/Drop period each semester. Students who withdraw from all classes for the semester are subject to a recalculation of their award eligibility. All students who have been awarded financial aid should consult the Office of Financial Aid prior to dropping or withdrawing from classes. Students will receive a revised award notice showing all adjustments in financial aid eligibility.
Financial aid disbursements will be posted to student accounts and finalized shortly after the Add/Drop period. Refundable balances of excess financial aid will be returned or retained based on the wishes of each student shortly after disbursement. Please contact the Office of Financial Aid to discuss refunding options. Students must authorize Lawrence Tech to hold their refund from previous semester(s) or academic year(s). All financial aid recipients are subject to Satisfactory Academic Progress policies as stated in the Lawrence Tech Undergraduate and Graduate Catalogs. Guest, special, and international students are not eligible for most financial aid programs. For a list of loan options available, please contact the Office of Financial Aid.

Identification Card

Lawrence Tech’s student identification card combines a photo with a 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 coffee kiosk in the Buell Atrium. Instructions for applying for a card are provided to new students during orientation.

International Students

International students may receive assistance from the Office of International Student Affairs (Room M130). Call 248.204.2408.

Library

The Lawrence Tech library is conveniently located on the first floor of the Buell Management Building and boasts an attractive indoor garden area. The library houses a broad selection of books, periodicals, online databases and full-text electronic books, microforms, and other material that has been selected to enhance the curriculum areas of the University. Collection strengths include engineering, architecture, management, and technology. Among its unique resources, the library houses the 3,000-volume professional library of the late renowned architect Albert Kahn. The professional librarians are skilled in locating information both in the Lawrence Tech collection and at numerous other venues. They can also provide individualized and group instruction on how to use the library efficiently. Students have full access to the stacks for browsing and independent research and can always count on getting personalized reference assistance from a librarian whenever the library is open.

While the library’s catalog is available to the public on the Lawrence Tech website, premium content tailored to serve the needs of the Lawrence Tech curriculum is available online at http://my.ltu.edu (a password-protected site available to students using their Banner ID). 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 borrowed and shipped directly to Lawrence Tech from across the city or across the nation through the use of several sophisticated interlibrary loan programs. 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. Math videotapes circulate for shorter periods. Reserve and reference materials must be used in the library. Students with fines or lost-item charges of $10 or above may not borrow library materials.

Renewals

Students may renew material as long as no one has requested the item. Students may renew books the first time 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 (book barcode is needed) or bring the books to the library.

Overdue Materials

Overdue Charges

- $0.10 per item per day — books
- $1 per item per day — instructional videos

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 students’ records.

Library Account

All students have a library account that may be accessed through the “My Account” feature of the library’s online catalog (www.library.ltu.edu). Contact the library with questions. Once registered, students may place requests directly from the catalog, check their account for items checked out, fines, etc.

Lockers

Lockers in the Engineering Building may be reserved through the office of the dean of the College of Engineering. Lockers in the Architecture Building may be reserved by calling the College of Architecture at 248.204.2880. Lockers in the University Technology and Learning Center (UTLC) are reserved for students taking a studio class (call the facilities manager at 248.204.2858 or contact a professor teaching a studio class). Short-term (one day) locker storage is provided in the atrium of the Buell Management Building. Items removed when lockers are vacated at may be claimed by calling Campus Safety at 248.204.3945.
Lost and Found

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

Online Student Services

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

Students may register online using their nine-digit student identification number and their PIN. In addition, 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. In order to be allowed to register students must not owe a balance from previous semesters.

Students may also view and print an unofficial copy of their student transcript, provided they do not have a hold on their records (the result of owing the University money) that prohibits this function.

Postal and Package Services

Mailboxes for outgoing mail are located in the lobby of the Engineering, Buell Management, and Science buildings, as well as at the Welcome Center in the University Technology and Learning Center and at the Information Desks in both residence halls.

Stamps may be purchased at the Information Desks in both residence halls. All mail and packages are delivered to the Information Desks.

Federal Express has an outgoing package kiosk located outside the Buell Management Building on the atrium level, on the Lot C side of the building.

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. Offices included in the Division are: the Academic Achievement Center; Campus Safety and Mail Services; Career Services; Counseling Services; Disability Support Services; Dining Services; Student Activities and Recreation; University Housing; and the Welcome Center (campus switchboard). The Office of the Dean of Students serves as the central resource for activities coordinated by the Division of Student Affairs. Events, programs, and services provided through these offices are designed to enhance student involvement and student leadership development.

Student Communications/Student Email

All students are required to obtain and maintain University computer accounts while they are enrolled at Lawrence Tech. These accounts are provided without additional charge to registered students. Students may access these accounts while on campus with laptops or personal computers. They may also be accessed from off-campus via personal Internet accounts. Students may also communicate directly with faculty, staff, and administrators through email. Because email is considered a formal channel of communication for official University correspondence, students are expected to review their email on a regular basis.

Student Housing

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

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

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

Anyone seeking on-campus housing should complete a Housing Application and Contract and pay the application fee. Applications are available from both the University Housing and Admissions offices. 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 9 credit hours per semester to be eligible for housing. For more information, please contact the Office of University Housing at 248.204.3940.

**Student Insurance**

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

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

**Student Lounges**

Student lounges are located in the fireplace area of the Engineering Building and on the lower level of the Architecture Building. A coffee kiosk with a lounge area, hosted by Dining Services, is located in the atrium of the Buell Management 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.

**Student Service Center**

The Student Service Center, located in the Engineering Building, assists students with records and registration, financial aid, and student accounting transactions. The center is open Monday and Tuesday, 8 a.m.–7 p.m., and Wednesday through Friday, 8 a.m.–4:30 p.m.

**Students With Disabilities**

The Division of Student Affairs, 248.204.4100, and the Academic Achievement Center, 248.204.4120, 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, please refer to Lawrence Tech’s website or contact the disability services coordinator at 248.204.4120 or 248.204.4117 (TDD) to set up an appointment. Students who believe that the University may not be meeting these responsibilities or who believe that they have been otherwise discriminated against based upon their disability may contact the Section 504 officer at the Division of Student Affairs, 21000 West Ten Mile Road, Southfield, MI 48075-1058.

**Veterans**

Questions regarding benefits under the GI Bill, Michigan National Guard educational benefits, or any funding related to veterans should be directed to the Office of Financial Aid and Veterans Affairs in Room E109. Veterans may also contact the Veterans Affairs Department (VA) with questions concerning program eligibility. The VA provides a wide range of benefits to veterans. New programs have made some reservists and active duty personnel eligible for benefits.

The monthly allowance for Lawrence Tech veterans is based on the number of credit hours, the number of dependents, and 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.
Lawrence Technological University sets tuition and fees with the goal of providing students the best possible educational experience. The emphasis is on quality. 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.

Fees Impacting All Students

These fees are used to support and improve the quality of services provided by the University.

Tuition

Tuition is assessed each semester and is determined by credit hour based on class level, College, and curriculum. Tuition covers many of the costs associated with a student’s education. Remaining expenses are funded through support from the University’s alumni and friends, including gifts from individuals, corporations, and foundations. Each semester, the Board of Trustees reviews the University’s tuition and fee structure and makes a recommendation for future tuition and fee adjustments. Tuition and fees are payable in two installments each semester. Current tuition rates and the payment schedule are accessible at http://my.ltu.edu, under the tuition and fees option.

Application Fee

All students must pay an Application Fee. The undergraduate Application Fee is $30, and the graduate and doctoral Application Fee is $50. The Office of Admissions manages the entire application process until final admission is granted. The Application Fee is nonrefundable.

Registration Fee

A $100 Registration Fee is assessed to all students at the time of registration each semester. The Office of the Registrar processes all students’ registration and paperwork each semester.

Late Registration Fee

A $50 Late Registration Fee is assessed beginning the first day of the semester. New students are exempt from this fee since the
acceptance process continues until late registration. All other students who register early or on time will avoid this fee.

**Late Transaction Fee**

A $100 Late Transaction Fee is assessed when a student wishes to add a class after the official Add/Drop period has ended. Students are encouraged to add classes within the designated Add/Drop period to avoid this fee.

**Late Fee**

A $30 Late Fee is assessed to a student’s account each month for past due accounts.

**Fees Based on College and Curriculum**

These fees are used to purchase new supplies, replace equipment, and maintain the studios and labs.

**College of Architecture and Design**

- $125 Studio Fee

**College of Arts and Sciences**

- $30 Chemistry Lab Fee
- $50 Drama Course Fee
- $30 Physics Lab Fee

**College of Engineering**

- $50 Computer Lab Fee
- $30 Engineering Lab Fee

**Laptop Program Deposit and Fees**

All students who are pursuing undergraduate degrees at Lawrence Tech are provided with a high-end laptop computer. Use of the laptop in and out of the classroom enhances Lawrence Tech’s educational mission.

- A $500 laptop deposit is required of all undergraduate students. The deposit can be paid by check, money order, cash, credit card, or, if applicable, with financial aid. Students must sign a laptop contract holding them subject to the terms and conditions of the laptop program. The deposit will be refunded if the laptop is returned in good condition at the end of the academic year.
- If the laptop is damaged, the deposit will be kept. The cost of repairing the damages will be assessed against the deposit, and the funds that remain will be credited to the student’s account and/or applied to any outstanding balances.
- Students are required to pick up their laptop at the beginning of the semester and return it at the end of each academic year, or semester if they are not enrolled for the following semester. Dates for pick up and return are posted on my.ltu.edu. It is the student’s responsibility to review the website for the current return dates. If the laptop is not returned on time, students are charged a $20 late fee for each day the computer is not returned.
- Students not attending class during the summer semester can choose to join the laptop program by paying a fee for the summer. The current summer laptop fee is posted on the website. Nonenrolled students who opt to participate in the laptop program for the summer are subject to the same policies and procedures as if they were enrolled. Laptops must be returned by the summer laptop return dates, which are posted on the website.

- Doctoral and graduate students are not required to use a laptop. However, if they want to participate in the laptop program, they are subject to the same policies as undergraduate students. They must pay a $500 deposit, sign a laptop contract, and turn in their laptop by the posted dates or else they will be charged a $20 late fee for each day the computer is not returned. A laptop usage fee will be assessed to their accounts when they register for the laptop program. For the 2004–05 academic year, the laptop fee for doctoral and graduate students is $62 per credit hour.

**Student Activities Fee**

Each semester a $25 Student Activities Fee is assessed to all undergraduate nonresidential students and a $45 Student Activities Fee is assessed to all undergraduate residential students. The nonrefundable activities fees are used to develop additional educational, cultural, social, and professional opportunities for all Lawrence Tech students. The University offers about 30 on-campus student events each year. An Activities Board, composed of current students, chooses the year’s activities and events with the input of commuter and residential students.

**Housing Fees**

A $200 Housing Application Fee must accompany all housing applications. When students are placed in University Housing, this fee becomes part of their security deposit.

**Graduation Fee**

Students must pay a $50 nonrefundable Graduation Fee when they submit a Petition to Graduate. This fee covers the costs of auditing the student’s file to insure graduation requirements have been met and of preparing the diploma. If students do not graduate within one year of submitting their Petition to Graduate and $50 Graduation Fee, the petition and fee expire and must be resubmitted.

**Fines**

1. All payments of fines must be made at the University Cashier’s office in the Engineering building. No other University department may accept payment.
2. Outstanding fines are considered as balance due items and nontimely payment may result in late charges.
3. Students may not register for additional semesters, and transcripts are not released until balances are paid.
Non-Discriminatory Policy

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

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 (a) the 2002-03 University of North Carolina at Wilmington Academic Honor Code and (b) 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, plagia-
ism, 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 increase 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 a member of the University community.

5. Responsibility of the Office of the Registrar and the Office of the Dean of Students
   The 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. The 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. 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. 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.
   b. A student found in second violation of the Academic Honor Code will be expelled from the University.

3. 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-2 above.
F. Appeal Process
1. Where appropriate, a student may appeal a finding of academic dishonesty to the dean of the college where the course is offered within seven (7) class days. The appeal shall be in writing.
2. An appeal shall be limited to 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.

Student Pledges
In adopting this 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 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 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 requires 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. 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 University Housing Office. The Student Code of Conduct, along with other helpful information, also may be accessed online at www.ltu.edu.

A. Definitions
1. The term “UNIVERSITY” means Lawrence Technological University.
2. The term “STUDENT” includes all persons taking courses at the University both full-time and part-time, pursuing undergraduate, graduate, or professional studies, and those who attend post-secondary educational institutions other than Lawrence Technological University. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”
3. The term “FACULTY MEMBER” means any person hired by the University to conduct classroom activities.
4. The term “UNIVERSITY OFFICIAL” includes any person employed by the University to perform 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. For the purposes of administering this Code, a person’s status in a particular situation will 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 “STUDENT ORGANIZATION” means any number of persons who have complied with the formal requirements for University recognition.

8. The term “JUDICIAL BODY” means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

9. The term “JUDICIAL OFFICER” means the Dean of Students. Other judicial officers may be authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

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

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

12. The term “POLICY” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, Guidelines for University Living, undergraduate or graduate Catalogs.

13. “LEVEL I” violations of the 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 University official.

14. “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, which is composed of students.

B. Judicial Authority

1. The Dean of Students shall determine the composition of judicial bodies and appellate procedures and determine which judicial body, judicial officer, and/or judicial board shall be authorized to hear each case.

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 judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.

3. Decisions made by the Student Discipline Committee and/or a University official 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. Regulations for Student Conduct

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 G:

1. Acts of dishonesty, including but not limited to the following: 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.
5. Hazing, defined as an act that endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

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 published University policies, rules, or regulations.

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

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

11. Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations, or public intoxication.

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 a campus demonstration 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.

16. Theft or other abuse of computer time, 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; unauthorized 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 intentionally obscene or abusive messages; use of computing facilities to interfere with normal operation of the University computing system; use of computing facilities to invade the privacy or accounts of other users.

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 judicial system, including but not limited to: failure to obey the summons of a judicial body or University official; falsification, distortion, or misrepresentation of information before a judicial body; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding knowingly without cause; attempting to discourage an individual’s proper participation in, or use of, the judicial system; attempting to influence the impartiality of a member of a judicial body prior to, and/or during, and/or after a judicial proceeding; harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial 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 judicial system.

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

D. Jurisdiction, Violation of Law, and University Discipline

1. Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives.

2. 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”).

3. Lawrence Technological University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation,
without regard to the pending civil 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.

4. 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 the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in personal capacities, remain free to interact with government representatives as they deem appropriate.

E. Initiation of Disciplinary Proceedings and Administrative Disposition

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 the 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 regulation is pending, the status of the student shall not be altered except for reasons outlined in Section I.

3. **Presumption of Innocence**
   Any student charged with an infraction under this Code shall be presumed not responsible until proven responsible by a preponderance of evidence.

4. **Preliminary Investigation**
   When the Dean of Students or designee receives information that a student has allegedly violated University 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 University official to conduct a judicial conference 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 Judicial Conference**
   A judicial conference is a meeting between a student(s) involved in an alleged violation of the Code and a University official and may include sanctions. In some cases, the meeting may resolve the matter.
   a. The University official 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 University official. 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 nor more than 15 calendar days from the judicial conference meeting.

F. **Hearing Process**
Hearings provide the forum where parties to an allegation are afforded the opportunity to present information for review by a hearing board presided over by the chair of the Student Discipline Committee. The Dean of Students is an ex-officio
A time shall be set for a hearing, not less than five 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. Hearings shall be conducted according to the following guidelines:

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 10 members: (a) two of three students recommended by the Dean of each of the colleges (Architecture and Design, Arts and Sciences, Engineering, and Management) and appointed by the Provost; (b) two of three students recommended by the Student Government and appointed by the Dean of Students. The remaining students recommended by the Deans of each of the colleges and by Student Government will be appointed to an alternate candidate pool for the Student Discipline Committee in the event of a vacancy.

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 2.30 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 and students appointed to the alternate candidate pool, 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 case.

7. Hearings normally shall be conducted in private. At the request of the accused student, and subject to the discretion of the Dean of Students, a representative of the University newspaper may be admitted, but shall not have the privilege of participating in the hearing.

8. Admission of any person to the hearing shall be at the discretion of the Student Discipline Committee and/or the Dean of Students or designee.

9. In hearings involving more than one accused student, the Dean of Students or designee, at his/her discretion, may permit the hearings concerning each student to be conducted separately.

10. The complainant and the accused 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 case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before the Student Discipline Committee.

11. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Discipline Committee and by each party.

12. Pertinent records, exhibits, and written statements may be accepted as evidence 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 hearing, the Student Discipline Committee shall determine by majority vote whether the 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 a preponderance of evidence, i.e., whether it is more likely than not that the accused student violated the Student Code.

16. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Discipline Committee. Tapes made during Student Discipline Committee hearings become part of the official record and 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 and to the student(s) requesting the appeal.

17. If the charged student fails to respond to the required hearing in front of the Student Discipline Committee, a decision of responsible or not responsible will be made based on available information, with or without the charged student. If the charged 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.
G. 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 be violating 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, service to the University, or other related discretionary assignments. (Such assignments must have the prior approval of the Dean of Students.)
   h. 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.
   i. UNIVERSITY EXPULSION - Permanent separation of the student from the University.

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

3. Other than University expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. Upon graduation, the student’s confidential record may be expunged of disciplinary actions other than University suspension or University expulsion, upon application to the Dean of Students. Cases involving the imposition of sanctions other than University suspension or University expulsion shall be expunged from the student’s confidential record three years after the student completes all requirements for graduation.

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

5. In each case in which a University official determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Dean of Students. 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 judicial body 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.

6. Following the hearing, the Dean of Students shall advise the accused student(s) in writing of its 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 be filed in the student’s academic record.

H. 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 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 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 evidence, an appeal shall be limited to review of the verbatim records of the initial hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the original hearing was conducted fairly in light of the charges and evidence 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 rebuttal of these allegations.
   b. To determine whether the decision reached regarding the accused student was based on substantial evidence; that is, whether the facts in the case 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, which the student was found to have committed.

d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know of such evidence and/or facts at the time of the original hearing.

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

5. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Discipline Appeals Committee may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Discipline Appeals Committee may, upon review of the case, reduce but not increase the sanctions imposed by the Student Discipline Committee.

6. 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 or remand the case to the Student Discipline Committee.

7. Following the appeal, the Dean of Students shall advise the accused student(s) in writing of its 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 be filed in the student’s academic record.

I. Exceptional Procedures

1. Interim Suspension

   In certain circumstances, the Dean of Students or designee may impose a University suspension prior to the hearing before a judicial body. 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 property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses a definite 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.

2. Suspension from the Housing Facilities

   The Director of Residence Life or the Dean of Students or designee may, when charges are served, suspend a student or students accused of violating the Student Code, the Director of Residence Life or the Dean of Students or designee may, when charges are served, suspend a student or students accused of violating the Student Code, 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 Director of Residence Life or 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 executive 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 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 executive suspension from the housing facilities does not exist. Suspension may apply to all housing facilities, an individual residence hall/apartment, or any portion thereof.
Computing and Network Policy

Access to information technology is an essential component in Lawrence Technological University’s mission of linking theory and practice with advanced learning technologies in order to provide superior undergraduate, graduate, and lifelong learning experiences for students. The pursuit and achievement of the University’s mission requires that the privilege of the use of computing systems and software, laptops, personal computers, university telephones, internal and external data networks, as well as access to the World Wide Web, be made available to all members of the Lawrence Technological University community. The preservation of that privilege by the full community requires that each faculty member, staff member, student, and other authorized user comply with institutional and external standards for appropriate use.

To assist and ensure such compliance, Lawrence Technological University establishes the following policy, which supplements all applicable Lawrence Tech policies, including the Student Code of Conduct and employee disciplinary policies, as well as applicable federal and state laws.

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 Disposition of Disciplinary 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.

J. Interpretation and Review
1. Any question of interpretation regarding the Student Code shall be referred to the Dean of Students for final determination.
2. The Student Code will be reviewed every three years under the responsibility of the Dean of Students with the input of an advisory team.

A. General Principles
1. Authorized use of Lawrence Technological University-owned or operated computing and network resources shall be consistent with the mission of the University and consistent with this policy.
2. Authorized users of Lawrence Technological University’s computing and network resources are defined as those individuals provided a username and password, for their own use only, through legitimate Lawrence Technological University processes for assignment of such identification, from the Edward Donley Computer Center, Veraldi Instructional Technology Center, or the Computer Help Desk. Any authorized use of Lawrence Technological University’s computing and network resources is initiated by entering that individual’s username and password. Using another individual’s username and password is an unauthorized use.
3. This policy applies to all Lawrence Technological University computing and network resources, university telephones, University-distributed laptop computers, and external computing and network resources accessed via Lawrence Technological University’s computing and network resources.
4. The University reserves the right to limit access to its networks when applicable campus or university policies or codes, contractual obligations, or state or federal laws are violated.
5. The University reserves the right to remove or limit access to material posted on University-owned computers when applicable campus or University policies or codes, contractual obligations, or state or federal laws are violated.
6. Non-University-owned computers which house material that violates the University’s policies are subject to network disconnection without notice.
7. Although the University does not generally monitor or restrict the content of material transported across networks, it reserves the right to access and review all aspects of its computing systems and networks, including individual login sessions and account files, to investigate performance or system problems, search for viruses and other harmful programs, or upon reasonable cause to determine if a user is violating this policy or state or federal laws.
8. This policy may be supplemented with additional guidelines by campus units that operate their own computers or networks, provided such guidelines are consistent with this policy.
9. Lawrence Technological University will comply with requests from law enforcement agencies for access to information contained anywhere within the University’s computer system. The University is not responsible for notification to the account holder of such a request.

Lawrence Tech Student Handbook 36 Policies, Procedures, and Regulations
B. Acceptable Use

1. **Privacy**: No user should access, view, copy, alter, or destroy another’s personal electronic files without permission. If another user has failed to close out their session, a new user must close that session and enter their own username and password to use that computer.

2. **Copyright**: Written permission from the copyright holder is required to duplicate any copyrighted material, except where consistent with Fair Use. This includes but is not limited to duplication of music, audiotapes, videotapes, photographs, illustrations, computer software, data, and all other information for educational use or any other purpose. Software and databases that reside on the University’s computing network are owned by the University or third parties. These works are protected by copyright and other laws, together with licenses and other contractual agreements. Users are required to respect and abide by the terms and conditions of software use and redistribution licenses. Such restrictions may include prohibitions against copying programs or data for use on the University’s network or for distribution outside the University, against the resale of data or programs, or against the use of software for non-educational purposes, or for financial gain, and against public disclosure of information about programs (e.g., source code) or data without the owner’s authorization.

3. **Harassment, Libel, and Slander**: No user may use the University’s computers, telephones, or networks to libel, slander, or harass any other person.

4. **Sharing of Access**: Computer accounts, passwords, telephone authorization codes, and other types of authorization are assigned to individual users and are not to be shared with others. The assigned user is responsible for any use of the account. Sharing of a computer account constitutes an inappropriate use and may lead to termination of that account and any accounts associated with the person making improper use of that account.

5. **Permitting Unauthorized Access**: Users may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users. Failure to configure hardware or software in a way that reasonably prevents access by unauthorized users is a violation of acceptable use.

6. **Termination of Access**: When a user ceases to be a member of the campus community or is assigned a new position and/or responsibilities within the University, the user’s access authorization must be reviewed. Users must not use facilities, accounts, access codes, privileges, or information for which they are not authorized in their new circumstances.

7. **Residence Hall Access**: Residence hall access to the campus network is granted to individuals. Each individual is responsible for assuring that his/her personal residence hall room access point is not misused. Network access from residence halls is subject to registration for any system using the network. The registered account holder is responsible for any violations of these policies committed using a system registered in the account holder’s name.

8. **Circumventing Security**: Users are prohibited from attempting to circumvent or subvert any system’s security measures. Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

9. **Breaching Security**: Activities which degrade the performance of a computer system or network, use a system or network for which the user is not authorized, or deprive authorized users of resources or access to computers or networks is prohibited.

10. **Game Playing**: Limited recreational game playing by students, which is not part of authorized and assigned research or instructional activity, is acceptable, but computing and network services are not to be used for extensive or competitive recreational game playing that is disruptive to others. Recreational game playing is not allowed in any public computing facility (S115, E152, M138, Library).

11. **Chain Letters**: The propagation of chain letters is an unacceptable practice and is prohibited.

12. **Unauthorized Monitoring**: A user may not monitor the electronic communications of others. This includes the use of “sniffing” technology for any element of the University network, including wireless connections.

13. **Flooding**: Generating excessive network traffic, including spamming and denial-of-service, is prohibited.

14. **Private Commercial Purposes**: The computing resources of Lawrence Technological University shall not be used for private commercial purposes or for financial gain.

15. **Modifying Software or Software Installation**: A user may not modify the software configuration on any computer provided for general access.
C. Limitations on Users’ Expectations
(User Cautions!)

1. The issuance of a password or other means of access is intended to assure appropriate confidentiality of the University’s files and resources and does not guarantee privacy for use of University equipment or facilities.

2. The University provides reasonable security against intrusion and damage to files stored on the central facilities, and provides for some archiving of files based upon the operational needs of the University. However, the University is not responsible for the loss of users’ files or data. Users should take their own steps to back up and protect important information.

3. Users should be aware that the University’s computer systems and networks might be vulnerable to unauthorized access or tampering. In addition, computer files, including email, may be considered “records,” which may be accessible to the public under the provisions of Freedom of Information laws.

4. Email messages are not personal and private. While administrators will not routinely monitor individual email and will take reasonable precautions to protect the privacy of email, program managers and technical staff may access a student’s or employee’s email:
   • For a legitimate business purpose (e.g., the need to access information when an employee is absent).
   • To diagnose and resolve technical problems involving the system.
   • To investigate possible misuse of email when a reasonable suspicion of abuse exists or in conjunction with an approved investigation.
   • Under the provisions of the USA Patriot Act in order to provide requested information to authorized personnel.

5. All email messages, including personal communications, may be subject to discovery proceedings in legal actions.

D. Sanctions

Violators of this policy may be subject to immediate suspension of services by Computer Services and to the existing Student Code of Conduct or employee disciplinary procedures of Lawrence Technological University. Sanctions may include the loss of network access and computing privileges. Illegal acts involving Lawrence Technological University’s computing resources may also subject users to subpoena and prosecution by local, state, and/or federal authorities.

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 this section of the Student Handbook. The University specifically prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as a part of its activities (except at University functions at which alcohol use is approved). Use of alcoholic beverages at any University function requires the approval of the executive vice president and 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 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 and to report all known violations to the appropriate law enforcement agencies.

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

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

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

The Michigan Liquor Control Code includes the following statements:

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

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

The University permits alcoholic beverages on campus as part of the operation of licensed University facilities and for some social events. The University deplores the misuse and abuse of alcohol. Alcohol consumption will not be considered an excuse for misconduct. Violation of University policies may result in disciplinary action. In addition, such matters may be reported by the University to appropriate law enforcement authorities. Violators will be subject to penalties, which may include separation from the University or mandatory referral for treatment.

At events where alcoholic beverages are served and/or sold, approval for the event will be based upon the age of the event participants as well as the nature of the event. For example, an event at which the majority of participants are under the age of 21 will not have alcoholic beverages available for consumption. However, a designated, physically defined, monitored area may be utilized for those of legal age if approved in advance.

A. Procedures for Specific Facilities

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

B. Events Held on Campus

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

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

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

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

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

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

6. Events where alcoholic beverages are used, served, and/or sold shall not have alcohol or the consumption of alcohol as the theme. No element of an event where alcohol will be used, served, and/or sold shall encourage, in any manner, the consumption of alcohol.
7. Use of alcoholic beverages must not be detrimental to the environment or to health and safety.
8. No servers of alcohol may be permitted to consume alcoholic beverages while serving nor shall they be permitted to serve while intoxicated. Intoxicated people will not be served nor permitted to possess alcoholic beverages.
9. At all events where alcohol is used, served, and/or sold, non-alcoholic beverages and unsalted foods must be made available in quantity sufficient for the number of guests. All food should be visible and available.
10. Alcoholic beverages are not permitted to be sold or used prior to noon. For an event lasting three hours or more, sale or service must stop 45 minutes prior to the end of the event.
11. Under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event. No alcoholic beverages may be brought into the event by an individual when alcoholic beverages are being served and/or sold by event organizers.
12. Outdoor Events
   In addition to the above, the following will hold for outdoor events:
   a. The area in which the outdoor event is held must be defined by physical barriers (e.g., snow fence).
   b. Bottles, cans, kegs, etc., may not be brought into the event area and/or alcohol serving area.
   c. The sale of alcoholic beverages or tickets for alcoholic beverages must end no less than 60 minutes before the end of the outdoor event. If tickets are sold, the redemption of tickets and distribution of such beverages must end no less than 45 minutes before the scheduled end of the outdoor event.
13. Student organizations considering sponsoring events at which alcohol is sold must, before taking action, consult with the appropriate administrative offices (Dean of Students, University Housing, Student Activities, Campus Facilities) and abide by the relevant administrative decisions and University regulations. Alcohol/punch-type parties (e.g., hairy buffaloes, drinks made with Everclear) beer bongs, and party bongs are prohibited. All required University permits and event forms must be submitted to appropriate University officials no later than 10 days before the event.

**Drug Policy**

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

**Sexual Harassment Policy**

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

**What Is Sexual Harassment?**

Harassment on the basis of sex is a violation of the Elliott-Larsen Civil Rights Act; Michigan Civil Service Commission Rules; the Office of Federal Contract Compliance regulations; and Title VII of the Civil Rights Act of 1964. According to guidelines issued by the Equal Employment Opportunity Commission in 1980,

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, even between people of the same sex constitutes sexual harassment when:

1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual’s employment, education, or participation in a University activity; or
2. Submission to, or rejection of, such conduct or communication by an individual is used as the basis for decisions affecting an individual’s employment, education, or participation in a University activity; or
3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or of creating an intimidating, hostile, or offensive employment or education environment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. **Say No Clearly.** Inform the harasser that his or her attentions are unwanted. If the behavior persists, write a memo to the harasser asking him or her to stop; keep a copy.
2. **Document the Harassment.** Record the date, time, and place of each incident. Keep a copy of this record at home.
3. **Get Emotional Support.** Talk to your family and friends.
4. **Document Work Evaluations.** Keep copies of performance evaluations and memos that attest to the quality of your work.
5. **Identify Witnesses/Other Victims.** You are probably not the first person who has been mistreated by this individual. Ask around; you may find others who will support your charge. (Sexual Harassment: What Every Working Woman Needs to Know, http://www.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 Students or any dean, director, department head, the director of residence life, and/or their designees. Each College or other University organization will designate both men and women to receive complaints.

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

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

Informal resolution measures should address the particular circumstances. No action will be taken against the alleged offender if the resolution is kept informal. Any discussion with the accused individual should, unless the executive vice president and provost or Director of Human Resources specifically decide 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, or the offices of the President or Provost, the Office of Human Resources, or the Office of the Dean of Students. A student-employee may also notify any of these.
3. Contract employees should follow the same procedure followed by staff, faculty, and administrators.

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

Lawrence Tech Student Handbook 42 Policies, Procedures, and Regulations
Counseling Can Help
Sexual harassment undermines the confidence of a student or employee and adversely affects his/her attitude and job or academic performance. All students and employees may talk, confidentially, to trained counselors in the Division of Student Affairs if they believe they have been sexually harassed.

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

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

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

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

1. Social events include dances, parties, mixers, and similar events sponsored by student groups and student organizations.
2. Such events will be open to University students. These events may not be open to the public except by special invitation and with prior approval by the director of student activities and the dean of students.
3. If there is an admission charge for the event, all revenues collected must be deposited into an account of the student organization, a business organization, or through a University account. Under no circumstances may revenues be deposited into the personal account of an individual.
4. The director of campus safety will be responsible for determining the number of security personnel to be assigned to the event, if any. The nature of the event, location, expected attendance, beverages served, sponsoring organization, and other events, which may be occurring simultaneously, will be among the factors considered in assigning security. The security personnel will pay special attention to the surrounding campus area during and after the social event.
5. Student groups and student organizations sponsoring social events are responsible for abiding by all relevant University policies, procedures, and regulations including:
   a. Timely contact with the Office of Student Activities and Recreation, Dining Services, Campus Facilities, and Campus Safety to secure facilities and equipment and arrange catering if desired.
   b. Completing the required forms with the Office of Student Activities and Recreation.
   c. Conducting a safe and orderly event and cooperating with security personnel and Student Activities personnel to uphold event procedures.
   d. Assuring that only University students or other approved guests participate in the event.
   e. If there is an admission fee, overseeing the collection of the fee and proper deposit of funds.
   f. Paying all bills and related charges associated with the event.
6. Failure to comply with the above regulations or any other relevant University regulation will be cause for the offending student organization to lose the privilege of use of University facilities and possibly their registration status. Questions of this nature which arise will be reviewed by the dean of students, the director of student activities, and the director of campus safety, who will jointly determine whether an offense occurred and the duration, if applicable, of loss of use of facilities.
7. These policies may be complemented by special directives of the director of student activities or the dean of students, and/or by special facility policies and procedures.

Solicitation and Advertising Policy
The following guidelines apply to the solicitation and distribution of materials on campus.

“Solicitation” is defined as all activities conducted by University-related groups that involve the sale of goods or services; raising of funds, donations or prizes; the selling of advertising (other than in registered student publications); the distribution or posting of literature; the distribution of products; and canvassing.
“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 poster on flexible material. For purposes of display, all banners must be no larger than 6 by 9 inches.

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

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

2. Registered student organizations may be permitted to solicit funds for their own group or for non-University charitable organizations only in accordance with the procedures governing University-registered student organizations as follows:
   a. All solicitation activities shall be registered and approved in advance by the director of student activities for activities on campus but not within the residence halls. All solicitation activities conducted in the residence halls shall be approved in advance by the director of residence life.
   b. All non-University charitable organizations shall be required to certify their tax-exempt status.
   c. All solicitation activities shall comply with this and all other relevant University policies and local, state, and federal laws.
   d. Solicitation activity in residence halls shall be restricted to residence hall groups (hall governments, individual floors, designated committees) and may be conducted only in common areas in each residence hall. Solicitation door-to-door is prohibited. Other regulations specified by the University Housing Guidelines for University Living apply.
   e. The dean of students may prohibit the scheduling of concurrent solicitation activities. Such limitations shall be based upon the maintenance of order in the activities and prevention of conflicts between organizations that seek to solicit simultaneously for worthy causes.
   f. At all locations, solicitors for a specific activity must be student members of the registered student organization conducting the solicitation.

3. Individuals and student groups or student organizations must seek the approval of the Office of Student Activities and Recreation on all flyers prior to posting. Upon approval, the Office of Student Activities and Recreation will stamp all flyers and indicate a removal date.

4. Flyers may be posted on general information bulletin boards only as designated by the director of student activities, using push tacks only. Posting of flyers in classrooms, on windows, on doors, and on walls is strictly prohibited. Flyers must be in a format approved by the Office of Student Activities and Recreation. Guidelines for posting of flyers (location, quantity, removal expectations) specified by the Office of Student Activities and Recreation apply. Material posted on surfaces other than designated bulletin boards will be removed.

5. Individuals and student groups or student organizations desiring to post flyers in the residence halls must, after approval from the Office of Student Activities and Recreation, submit the flyers to the residence hall coordinator of the building for posting.

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 Activities and Recreation for approval.

7. The use or reproduction of the University seal, the name, official logotypes, and official symbols for any purpose is prohibited without prior written permission from the Office of Marketing and Public Affairs.

Dress and Hygiene

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

Firecrackers and Firearms

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

Irresponsible Action

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

Littering

Littering the campus grounds, buildings, and facilities is prohibited, and Campus Safety is authorized to issue a University Violation Notice to violators.
Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

At Lawrence Technological University the following information is considered Directory Information about a student: dates of attendance, major field of study, class level, degrees and awards received, anticipated degree date and confirmation that the student is enrolled here (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. Students must renew this form each year. Please note that in compliance with federal regulations there are situations in which particular information may be released, upon presentation of official documents, to designated state, local, or government agencies.

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

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

Once a student has designated a confidential classification, it will 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 the Office of the Registrar.
Parental Notification Policy

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

First-Year Students

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

Alcohol and/or Drug Incidents

The parents of enrolled students under the age of 21 who are found responsible for offenses involving alcohol and/or drugs may be notified. The process of adjudicating these violations will be handled in accordance with the Student Code of Conduct. The Dean of Students or designee will determine, in each instance, whether parental notification will be made. In non-life-threatening circumstances, Lawrence Tech will wait until disciplinary proceedings are completed before implementing parental notification.

Health and Safety Emergencies

Parental notification may occur in cases involving health, safety, or life-threatening emergencies, regardless of the age or financial dependency of the student. An incident in which a student is transported to the hospital may be considered life threatening. Actions that endanger the student, the University, or the local community, or the academic process, or cause harm to self or others may result in parental notification. The dean of students or designee will determine, in each instance, whether parental notification will be made.

Parking and Traffic Regulations

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

Implied Consent

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

Parking Permits

All faculty, staff, and students who wish to use motor vehicles on campus must complete an application to register the vehicle and obtain a parking permit. Applications and permits are available on a 24-hour basis from Campus Safety by calling 248.204.3945, or during business hours at the Office of Admissions, the Office of the Dean of Students, the Office of the Registrar, or Human Resources, as well as from the administrative assistant in each University department.

Anyone wishing to register a vehicle on campus must present:

- a Lawrence Tech ID card
- a valid operator’s license
- the vehicle’s state registration (any change in motor vehicle registration must be reported to the Department of Campus Safety within 48 hours)
- proof of insurance

If all documents are in order, an appropriate parking permit will be issued and must be displayed as instructed.

Terms of Permit Use

1. Registration of a vehicle does not ensure a place to park on campus and does not guarantee a desired location.
2. Approval to use on-campus parking terminates with the expiration of the respective permit.
3. Mutilated, altered, unreadable, or defaced permits will be considered invalid and must be replaced. Replacement permits are provided at no charge.
4. Anyone who possesses, displays, makes, sells, alters, or gives to anyone a lost, stolen, or counterfeit decal/permit is subject to University sanctions through the Student Code of Conduct.

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

Occasional guests or visitors who receive a parking violation notice in error are requested to give the violation notice to their University host who in turn should forward it to the Department of Campus Safety. The University host should provide their name and campus extension and should request an “administrative void” of the violation notice.

Multiple Violations
Those members of the University community who are observed parking routinely in spaces reserved for visitors will receive a violation notice and are subject to disciplinary sanctions through the Student Code of Conduct.

Any student receiving more than four violation notices during an academic year will be subject to disciplinary sanctions as outlined in the Student Code of Conduct, which may include a review of driving and/or parking privileges, possible additional fines, and the revocation of driving or parking privileges on University property.

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

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

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

In defining reckless driving, Lawrence Tech has adopted the language in Public Act 300, Michigan Vehicle Code, Section 257.626, titled Reckless Driving on Highways, Frozen Public Lake or Parking Place: Sec. 626. (a) Any person who drives any vehicle upon a highway or a frozen public lake, stream or pond or other place open to the general public, including any area designated for the parking of motor vehicles, within this state, in willful or wanton disregard for the safety of persons or property is guilty of reckless driving.

2. Drivers of vehicles shall not operate a vehicle while intoxicated or visibly impaired while on University property.

In defining operating while intoxicated or visibly impaired, Lawrence Tech has adopted the language in Public Act 300, Michigan Vehicle Code, Section 257.625, titled Operating Motor Vehicle while Intoxicated; Operating Motor Vehicle when Visibly Impaired: Sec. 625. (1) A person, whether licensed or not, shall not operate a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles, within this state if the person is operating while intoxicated. As used in this section, “operating while intoxicated” means either of the following applies:
   (a) The person is under the influence of alcoholic liquor, a controlled substance, or a combination of alcoholic liquor and a controlled substance.
   (c) The person's ability to operate the motor vehicle is visibly impaired due to the consumption of alcoholic liquor, a controlled substance, or a combination of alcoholic liquor and a controlled substance.

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

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

5. Drivers or passengers regardless of age shall not possess any illicit or controlled substance or drug paraphernalia within the vehicle while on University property, regardless of whether the vehicle is parked or moving.

6. Pedestrians have the right of way on campus. Any vehicle that fails to yield the right of way and stop for pedestrians crossing a street at a properly marked and posted crosswalk may receive a violation notice. A pedestrian has the right of way once he or she has stepped onto the street from a sidewalk, curb, or the side of the road.
7. All accidents involving a motor vehicle on campus must be reported to the Department of Campus Safety.
8. Motorists involved in accidents must stop and provide identification.

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

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

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

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

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

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

4. No vehicle may be parked so as to obstruct access to fire hydrants or fire department standpipes.

5. In consideration of public safety, vehicles shall not be parked beyond the end of marked rows or in the driving area of parking lots. These areas are to be kept unobstructed so as to allow for the unhampered access of emergency service vehicles such as ambulances and fire trucks.

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

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

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

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

10. Drop-off zones are provided to allow the unloading of bulky or heavy items; these zones are designated as 15-minute parking only. Drop-off zones are located in front of the University Technology and Learning Center, the west entrance to the Engineering Building, the loading dock area of the Buell Management Building, the south side of University Housing-North, and the north side of University Housing-South.

11. Short-term parking in front (on the north side) of the Engineering Building is designated as 30-minute parking only. These spaces are intended to accommodate members of the University community while visiting the offices of the Dean of Engineering, Business Services, Financial Aid, and Registration.

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

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

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

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

16. No vehicles are to be parked on University property without valid and current license plates.
17. Residential students must instruct their guests to park in unrestricted parking spaces in the parking lots and not in spaces designated for visitors. Owners of guest vehicles parked on University property for more than 24 hours must contact the Department of Campus Safety and provide the driver’s name, the vehicle’s description, license plate number, location, a contact phone number, and the duration of time that the vehicle will be left on campus.

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

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

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

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

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

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

Vehicle Towing/Immobilizing
The University reserves the right to have any vehicle physically removed (towed) or intentionally immobilized at the owner’s/driver’s expense if:

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

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

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

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

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

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

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

**P001**
Failure to display a valid parking permit or failure to register a vehicle, per violation issued

**PARK**
All violations cited in the parking section of these regulations, except parking in a handicap space (see District Court Citations and Fines)

**P004**
Moving violations other than reckless driving (P005) or alcohol violations (P006)

**P005**
Reckless driving*

**P006**
Alcohol in open container, minor in possession of alcohol, driving while intoxicated or impaired; drug paraphernalia in vehicle*

**P0010**
Failure/refusal to produce identification upon request of Campus Safety officer; failure/refusal to heed directions of Campus Safety officer

**P0011**
Cost to remove vehicle boot/immobilization device, vehicle towing

**P0011**
Costs associated with towing a vehicle in addition to the fine. Set by towing contractor

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**FINE**

$25

$25

$25

$100

$35

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*Referred to the Dean of Students as Student Code of Conduct violations.

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**Student Action Procedure**

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

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

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

Academic counseling and tutorial services are available through the department offices and from the Office of the Dean of Students.

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

**President’s Open Door**
The president of the University, Charles M. Chambers, maintains an open door policy. If, after following the aforementioned procedures, a problem has not been satisfactorily resolved, make arrangements with the president’s executive assistant to see Dr. Chambers.
No area of modern society can be assumed to be an oasis free of criminal activity. Historically Lawrence Tech has been fortunate in avoiding much of the crime that affects our nation. The University has also aggressively taken a number of steps to help maintain a safe and secure campus environment. However, criminal activity is notoriously unpredictable and opportunistic. All students, faculty, and staff must take an active role in assuring personal and campus safety.

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

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

The annual security report is also available on the Lawrence Tech website: www.ltu.edu/campus_safety (click on Safety Resources).

Campus Safety Guide

For assistance in any type of emergency, first call the Lawrence Tech Department of Campus Safety, which is open 24 hours a day, seven days a week. Upon receipt of any emergency call, Campus Safety will dispatch Southfield police, life support, and/or fire personnel to the appropriate location on campus and will meet the emergency responders and guide them directly to the proper location.
Reporting Emergencies
To report an emergency from an on-campus phone, press *911 or 3945. From a non-campus phone or a cell phone, press 911.

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

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

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

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

Procedures in the Event of a Tornado
1. During periods of severe weather, listen to local TV or radio stations or check Internet weather reports.
2. If a tornado warning is issued or if the building sirens activate, seek a tornado shelter immediately. A tornado warning means a tornado has been sighted.
3. Shelter areas are shown on the floor plans posted throughout each building.

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

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

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

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

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

Crime Prevention
While Lawrence Tech Campus Safety officers patrol the campus 24 hours a day, 365 days a year, maintaining campus safety requires the efforts and cooperation of the entire University community.

Crime typically occurs as opportunities arise. The best way to practice crime prevention is to deny the criminal the opportunity to commit a crime. Immediately report suspicious persons or occurrences to Campus Safety.

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

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

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

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

Escort Service
Campus Safety is happy to provide escort service to and from vehicles, classrooms, or offices at any time of day or night. Call extension 3945.

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

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

Mail Services
Campus Safety picks up and delivers all incoming and outgoing mail, intra-campus mail, and packages. Questions regarding mail services should be directed to Safety Central at extension 3945. The Department of Campus Safety coordinates shipping and receiving on campus, especially in secured areas.

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

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

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

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

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

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

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

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

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

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

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

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

9. Students who fail/refuse to obey fire/tornado drills or actual alerts on University property will be referred to the Office of the Dean of Students for consideration of a Student Code of Conduct violation.

10. Students, guests, or visitors who remain in a University building after the building is closed and without specific permission to do so may receive a University violation notice.

11. Students, guests, or visitors who litter on University property may receive a University violation notice.
Multiple Violations
Any student receiving more than four violation notices during an academic year will be subject to University sanctions as outlined in the Student Code of Conduct.

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

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

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

<table>
<thead>
<tr>
<th>CODE</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P006</td>
<td>Alcohol and controlled substance violations*</td>
</tr>
<tr>
<td>P007</td>
<td>Littering</td>
</tr>
<tr>
<td>P008</td>
<td>Disregarding a fire/tornado drill or alert*</td>
</tr>
<tr>
<td>P009</td>
<td>Unauthorized access/remaining in a closed building</td>
</tr>
<tr>
<td>P010</td>
<td>Failure to comply with the directions of a University official or Campus Safety officer</td>
</tr>
</tbody>
</table>

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

University and Community Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawrence Technological University Counseling</td>
<td>248.204.4113</td>
</tr>
<tr>
<td>National Suicide Prevention Center</td>
<td>800.456.0909</td>
</tr>
<tr>
<td>Common Ground Sanctuary</td>
<td>800.231.1127</td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>800.799.7233</td>
</tr>
<tr>
<td>Haven (24-hour Crisis Intervention, Counseling, and Shelter for Domestic Violence and Sexual Assault)</td>
<td>877.922.1274</td>
</tr>
<tr>
<td>Women’s Survival Center (Personal Protection Orders)</td>
<td>248.975.9511</td>
</tr>
<tr>
<td>Providence Hospital (main number)</td>
<td>248.849.3000</td>
</tr>
<tr>
<td>Providence Hospital (emergency)</td>
<td>248.849.3331</td>
</tr>
<tr>
<td>Southfield Police (non-emergency)</td>
<td>248.796.5500</td>
</tr>
<tr>
<td>Lawrence Technological University Campus Safety</td>
<td>248.204.3945</td>
</tr>
<tr>
<td>Community Services of Oakland County</td>
<td>248.542.5860</td>
</tr>
<tr>
<td>Oakland County Mental Health Authority</td>
<td>248.858.1210</td>
</tr>
<tr>
<td>Oakland County Health Department</td>
<td>248.858.1280</td>
</tr>
<tr>
<td>Oakland County Drug and Substance Abuse Center</td>
<td>248.858.5200</td>
</tr>
<tr>
<td>Oakland County Health Department</td>
<td>248.424.7049</td>
</tr>
<tr>
<td>(Sexually Transmitted Diseases)</td>
<td></td>
</tr>
<tr>
<td>State of Michigan Family Independence Agency</td>
<td>248.975.5010</td>
</tr>
<tr>
<td>(to report child abuse or neglect)</td>
<td></td>
</tr>
<tr>
<td>AIDS Hotline</td>
<td>800.872.2437</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800.222.1222</td>
</tr>
<tr>
<td>Runaway Assistance Program</td>
<td>800.292.4517</td>
</tr>
</tbody>
</table>
It was a firm belief in the future that motivated Russell E. Lawrence to found a university in 1932—in the midst of the economic chaos of the Great Depression. While less farsighted individuals made predictions of gloom, Russell Lawrence and his brother, E. George Lawrence (who led Lawrence Tech from 1934 to 1964), turned a dream of preparing students for leadership in the new technical era into reality.

Over more than 70 years, Lawrence Tech has continued to prosper and accelerate its growth, hone its educational philosophy of theory and practice, build important community and professional alliances, and forge partnerships with the firms, organizations, and industries who hire Lawrence Tech alumni.

Wayne H. Buell, who served as president from 1964 to 1977 and as chair of the board and chief executive officer until 1981, worked to build a firm foundation for the University’s early emergence as a technological leader. He first advanced the notion that Lawrence Tech was a private college serving a public purpose.

Several new buildings, the addition of graduate degrees, and 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 was named president and chief executive officer on July 1, 1993, and has overseen significant enhancement of the University’s international reputation as a distinguished center of technological education and research through such efforts as the Pacific Rim scholars program, the national alumni service campaign, and the minority careers development initiative. A Strategic Plan and Campus Master Plan have been adopted to guide the University well into the new century. Other recent achievements include construction of
the University Technology and Learning Center and University Housing-North, 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.

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 50 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 120 acres and 10 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. A $20 million University Technology and Learning Center opened in 2001, and the $12 million University Housing-North complex opened in 2002. Construction on the new A. Alfred Taubman Student Services Center will begin in fall 2004.

“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
Neighborhood Information

**RESTAURANTS**

1. Hungry Howie’s
   22040 W. Ten Mile Rd.
   248.350.8290
2. Domino’s
   24030 W. Ten Mile Rd.
   248.356.1200
3. Pizza Hut
   24750 Telegraph Rd.
   248.354.3800
4. Papa John’s
   24992 W. Ten Mile Rd.
   248.948.5555
5. Hunan Garden
   24480 W. Ten Mile Rd.
   248.353.7848
6. Rio Wraps
   29920 Southfield Rd.
   248.424.8669

7. Panera
   27651 Southfield Rd.
   248.443.0076
8. Bangkok Express
   29702 Southfield Rd. #L
   248.557.0993
9. Shield’s
   25101 Telegraph Rd.
   248.356.2720
10. New Seoul Garden
    27566 Northwestern Hwy.
    248.827.1600
11. TGI Friday’s
    26299 Evergreen Rd.
    248.353.5530

Outback
6203 Orchard Lake Rd.
248.539.1030
Mongolian BBQ
310 S. Main St.
(Royal Oak)
248.398.7755

Many fast food restaurants are located along Telegraph Rd.

**BANKS**

12. Fifth Third
    27255 Lahser Rd.
    248.353.3010
National City
30400 Telegraph Rd. #122
248.901.3980
13. Standard Federal
    23055 Telegraph Rd.
    248.358.9916
14. First Federal
    24624 W. Ten Mile Rd.
    248.354.9030
Huntington National
25719 Grand River Ave.
313.538.4405
DENTISTS

15. Mark Morin, DDS
   19178 W. Ten Mile Rd.
   248.354.1555

16. Perfect Smile
   24800 Lahser Rd.
   248.357.1999

DOCTORS
(GENERAL PRACTICE)

17. Southfield Family Physicians
   22122 W. Nine Mile Rd.
   248.353.4777

18. Dean & Schwartz
    18900 W. Ten Mile Rd.
    248.424.8340

HOSPITALS
(In case of emergency, call *911)

19. Providence Hospital
    16001 W. Nine Mile Rd.
    248.424.3000

20. Beaumont Hospital
    3601 W. Thirteen Mile Rd.
    248.551.5000

SUPPLIES

Miller’s Artist Supplies
   279 W. Nine Mile Rd.
   248.414.7070

21. Home Depot
    29801 Southfield Rd.
    248.423.0040

22. Kinko’s
    27661 Southfield Rd.
    248.443.2679

23. Engineering Reproductions
    26913 Northwestern Hwy.
    #175
    248.355.0230

24. Kroger
    19855 W. Twelve Mile Rd.
    248.559.9829

25. Farmer Jack
    21800 W. Eleven Mile Rd.
    248.358.4030

26. Video Vision
    26940 Lahser Rd.
    248.354.7900

27. Hollywood Video
    29080 Southfield Rd.
    248.559.8403

28. Star Southfield Theater
    25333 W. Twelve Mile Rd.
    248.372.2222

29. Post Office
    23200 W. Eleven Mile Rd.
    800.275.8777

30. Secretary of State
    25263 Telegraph Rd.
    248.476.4538

GROCERY STORES

24. Kroger
    19855 W. Twelve Mile Rd.
    248.559.9829

25. Farmer Jack
    21800 W. Eleven Mile Rd.
    248.358.4030

26. Video Vision
    26940 Lahser Rd.
    248.354.7900

27. Hollywood Video
    29080 Southfield Rd.
    248.559.8403

28. Star Southfield Theater
    25333 W. Twelve Mile Rd.
    248.372.2222

30. Secretary of State
    25263 Telegraph Rd.
    248.476.4538

MOVIES

26. Video Vision
    26940 Lahser Rd.
    248.354.7900

27. Hollywood Video
    29080 Southfield Rd.
    248.559.8403

MOBILES

26. Video Vision
    26940 Lahser Rd.
    248.354.7900

27. Hollywood Video
    29080 Southfield Rd.
    248.559.8403

28. Star Southfield Theater
    25333 W. Twelve Mile Rd.
    248.372.2222

30. Secretary of State
    25263 Telegraph Rd.
    248.476.4538

MALLS

Northland (Southfield)
   21500 Northwestern Hwy.
   248.557.1338

Summit Place (Pontiac)
   315 N. Telegraph Rd.
   248.682.0123

Twelve Oaks (Novi)
   27500 Novi Rd.
   248.348.9400

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

Great Lakes Crossing
   (Auburn Hills)
   4000 Baldwin Rd.
   248.454.5000

RECREATION/ENTERTAINMENT CENTERS

Southfield Civic Center
   26000 Evergreen Rd.
   248.354.1000

Beech Woods Arena
   22200 Beech Rd.
   248.354.9510

Cranbrook
   1221 N. Woodward Ave.
   248.645.3000

OTHER SERVICES

29. Post Office
    23200 W. Eleven Mile Rd.
    800.275.8777

30. Secretary of State
    25263 Telegraph Rd.
    248.476.4538
Architecture Students
Undergraduate
Dean (A129)
Ms. Leslie Michalik (A112)
Imaging
Dr. Virginia North (A129)
Interior Architecture
Dr. Virginia North (A129)
Graduate Professional Degree Programs
Dean (A129)
Mrs. Alice McHard (A116)
Probation status students
Ms. Leslie Michalik (A112)
Dismissal status students
Dean (A129)
Ms. Leslie Michalik (A116)
Class Registration and Drop/Add
Ms. Leslie Michalik (A112)
Dual Degree (Ar/IA) Information
Dr. Virginia North (A129)
Guest Credit Information
Ms. Leslie Michalik (A112)

Plan of Studies (master planning)
Architecture
Ms. Leslie Michalik (A112)
Dual Degrees
Dr. Virginia North (A129)
Interior Architecture
Dr. Virginia North (A129)
Scholarship Information
Ms. Leslie Michalik (A112)
Mrs. Alice McHard (A116)
Arts and Sciences Students

Humanities, Social Sciences, and Communication
  Business Management (BSBM)
    Dr. Larry Johnson (S209D)
  Humanities – Department Chair
    Dr. James Rodgers (S225)
  Psychology
    Dr. Gonzalo Munévar (S207C)
Technical and Professional Communication
  Dr. Brian Pedell (S229)

Mathematics and Computer Science
  Department Chair
    Dr. David Bindschadler (S120)
  Master of Science in Computer Science
    Prof. Thomas Lackey (S116B)

Natural Sciences
  Department Chair
    Dr. William Madden (S322)
  Master of Science Education
    Dr. Anthony Sky (S320)
    Dr. Valentina Tobos (S207A)

Engineering Students

Civil/Construction
  Dr. Nabil Grace (E23)
Electrical/Computer
  Prof. Ronald Foster (E218)
Mechanical
  Dr. Steven Howell (E29)
Engineering Technology
  Prof. William White (E179)
Master of Engineering in Manufacturing Systems
  Dr. Khalil Taraman (E154)
Master of Science in Automotive Engineering
  Dr. Suresh Bansal (E33)
Doctor of Engineering in Manufacturing Systems
  Dr. Khalil Taraman (E154)
Master of Engineering Management
  Dr. Daw Alwerfalli (E31)
Master of Civil Engineering
  Dr. James Hanson (E20)
Master of Science in Civil Engineering
  Dr. James Hanson (E20)
Master of Construction Engineering Management
  Dr. James Hanson (E20)
Master of Science in Electrical and Computer Engineering
  Dr. Richard Johnston (E215)

Management Graduate Students

Graduate Advisors
  Dean Louis DeGennaro (M331)
  Dr. Andrew Borchers, MSIS (M333)
  Dr. Patricia Castelli, MBA (M337)
  Dr. Vernon Hoffner, MSIS (M320)
  Prof. Betsy Jenaway, MSIS (M312B)
  Dr. Barbara Kouskoulas, MBA (M316)
  Director Laura Majewski, CIMBA, MSOM (M332)
  Dr. Srikant Raghavan (M315)
  Prof. Jacqueline Stavros, MBA (M325)

Special and Guest Students

Office of Admissions (M376)

Personal Counselors

Dean of Students (M108)
Lawrence Technological University is divided into four Colleges: Architecture and Design, Arts and Sciences, Engineering, and Management. You are admitted to one of the Colleges; your degree requirements are determined by your College and appear in the Lawrence Tech Catalog. Each College has a dean, who is its chief academic administrator, and each academic department has a chairperson. The president, provost, and other administrative staff decide major administrative, financial, and University-wide policies. The trustees meet throughout the year as necessary and set policy, approve budgets, and confer all degrees earned at Lawrence Tech, upon the recommendation of the administration and faculty. Trustees serve three-year terms and are eligible for re-election by the board.
Information Technology
Laird E. Johnston, Chief Technology Officer
  William D. Wachob, Executive Director, IT Service Delivery
  Organization
  Marc Hoedeman, Assistant Director, Edward Donley
  Computer Center
  Keith Goodchild, Director, Data Management
  Marquita Poinsetta, Director, Help Desk and Laptop
  Program
  RaShawn Ciers, Staff Technician
  Ken Grafmiller, Staff Technician
  Frank Marcum, Staff Technician
  Matt Olszewski, Staff Technician
  Charlene Lilla, Manager, IT Planning and Administration
  Applications Support, vacant
  Pamela Lowry, Director, Veraldi Instructional Technology
  Resource Center
  Paula Nranian, Administrative Assistant
  Alex DePetro, E-Learning Specialist
  Angela DiMiceli, Instructional Technologist/Server
  Support
  Linda S. Wareck, Instructional Technologist
  William Drummond, Multimedia/E-Learning Specialist
  John S. Grden, Network Technology Officer

ADMINISTRATION OF THE COLLEGES

College of Architecture and Design
Joseph C. Veryser*, Dean, Architecture and Design
  Assistant Dean, Architecture and Design, vacant
  Chair, Architecture, vacant
  Virginia North, Chair, Art and Design

College of Arts and Sciences
Maria Vaz*, Dean, Arts and Sciences
  Glen A. Bauer, Associate Dean, Arts and Sciences
  James Rodgers*, Chair, Humanities, Social Sciences, and
  Communication
  David E. Bindschadler, Chair, Mathematics and
  Computer Science
  William G. Madden, Chair, Natural Sciences

College of Engineering
Laird E. Johnston, Dean, Engineering
  Richard S. Maslowski, Associate Dean, Engineering
  Nabil F. Grace, Chair, Civil Engineering
  Ronald Foster, Chair, Electrical and Computer Engineering
  William L. White, Chair, Engineering Technology
  Steven K. Howell, Chair, Mechanical Engineering

College of Management
Louis A. DeGennaro, Dean, Management
  Laura Majewski, Director, Executive Management Program
  Richard Bush, Director, Information Technology Program
  Chin-Ling Lin, Executive Director, International
  Management Program

STUDENT SERVICES
Jerome E. Webster, Dean of Students
  Diana Richard, Coordinator, Academic Achievement Center
  Brenda Hildredth, University Counselor
  Harry Butler, Director, Campus Safety
  Jay Monroe, Assistant Director, Campus Safety
  Kevin Finn, Director, Career Services
  Jennifer King, Assistant Director
  Mike Ramos, Coordinator, Recruitment
  Brent Bishop, Director, Dining Services
  Janielle Ostrowski, Director, Residence Life, University Housing
  Laura Affer, Coordinator, Residence Hall (North)
  Pamela Costello, Coordinator, Residence Hall (South)
  Alan McLaughlin, Director, Student Activities and Recreation
  Scott Trudeau, Assistant Director, Recreation
  Leslie Siefka, Coordinator, Student Activities

*Interim
CLASS OF 2004

Frederick M. Adams Jr.
Chairman, The Northern Trust Bank

Lauren L. Bowler
Vehicle line executive, Midsize/Large Cars International Area, Adams Opal AG, General Motors Corp. (ret.)

Douglas G. DelGrosso, BSME’84
President and chief operating officer, International Operations Group, Lear France

Howard B. Padgham
Vice president, Advance Manufacturing Engineering Power Train, DaimlerChrysler AG (ret.)

CLASS OF 2005

Larry D. Lyons
Vice president, Small Vehicle Production Team, DaimlerChrysler AG

John G. Petty, BSME’65
Director, Fox Vehicle Program, General Dynamics Land Systems Division (ret.)

Lloyd E. Reuss
Chairman of the board, Lawrence Technological University, Former president, General Motors Corp.

CLASS OF 2006

Joseph E. Champagne
Chairman, board of directors, Ross Controls

Raymond R. Khan, BSEE’70
Senior vice president, CIO, Blue Cross/Blue Shield of Michigan

Barbara Samardzich
Executive director, Small FWD and RWD Platform, Ford Motor Company

David B. Wohleen
President, Electrical, Electronics, Safety and Interior Sector, Delphi Corp.

EX OFFICIO

Charles M. Chambers
President and chief executive officer, Lawrence Technological University

CLASS OF 2005

Richard H. Cummings
Senior vice chairman, NBD Bank and NBD Bancorp, Inc. (ret.)

Edward Donley, BME’43
Former chairman, Air Products and Chemicals, Inc.

Esther G. Edwards
Chairman and chief executive officer, Motown Historical Museum, Inc.

Alfred E. Entenman Jr., P.E.
Executive consultant, B.E.I. Associates, Inc.

William D. Innes, BSME’53
Executive vice president, Ford Motor Co. (ret.)

Ben C. Maibach Jr.
Chairman of the board, Barton Malow Company

Julius L. Pallone
President, J.L. Pallone Associates

Kurt O. Tech, BSME’48
Management consultant; President, The Cross Company (ret.)

Sydney L. Terry
Consultant to business, government, industry; Vice president, Public Responsibility and Consumer Affairs, DaimlerChrysler Corp. (ret.)
University Technology and Learning Center (Unit T)
Science Building (Unit S)
College of Arts and Sciences
Corporate Services Complex (Unit CC)

Upper Level

Lower Level
Don Ridler Field House (Unit R) and Applied Research Center (Unit ARC) (Restricted Access)
# Index

<table>
<thead>
<tr>
<th>Academic Achievement Center</th>
<th>Clubs</th>
<th>13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic concerns, procedure for addressing</td>
<td>Anime Group</td>
<td>13</td>
</tr>
<tr>
<td>Academic counseling and tutorial services</td>
<td>Artists’ Guild</td>
<td>13</td>
</tr>
<tr>
<td>Academic Honor Code</td>
<td>Campus Crusade for Christ</td>
<td>13</td>
</tr>
<tr>
<td>academic integrity</td>
<td>Collegiate Entrepreneurs’ Organization</td>
<td>13</td>
</tr>
<tr>
<td>academic dishonesty offenses</td>
<td>Computer Gaming Club</td>
<td>14</td>
</tr>
<tr>
<td>appeal process</td>
<td>Detroit Metropolitan High School Mathematics and Computer Club</td>
<td>14</td>
</tr>
<tr>
<td>jurisdiction</td>
<td>Math Club</td>
<td>14</td>
</tr>
<tr>
<td>reporting and adjudication procedures</td>
<td>Musicians’ Society</td>
<td>14</td>
</tr>
<tr>
<td>responsibility of University community</td>
<td>Ski and Snowboarding Club</td>
<td>14</td>
</tr>
<tr>
<td>student pledges</td>
<td>Student Alumni Council</td>
<td>14</td>
</tr>
<tr>
<td>Academic scholarships</td>
<td>Wireless Society</td>
<td>14</td>
</tr>
<tr>
<td>Accreditation</td>
<td>Computer Help Desk</td>
<td>18</td>
</tr>
<tr>
<td>table of contents page</td>
<td>Computer resources</td>
<td>18</td>
</tr>
<tr>
<td>After-hours building access</td>
<td>Computing and network policy</td>
<td>36-38</td>
</tr>
<tr>
<td>Alcohol policy</td>
<td>general principles</td>
<td>36</td>
</tr>
<tr>
<td>Alternate PIN (registration)</td>
<td>acceptable use</td>
<td>37</td>
</tr>
<tr>
<td>Alternative Energy Student Group</td>
<td>sanctions</td>
<td>38</td>
</tr>
<tr>
<td>American Chemical Society student chapter</td>
<td>user cautions</td>
<td>38</td>
</tr>
<tr>
<td>American Institute of Architecture Students</td>
<td>Continuing Education and Professional Development, Office of</td>
<td>19</td>
</tr>
<tr>
<td>American Society of Civil Engineers student chapter</td>
<td>Crime prevention</td>
<td>53</td>
</tr>
<tr>
<td>American Society of Interior Designers student chapter</td>
<td>Crisis intervention phone numbers</td>
<td>55</td>
</tr>
<tr>
<td>American Society of Mechanical Engineers student chapter</td>
<td>Dean of Students, Office of</td>
<td>19-20</td>
</tr>
<tr>
<td>Appeal of</td>
<td>adjudication of Student Code of Conduct</td>
<td>19</td>
</tr>
<tr>
<td>Public welfare and safety violation notices</td>
<td>events coordinated by</td>
<td>19</td>
</tr>
<tr>
<td>Student Discipline Committee decisions</td>
<td>Service Learning opportunities</td>
<td>19</td>
</tr>
<tr>
<td>University parking violation notices</td>
<td>support services</td>
<td>20</td>
</tr>
<tr>
<td>Associated General Contractors of America student chapter</td>
<td>Disabilities, students with</td>
<td>23</td>
</tr>
<tr>
<td>Association for Computing Machinery</td>
<td>Drug policy</td>
<td>40</td>
</tr>
<tr>
<td>Athletics and intramurals</td>
<td>Dress and hygiene</td>
<td>44</td>
</tr>
<tr>
<td>ATM (cash) machine</td>
<td>Continuing Education and Professional Development, Office of</td>
<td>19-20</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Crime prevention</td>
<td>53</td>
</tr>
<tr>
<td>Building hours</td>
<td>Crisis intervention phone numbers</td>
<td>55</td>
</tr>
<tr>
<td>Café Lawrence</td>
<td>Dean of Students, Office of</td>
<td>19-20</td>
</tr>
<tr>
<td>Campus Safety, Department of</td>
<td>adjudication of Student Code of Conduct</td>
<td>19</td>
</tr>
<tr>
<td>after-hours building access</td>
<td>events coordinated by</td>
<td>19</td>
</tr>
<tr>
<td>escort service</td>
<td>Service Learning opportunities</td>
<td>19</td>
</tr>
<tr>
<td>event security</td>
<td>support services</td>
<td>20</td>
</tr>
<tr>
<td>lock-out services</td>
<td>Disabilities, students with</td>
<td>23</td>
</tr>
<tr>
<td>mail services</td>
<td>Drug policy</td>
<td>40</td>
</tr>
<tr>
<td>outdoor lighting</td>
<td>Dress and hygiene</td>
<td>44</td>
</tr>
<tr>
<td>roadside assistance</td>
<td>Continuing Education and Professional Development, Office of</td>
<td>19-20</td>
</tr>
<tr>
<td>safety inspections</td>
<td>Crime prevention</td>
<td>53</td>
</tr>
<tr>
<td>Career Services, Office of</td>
<td>Crisis intervention phone numbers</td>
<td>55</td>
</tr>
<tr>
<td>Chemical spill/release of hazardous fumes, procedure in the event of</td>
<td>Continuing Education and Professional Development, Office of</td>
<td>19-20</td>
</tr>
<tr>
<td></td>
<td>Email accounts</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Emergency, to report an</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Engineering Society of Detroit</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Evacuation procedures</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Events policy</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>Fax service</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Federal Express drop box</td>
<td>22</td>
</tr>
</tbody>
</table>

Lawrence Tech Student Handbook 72 Index
Fees 24-25
application 24
graduation 25
housing application 25
lab and course fees 25
laptop program 25
late registration 24
late transaction 25
late (past due payment) registration 24
student activities 25
Field House, Don Ridler 20
hours 20
Financial aid 20-21
Fines 21
payment of
for overdue and lost items (library) 21
for public welfare and safety regulation violations 55
for University parking and traffic violations 49-50
Fire, procedure in the event of 52
Firecrackers and firearms 44
Food service 20
Fraternities 14-16
Greek life 14-16
Interfraternal Council 14
Alpha Kappa Alpha 14
Alpha Sigma Phi 15
Chi Omega Rho 15
Delta Phi Epsilon 15
Delta Tau Sigma 15
Phi Beta Sigma 15
Phi Kappa Upsilon 15
Sigma Phi Epsilon 15
Sigma Pi 16
Theta Tau 16
Help desk (laptop support) 18
Honor societies 13
Chi Epsilon 13
Eta Kappa Nu 13
Lambda Iota Tau and Tau Iota 13
Pi Tau Sigma 13
Sigma Pi Sigma 13
Tau Beta Pi 13
Tau Sigma Delta 13
Housing 22-23
Identification card 21
Institute of Electrical and Electronic Engineers 12
Insurance, health and accident 23
International students 21
Irresponsible actions, penalties for 44

Laptop program 18
Library 21
fines/charges 21
loan privileges 21
renewals 21
student accounts 21
Littering, penalty for 44
Lockers 21
Lock-out service 54
Lost and found 22
Lounes (student) 23
Medical assistance phone numbers 55
Michigan Society of Professional Engineers student chapter 12
National Society of Black Engineers 12
Non-discriminatory policy 26
Online services 22
Parental notification policy 46
first-year students 46
health and safety emergencies 46
Packing and traffic on campus 46-50
assumption of risk, owner’s/driver’s 47
District Court citations and fines 49
guests and visitors 47
multiple violations 47
parking permits 46-47
parking regulations 48-49
traffic regulations 47-48
University parking and traffic violations, fines for 50
vehicle towing/immobilizing 49
Photocopy machines 20
Postal and package services 22
President’s open door policy 50
Prism 13, 14
Professional and student organizations 10-14
Publications, student 14
Public welfare and safety regulations 54
appeal of violation fines 55
multiple violations 55
Roadside assistance 54
Safety 51-53
  crime prevention 53
  in parking lots 53
  in residence halls 52
  inspections 54
  personal precautions 52-53
  property protection 53
Scholarships 17
Security report 51
Sexual harassment policy 40-43
  definition of 40-41
  post-incident counseling 42, 43
  prevention of 41-42
  resolution of complaints 42-43
Smoking policy 43
Society of Automotive Engineers student chapter 12
Society of Physics Students 12
Society of Women Engineers student chapter 12
Solicitation and advertising policy 43-44
Sororities 14-16
S.P.A.M. (Students Planning Activities Monthly) 11
Student action procedure 50
Student Affairs, Division of 22
Student Code of Conduct 29-36
  administrative procedures 32
  appeals process 34-35
  definition of terms 29-30
  exceptional procedures 35-36
  hearings process 32-33
  interpretation of (Dean of Students) 36
  judicial authority 30
  jurisdiction 31-32
  regulations 30-31
  sanctions 34
  violation of federal, state, or local law 31-32
Student Government 10-11
Student records 23
Student Service Center 23
Suggestions/complaints 50

*Tech News*

Tornado warning/severe weather, procedure in the event of 52
Tuition 24
Tutoring 17

U.S. Drug Prevention Program 38

Veterans 23