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ACCREDITATION
Lawrence Technological University is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools (www.ncahigherlearningcommission.org). The commission’s telephone number is 800.621.7440. The accreditation report is on file in the University’s library and is available for review. Programs in architecture, interior architecture and design, imaging, management, chemistry, and engineering are additionally accredited through appropriate national professional agencies.
President’s Message

Leadership in the making! That’s what Lawrence Tech believes your college experience is all about. Combining the benefits of a close, caring, small college atmosphere with the academic depth of a larger university, Lawrence Tech takes a personal approach to education. And the University attracts students who generally have made big plans for themselves. They’re highly motivated students with a tremendous will to succeed, to excel, and to seek out the best in whatever they do!

Lawrence Tech was founded on the principle that every person should have the opportunity to pursue a college education. 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. The unusual facet of the program was that working students could earn a baccalaureate degree by attending evening programs, day programs, or a combination of the two. This feature was unique in 1932 and is still remarkable today.

Over the years, the University has expanded its curricula and facilities in an effort to continue to better serve our students in their educational pursuits. Experiencing our modern campus today, it is clear that Lawrence Tech has come a long way from its beginnings in a single building next door to where Henry Ford perfected his assembly line!

But, while bricks and mortar reflect the physical presence of the University, it is the people that truly make Lawrence Tech a premier institution of higher learning. Our mission is clear, yet powerful: Lawrence Tech develops leaders through innovative and agile programs embracing theory and practice. We are fortunate to have a dedicated faculty and staff who work tirelessly to insure that you participate in a learning experience that is second to none, and I am deeply proud of their efforts.

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 education. To sharpen that competitive edge, you have to invest, too. Your professors will work with you most on this – so get to know them! Further, there are many others here dedicated to the goal of your success in your career and in life. They include the department chairs, your academic dean, the dean of students, librarians and learning resource specialists, the provost’s staff, and myself, among others. This Handbook is your guide to all the services and resources available to you. Please take advantage of them.

We look forward to helping you advance your knowledge at Lawrence Tech. Whether in mathematics or computers, engineering, management, architecture, science, or technology, we are here to help you achieve your full potential. We have a formula that works. Every day tens of thousands of our successful alumni prove it over and over again. I know that someday you will prove it too!

Lewis N. Walker
President
Academic Schedules 2007-08

**Fall 2007 Semester**

- **April 2–6**: Advance Registration
- **April 7–August 28**: Regular Registration
- **August 28**: Last day to register for traditional semester courses without a late fee
- **August 29**: Traditional semester courses begin; add/drop period begins
  - LATE REGISTRATION FEE applies
- **September 1**: Last day of classes before Labor Day recess
- **September 4**: Classes resume
- **September 4**: Last day to register for College of Management courses without a late fee
- **September 5**: College of Management courses begin; add/drop period begins
  - LATE REGISTRATION FEE applies for College of Management courses
- **September 11**: Last day to drop traditional semester courses with refund (no refund for classes dropped after September 12)
- **September 12**: Withdrawal period begins for traditional courses; late transaction fee applies for each course added
- **September 17**: Last day to drop College of Management courses with refund (no refund for classes dropped after September 18)
- **September 18**: Withdrawal period begins for College of Management courses; late transaction fee applies for each course added
- **November 14**: Last day to withdraw from College of Management courses
- **November 21**: Last day to withdraw from traditional semester courses
- **November 21**: Last day of classes before Thanksgiving break
- **November 26**: Classes resume
- **December 8**: Last day of College of Management classes before final exams
- **December 15**: Last day of classes before final exams
- **December 10-15**: College of Management final exams
- **December 15**: Last day of College of Management semester
- **December 17-22**: Final exams
- **December 22**: Last day of Fall 2007 semester

Please note that for courses that start or end at times other than indicated or are of a different length, DIFFERENT dropping, adding, and refund dates apply. It is the student’s responsibility to be aware of these dates. They are available on the website of the Office of the Registrar at ltu.edu/registrars_office/index.asp or by calling the DTE Energy One-Stop Center at 248.204.2280.
Spring 2008 Semester

November 5–9 Advance Registration
November 10 – January 13 Regular Registration
January 13 Last day to register for traditional semester and College of Management courses without a late fee
January 14 Traditional semester and College of Management courses begin; add/drop period begins
LATE REGISTRATION FEE applies
January 21 Martin Luther King Day Celebration*
January 24 Last day to drop College of Management courses with refund (no refund for classes dropped after January 25)
January 25 Withdrawal period begins for College of Management courses; late transaction fee applies for each course added
January 25 Last day to drop traditional semester courses with refund (no refund for classes dropped after January 26)
January 26 Withdrawal period begins for traditional courses; late transaction fee applies for each course added
March 8 Last day of classes before mid-semester break
March 10–15 Mid-semester break
March 28 Last day to withdraw from College of Management courses
April 7 Last day to withdraw from traditional semester courses
April 19 Last day of College of Management classes before final exams
April 21–26 College of Management final exams
April 26 Last day of College of Management semester
May 3 Last day of traditional semester classes before final exams
May 5–10 Traditional semester final exams
May 18 Commencement
May 19 Spring 2008 semester ends

Please note that for courses that start or end at times other than indicated or are of a different length, DIFFERENT dropping, adding, and refund dates apply. It is the student’s responsibility to be aware of these dates. They are available on the website of the Office of the Registrar at ltu.edu/registrars_office/index.asp or by calling the DTE Energy One-Stop Center at 248.204.2280.

*The University is open and classes are held on Martin Luther King Day. To afford an opportunity to all members of the University community, students, faculty, and staff who may desire to participate in the Freedom Walk celebrating Dr. Martin Luther King’s life and legacy, upon request, may be excused from any scheduled classes, office hours, meetings, etc., from 11 a.m.–1 p.m. Temporary help, substitute instruction, rescheduling, etc., will be provided as needed. During this period, all mandatory activities such as exams, presentations, or other graded activities will be deferred, although assignments may be made by email for subsessions.
Summer 2008 Semester

March 31–April 4  Advance Registration
April 5–May 13  Regular Registration
May 13  Last day to register for traditional semester and College of Management courses without a late fee
May 14  Traditional semester and College of Management courses begin; add/drop period begins
LATE REGISTRATION FEE applies
May 27  Last day to drop traditional semester and College of Management courses with refund (no refund for classes dropped after May 27)
May 28  Withdrawal period begins for traditional semester and College of Management courses; late transaction fee applies for each course added
May 24  Last day of classes before Memorial Day
May 27  Classes resume
July 4  No classes – Fourth of July
July 5  Classes resume
July 9  Last day to withdraw from traditional semester and College of Management courses
July 24  Summer 2008 semester ends

Please note that for courses that start or end at times other than indicated or are of a different length, DIFFERENT dropping, adding, and refund dates apply. It is the student’s responsibility to be aware of these dates. They are available on the website of the Office of the Registrar at ltu.edu/registrars_office/index.asp or by calling the DTE Energy One-Stop Center at 248.204.2280.

The University reserves the right to make adjustments to the academic calendar as necessary.
# Quick Reference Guide

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Activities and Organizations

Whatever their particular interests or needs, students can find a campus activity or organization that will provide not just fun and fellowship but also opportunities to 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 coordinator 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. The Student Government actively endorses all Lawrence Tech clubs and organizations that are beneficial to personal and scholastic achievement. The Student Government is composed of three interacting branches working in cooperation with each other. They are the Student Administration, the Student Senate, and various committees. The Student Administration consists of a president, vice president, treasurer, and secretary, who are elected in a spring campus-wide election. Various committee chairmen are appointed by the president and approved by the Senate. Students become eligible to be members of a Student Government committee by simply attending the meetings. Members of the Student Senate include official representatives from each recognized student organization and three senators-at-large. Senators are the only voting members at Student Government meetings. All business concerning the Student Government is brought before the Student Senate for approval. The Student Government recognizes four standing committees:

Publication Committee
Coordinates student section of the Tech News newspaper.

Open House Committee
Coordinates with the University planning committee for events that occur during Open House.

Elections Committee
Coordinates all aspects of the Student Government elections held in the spring.
Honors and Awards Committee
Organizes the annual Student Government Awards Banquet held in the spring of each academic year.

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 coordinates campus activities that enhance and enrich the quality of student life at Lawrence Tech, by addressing the needs and interests of its diverse student body. S.P.A.M. is open to all students from all academic majors. Members attend the annual National Association of Campus Activities mid-America and national conferences, monthly meetings, and S.P.A.M.-associated events. To get involved, contact the coordinator of student activities at 248.204.4105 or email stuevent@ltu.edu. Monthly event information is available at www.ltu.edu/student_affairs/spam1.asp.

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 (AIAS)
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.

**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.

**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 Physics Students
The society operates under the auspices of the American Institute of Physics. This chapter arranges scientific lectures and field trips.

Society of Women 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 (CE) 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 (PTS) is the national honor society for mechanical engineers. Members are recognized for academic achievement and leadership ability.

Tau Beta Pi (Michigan Eta Chapter)
Tau Beta Pi (TBP) 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 (TSΔ) 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 Office of Student Activities at 248.204.4105.

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 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 slammers@ltu.edu.

Athenaeum
Athenaeum is a student-led philosophic discussion group. The group meets weekly to discuss topics ranging from national/international news to pop culture and university life.

Biomedical Engineering Society (BMES)
The society promotes the profession of biomedical engineering through the organized study, research, and discussion of the fields of biomedical engineering and disseminates the knowledge thereby gained. Membership is open to any currently enrolled undergraduate student studying engineering, engineering technology, or pre-medicine and to students in any graduate-level degree program.

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.

**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.

**Mich Bio**
The purpose of the student chapter of Mich Bio is to promote a strong, beneficial relationship between students and members of the Michigan life sciences industry. Membership is open to students of any major who are interested in life sciences and any other individuals who are approved by the executive board.

**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.

**Residence Hall Association**
The Residence Hall Association (RHA) is an organization that passes legislation benefiting the residence halls, sponsors building-wide events, and brings all students living in residence halls together. Every student living in a residence hall is automatically a member of RHA. Each hall (North and South) has its own governmental system with officers and representatives.
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!

Society of Dramatic Arts (SODA)
The purpose of the Society of Dramatic Arts is to provide members an outlet for creative impulses, develop the skills of its members in all areas of production, and build school spirit and a sense of community on campus. SODA will present at least one performance per semester for the entertainment and/or education of the Lawrence Tech community. Any current student enrolled at Lawrence Tech may become a member of the Society of Dramatic Arts. Any faculty or alumni may become associate members of the society without voting power.

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.

Students Taking a New Direction (STAND)
STAND exists to provide a supportive and educational environment for members and non-members alike; to function as a resource for those who want and/or need information about Gay, Lesbian, Bisexual, Transgender, and any other related issues; and to provide a positive gay awareness and presence in the Lawrence Tech community.

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 M376). Students interested in writing, photography, and graphic arts are encouraged to contact the Office of Marketing and Public Affairs.

Toastmasters International
Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality. Toastmasters provides people with the opportunity to master the arts of listening, thinking, and speaking — vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of society. The Lawrence Tech Toastmasters Club #2883-28
was officially chartered in November 1988. The club meets on the second and fourth Saturday of each month, when the University is open. Members and guests congregate outside Café Lawrence in the atrium of the Buell Management Building.

**Greek Life**

*Interfraternal Council*

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

**Fraternities**

*Alpha Sigma Phi*

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

*Phi Beta Sigma*

Phi Beta Sigma (ΦBS) 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 (ΦKY) as the first engineering and social organization on the Lawrence Tech campus in 1932. Its purpose is to further the individual and collective welfare of its members by creating cultural, educational, and fraternal advantages through participation in many activities and professional organizations on and off campus. The chapter recently celebrated more than 25 years of ownership of its house, which is known as The Castle.

*Sigma Phi Epsilon*

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

**Sigma Pi**
Lawrence Tech’s Zeta Omicron chapter of Sigma Pi (ΣΠ), established in 1984, has rapidly grown into one of the largest Greek societies on campus. With 125 chapters internationally, Sigma Pi is also one of the larger fraternities. Leadership qualities, academic excellence, and professionalism are stressed, as well as athletic and social participation and community service. Members have held executive council positions in organizations such as the Student Government and the Interfraternal Council, 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 (ΘΤ) is one of the largest professional fraternities in the nation with a membership of more than 25,000. Theta Tau offers members a lifelong bond of brotherhood and activities to promote educational excellence. The Xi Beta chapter was established in 1987 and since then has striven to achieve professionally and socially. Speakers from industry come to talk about their respective fields, and the fraternity sponsors tours of various plants. Socially, the group is active in all of the intramural sports, social events, and other Greek organizations. It offers what might be called “the best of both worlds.” Through the tireless efforts of the brothers of Theta Tau, membership has become an ultimate challenge with plentiful rewards.

**Sororities**

**Alpha Kappa Alpha**
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.

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

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

Delta Tau Sigma
Founded in 1977, Delta Tau Sigma (ΔΤΣ) was the first sorority on campus and has been growing ever since. 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.

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 Recreation. Any group of students is welcome to form teams and submit the names to Student Recreation 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, ice hockey, and curling are currently offered and other sports are possible if student interest is sufficient to field teams.
Student Activities Calendar

Fall Semester 2007

August

This month look for: College Welcome Receptions

26 Freshman Move-In, University Housing

27-28 Discovery Days

28 New Student Convocation, Ridler Field House, 2 p.m.

29 Welcome Back Picnic, noon and 4 p.m.

29 Men’s Soccer Meeting/Tryouts

29 Ice Hockey Club Meeting/Tryout Information, noon or 6 p.m.

29 Late Night Movie, Lear Auditorium, 9 p.m.

30 Multicultural Student Welcome Reception, Marburger Terrace, 6-8 p.m.

31 Commuter Student Welcome Reception, Commuter Student Lounge (S202), 4-8 p.m.

September

This month look for: Fall Career Fair, Welcome Back Concert, Staff/ Student Basketball Game, Phi Beta Sigma Week

4-15 Fall Greek Membership Rush, Buell Atrium

5 Party on the Yard, Quad, noon-5 p.m.

5 First Hockey Tryout, Southfield Civic Center, 10:30 p.m.

5 Welcome Back Concert, C Lot, 6 p.m.

5 Bonfire, midnight

7 Flag Football League Team Entry Deadline

7 LTU Founders Day Event

8 Home Soccer Game

13 Dale K, Hypnotist, S100, 9 p.m. (S.P.A.M)

14 Golf Scramble (two-man) Sign-up Deadline

14 Fitness Class Sign-up Deadline (Cardio-Boxing, Boot Camp, etc.)

15 Home Soccer Game

16 Golf Scramble (two-man)

21 Self-Defense Program for Women

21 Basketball League Team Entry Deadline

21 Golf Scramble (four-man) Sign-Up Deadline (Sept. 23 Tee Times)

22 Home Soccer Game

23 Golf Scramble (four-man)

28 Tennis Tournament, Southfield Civic Center

29 Day Trip: Chicago

29 Beach Volleyball Tournament, Southfield Civic Center
October
This month look for: Career Week, Halloween Hall Decorating Contest, Energy Job Fair
4 Jo Koy, Comedian, $100, 9 p.m. (S.P.A.M.)
5 Open Mike Night, Commuter Student Support Services
7 Home Hockey Game vs. Lake Superior State University, 7:30 p.m., Southfield Sports Arena
8 Racquetball Lessons Begin (through Oct. 12)
12 Commuter Student Appreciation Dinner
13 Home Soccer Game
13 Home Hockey Game vs. Saginaw Valley State University, Southfield Sports Arena, 7:30 p.m.
18 Bridget Gray, Poet, $100, 9 p.m.
27 Day Trip: University of Michigan/Michigan State University Football Game (Tentative)
31 Haunted House Trip

November
This month look for: Life Sciences Career Fair, International Student Thanksgiving Dinner
3 Billiards Tournament, Snookers, Royal Oak
3 Home Hockey Game vs. Northwood, Southfield Sports Arena, 7:30 p.m.
3 Volleyball Tournament Sign-up Deadline
5-10 Ridler Field House 20th Anniversary Events
9 Indoor Soccer, Royal Oak, 2:30-4:30 p.m., Fridays (five weeks)
10 Volleyball Tournament
10 Home Hockey Game vs. Grand Valley State University, Southfield Sports Arena, 7:30 p.m.
13 Racquetball Tournament (Beginners) Sign-up Deadline
16 Indoor Soccer, Royal Oak, 2:30-4:30 p.m.
16 Racquetball Tournament (Beginners)
17 Home Hockey Game vs. Muskegon Community College, Southfield Sports Arena, 7:30 p.m.
28 Butt Sketches, Atrium, noon-4 p.m. (S.P.A.M.)
30 Table Tennis Tournament (Singles)
30 Indoor Soccer, Royal Oak, 2:30-4:30 p.m.

December
This month look for: AIDS Awareness Programs
1 Home Hockey Game vs. Lansing Community College, Southfield Sports Arena, 7:30 p.m.
7 Commuter Student Appreciation Dinner
7 Indoor Soccer, Royal Oak, 2:30-4:30 p.m.
13 Stress Relief: Aqua Massages and Ornament Making, Buell Atrium, 2-6 p.m.
14 Indoor Soccer, Royal Oak, 2:30-4:30 p.m.
15 Home Hockey Game vs. Alpena Community College, Southfield Sports Arena, 7:30 p.m.
16 Exam Breakfast, Time: TBA, University Housing
Spring Semester 2008

January

This month look for: Greek Rush

14-24 Spring Greek Membership Rush, Buell Atrium
11 Home Hockey Game vs. Hope College, Southfield Sports Arena, 7:30 p.m.
15 Martin Luther King Jr. March, City of Southfield
19 Day Trip
24 Jen Kober, Comedian, S100, 9 p.m.
25 Open Mike Night, Commuter Student Support Services
25 Fitness Class Sign-up Deadline (Cardio-Boxing, Boot Camp, etc.)
25 Indoor Soccer, Royal Oak, 2:30 p.m., Fridays
25 Basketball 4 x 4 Team Entry Deadline
25 Wallyball League Sign-up Deadline (Mon. or Wed. nights)
26 Home Hockey Game vs. Calvin College, Southfield Sports Arena, 7:30 p.m.

February

1 Paintball Outing
1-2 Badminton Singles Tournament
8 Self-Defense Program, Commuter Student Support Services
8 Racquetball Tournament (Intermediate)
8 Valentine’s Contest (S.P.A.M.)
10 Snow Ski Outing, Alpine Valley
15 Rock Wall Climb, Planet Rock
16 Day Trip
22 Table Tennis Tournament (Doubles)

March

This month look for: Global Job Fair

1 Commuter Student Appreciation Dinner
2 Billiards Nine-Ball Tournament, Snookers, Royal Oak
5 Spring Break Safety Fair, Buell Atrium, noon (S.P.A.M.)
8 Flag Football Team Entry Deadline
18 Free Throw Contest, Mar. 19-23
24 3-on-3 LTU/NSBE Tournament
25 3-Point Shootout, Mar. 25-30
27 Craig Karges, Magician, S100, 9 p.m. (S.P.A.M.)

April

This month look for: GLBT Program, Earth Day Event, Multicultural Week, Architecture Career Expo 2008

3 Dan Ahdoot, Comedian, S100, 9 p.m. (S.P.A.M.)
3-4 Badminton Doubles Tournament
5 Golf Scramble (Two-Man) Deadline
7 Golf Scramble (Two-Man)
12 Golf Scramble (Four-Man) Deadline
13 Golf Scramble (Four-Man)
20 Co-Ed Softball Tournament
24 Mindball, Buell Atrium, noon-4 p.m. (S.P.A.M.)
24 Student Government Awards Banquet
27 5k Open House Run
Services for Students

Academic Achievement Center
The Academic Achievement Center (AAC) provides free academic support services to all students. Students come to the AAC to get help with homework or test preparation, compare notes, meet with study groups, or study quietly. Tutoring is provided in person and online for core classes in architecture and design, chemistry, computer science, engineering, ESL, mathematics, physics, and writing. Appointments are suggested for every day except Wednesday and can be scheduled online. Testing Services (proctored testing) are offered for students who need to complete quizzes or exams outside of regularly scheduled class time. When not in use for testing, private rooms are open for general student use. Study skills workshops, individual study habit consultations and study strategy handouts are available; and students can access first-year academic support programs and Writing Proficiency exams and prep workshops through the AAC. The center also has computer workstations, a photocopier and other electronic resources for student use, and conference rooms that can be reserved. The AAC is located on the lowest level of the A. Alfred Taubman Student Services Center in C201. Fall and spring semester hours of operation are Monday through Thursday, 8 a.m.-8 p.m., and Friday 8 a.m.-4:30 p.m. Summer and weekend hours vary and are posted outside the entrance.

Academic Counseling and Tutorial Services
All new students, both freshmen and transfers, are expected to attend orientation sessions prior to or during their first semester on campus. During these sessions, student opportunities, responsibilities, and regulations are presented, and registration is completed. A number of University counselors are available for academic advice, personal counseling, and registration assistance. The Academic Achievement Center also works with the disability services coordinator to coordinate tutorial services and testing services for students with disabilities. Contact Disability Services at 248.204.3140 or call the Michigan Relay Center at 800.649.3771 for more 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 full-time semesters, with a qualifying GPA. 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 Michigan First Credit Union, located in the atrium of the Buell Management Building, which is available anytime the building is open. This unattended station allows withdrawals, deposits, or account transfers, using debit cards with Cirrus, Plus, Pulse, Star, or Quest network logos or a Visa, MasterCard, Discover, or American Express credit card and a personal identification number. For local Michigan First Credit Union branches, call 800.664.3828.
Bookstore
The bookstore is located in the Buell Management Building. Books, supplies, snacks, and Lawrence Tech apparel and gifts may be purchased. Fall and Spring semester hours: Monday through Thursday, 9 a.m.–7 p.m., and Friday, 9 a.m.–1 p.m. For other times, call 248.204.3030 or visit www.ltu.edu.

Building Hours
In general, campus facilities are open from 7 a.m. to 10 p.m. seven days a week excluding holidays. Students may use the facilities 24 hours per day provided the dean of their college, a faculty member, or faculty advisor has approved and forwarded to the Department of Campus Safety an extended access hours authorization via email. Faculty members and faculty advisors should check with the dean of their respective college regarding the policy on allowing extended access to the facilities of that college. The dean, faculty member, or advisor may forward extended-access authorizations via email to ltu_safety@ltu.edu. Please allow 24 hours advance notice for extended hours requests. 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 and International Programs
The Office of Career Services and International Programs is much more than a place where students can go to find a job when they graduate. The Office of Career Services and International Programs 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 also assists students with gaining cooperative education and internship experiences in their chosen field.

Services include career advising, on-campus employment, cooperative education and internships, career workshops, resume critiques, mock interviews, career fairs, employer presentations, and on-campus interviews. The Office of Career Services and International Programs partners with MonsterTRAK (www.monstertrak.com) to post opportunities online for students and alumni. Students can also schedule on-campus interviews, register for career fairs and expos, research employers, and much more on the Lawrence Tech section of MonsterTRAK.

The Office of Career Services and International Programs is located in Room C404, Taubman Student Services Center, and is open daily from 8:30 a.m. to 4:30 p.m. with extended hours (until 6:30 p.m.) Monday and Tuesday during the fall and spring semesters. Additional appointments can be made on an individual basis.

Computer Resources/Help Desk
To ensure that Lawrence Tech students have full access to our rich educational resources, and to better prepare them for the workplace, Lawrence Tech provides laptop computers to all undergraduate students. Undergraduate students may obtain a laptop computer upon registration with the payment of a $500 security deposit and acceptance of the terms and conditions of a laptop lease agreement. The term of the lease is up to two years. Graduate students may also obtain a laptop for a charge of $95 per credit hour, if they are available at the end of undergraduate laptop distribution. Laptops are distributed at the beginning of every semester. Laptops are also available to Lawrence Tech faculty.
A uniform suite of the most recent software applications is installed on each laptop. In addition, software applications specific to each college are also included, so that every student has all the software resources they need for their major.

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

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

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

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

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

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

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

Student Events and Activities
Annual social events to encourage students to interact with other students on campus are coordinated by the Office of the Dean of Students. Popular programs include the fall semester Welcome Back Picnic, New Student Convocation, College Honors Reception, Coffee on Us programs, movie nights, and “Pushing Honey Through” certificates 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 staff in the Academic Achievement Center. Students desirous of discussing personal or emotional concerns may receive clinical counseling services provided by licensed psychologists free of charge through the Office of the Dean of Students.
Dining Services
Café Lawrence, located on the second floor of the Buell Management Building, is open during the fall and spring semesters and provides dining service for the entire campus community, including take-out meals, catering, special events, and more. Students are able to take advantage of a variety of flexible meal plans or Café Cash, a declining-balance prepaid credit account. Based on input from students, Café Lawrence currently offers three flexible meal plan options: a traditional plan including 80 meals per semester, a 50-meal plan with $250 in Café Cash, and the Bargain-160 plan — 160 meals per semester with $150 in Café Cash. Dining Services oversees the operation of the student-run coffee bar, the Larry Joe, located in the atrium of the Buell Management Building. This is a great place to meet fellow students to review notes or to get a quick bite to eat. Students are encouraged to take advantage of South@112, an on-campus convenience store that carries a variety of items to make on-campus living more enjoyable. South@112 is located on the first floor of University Housing-South. Dining Services also offers delivery service to the residence halls. Students can purchase an impressive line-up of menu items, including pizza, using their Café Cash account. Special events and dinners can be arranged with the Dining Services director by calling 248.204.3203.

Lawrence Tech requires all residential freshman and transfer students with less than 30 credit hours completed to participate in, at a minimum, the traditional 80 meals per semester meal plan. Residence hall students with more than 30 credit hours completed are required to purchase a minimum of $125 in Café Cash per semester or one of the established meal plans.

As the exclusive food service vendor for Lawrence Tech, Taher, Inc., has the exclusive right to provide all food services, including catering and concessions for all University purposes, including events offered by student organizations. Questions regarding this policy may be directed to the director of dining services at 248.204.3203.

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

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

Engineering Advising Center
The Engineering Advising Center is in the Dean of Engineering’s Office suite (E98). The center’s primary purpose is to advise students having academic difficulty and to provide back-up advising for students who have not been able to meet with their assigned faculty advisor. Hours of operation are normally Monday through Thursday 8 a.m. – 6 p.m. with one evening till 8 p.m. or by appointment. Exact hours are posted outside E98. To make an appointment, call the Advising Center at 248.204.3506 or the Dean of Engineering’s administrative assistant at 248.204.2500.

Fax Service
Fax services (send only) are available at the bookstore, which is located in the Buell Management Building. There is a small fee for this service.
Field House
The Don Ridler Field House includes a gymnasium, weight and conditioning room, running track (1/16th mile), four racquetball/wallyball courts, and men’s and women’s locker rooms with showers and saunas.

Field House Hours

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<tr>
<th>Day</th>
<th>September-May</th>
<th>June-August</th>
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<tbody>
<tr>
<td>Monday</td>
<td>6:30 a.m.–11 p.m.</td>
<td>6:30 a.m.–9 p.m.</td>
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<tr>
<td>Tuesday</td>
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<td>Wednesday</td>
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<td>Thursday</td>
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<td>Friday</td>
<td>6:30 a.m.–9 p.m.</td>
<td>9 a.m.–9 p.m.</td>
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<tr>
<td>Saturday</td>
<td>9 a.m.–5 p.m.</td>
<td>9 a.m.–1 p.m.</td>
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<tr>
<td>Sunday</td>
<td>noon–5 p.m.</td>
<td>closed</td>
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</tbody>
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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 (March 1 for the Michigan Competitive Scholarship) every year to avoid potential processing delays and all awards are offered based on a first-come, first-served basis. For additional information on federal, state, and institutional aid programs and instructions on how to apply, visit the financial aid website at www.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) as this will not be done automatically (refunds will be processed on a semester-by-semester basis).

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 (C304).

Identification Card
Lawrence Tech’s student identification card combines a photo with a magnetic strip/bar code and a cash debit option that allows students to load their card with Café Cash,
which can be spent at Café Lawrence and the Larry Joe coffee bar in the atrium of the Buell Management Building. The ID card also serves as the student’s library card and should be presented at the circulation desk when checking out books or using the Reserve Desk. Instructions for applying for a card are provided to new students during orientation. There is a $10 replacement charge for lost ID cards. Replacement ID cards must be purchased at the DTE Energy One-Stop Center. If an ID card is damaged and needs to be replaced, the student must present it to the One-Stop Center to have the replacement charge waived.

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

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

The Office of Career Services and International Programs is located in the A. Alfred Taubman Student Services Center in room C404 and can be reached at 248.204.3140. Normal office hours are Monday - Friday, 8 a.m. - 4:30 p.m. Meetings outside of normal business hours can be arranged by special appointment.

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

Among the library’s unique resources is the 3,000-volume 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 library.ltu.edu (a password-protected site available to students using their Banner ID). In addition to print and database sources, more than 24,000 electronic books and more than 27,400 electronic journal titles are accessible from the site as well.

When an item is not available on campus, the library has negotiated agreements with many local and statewide academic and public libraries for direct borrowing privileges or, in some cases, for borrowing through a special arrangement. As an alternative, materials can be 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. Certain special materials circulate for shorter periods. Reserve and reference materials must be used in the library. Students with fines or lost-item charges of $10 or above may not borrow library materials.

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

**Overdue Materials**
Overdue Charges
- $.10 per item per day—books
- $1 per item per day—all Reserve Desk items

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

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

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

**Lockers**
Lockers in the Engineering Building are assigned through the Office of the Dean of the College of Engineering, 248.204.2500. Lockers in the Architecture Building and the University Technology and Learning Center (UTLC) are assigned by the College of Architecture and Design, 248.204.2800.

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

**Martin Luther King Day**
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. King’s life and legacy, students, faculty, and staff may, upon request, be excused from any scheduled classes, office hours, meetings, etc., during University-sponsored program times. 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.
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, some undergraduate students need to obtain an Alternate PIN from their academic advisor. The Alternate PIN is the advisor’s electronic signature, giving the student approval to register. 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 DTE Energy One-Stop Center in the Taubman Student Services Center and at the Information Desks in both residence halls, where stamps may be purchased. All mail and packages are delivered to the Information Desks. The UPS outgoing package drop box is located outside the Buell Management Building on the atrium level, on the Lot C side of the building.

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

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

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

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

2. Thirty (30) copies of each stamped and approved flyer will only be distributed by the Office of Student Recreation staff or the Office of the Dean of Students staff to approved locations monitored by these offices. A list of the posting locations can be obtained from either office. Flyers will be removed by the staff on the expiration date. If flyers are not about an event, they can remain posted for one month after approval.

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

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

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

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

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

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

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

Professional Development Center
The Professional Development Center, www.ltu.edu/pdc, manages the University’s training and consulting needs in a number of business areas, including insurance studies, Six Sigma, and international business. Training, staffing, speaking, and consulting are done both at the University and on-premises at business locations. Content is also available online. Contact Benjamin Benson at 248.204.4050 for more information.

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

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

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

• With the exception of painting, the physical condition of the rock is not to be altered in any way that will change its shape, size, or orientation.
• The rock is not to be moved.
• Derogatory or profane words or messages on the rock are prohibited.
• There is no limit to the number of times the rock may be painted in total or by any one organization.
Student Activities
The Office of Student Activities (C405) provides programs and services for the entire University community. Student Activities coordinates a variety of opportunities for students to become involved on campus and in the Southfield and Metro Detroit areas. The mission of Student Activities is to encourage the intellectual, social, and civic development of students individually and through student groups. The programs and services provided by Student Activities are as follows:

- Blue Devil Welcome Week
- Discovery Days, New Student Orientation
- Leadership LTU
- Students Planning Activities Monthly (S.P.A.M.)
- Student Government
- Student Organizations

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

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

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

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

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

Student Communications/Student Email
All students are issued a Lawrence Tech email account and are required to maintain their University computer accounts while they are enrolled at the University. These accounts are provided without additional charge to registered students. Students may
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.

Please remember that your email account is the first initial of your first name and first initial of your last name and your nine-digit student identification number. When you send an email using your Lawrence Tech email account, you should be mindful that this is your identification number. If you wish other students not to view your identification number, you should elect another email account from which you send the email.

Students should note that while using Blackboard, if you elect not to change your email account, the default is your Lawrence Tech email account. This means that when posting notices on discussion boards, etc., within Blackboard, your Lawrence Tech email account (which includes your ID number) is visible to others within the class.

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

Student Organization Office Space Allocation
In the middle of the spring semester, the Executive Board of Student Government shall conduct an evaluation of each student organization's application for designated office space. Organizations chosen to receive office space cannot be guaranteed office space for more than one academic year. The application will assess the following, but is not limited to:
- Attendance at Student Government meetings
- Campus involvement
- Responsibility of past usage

All appropriate sources may be used to gather this information: the Student Government record of events and activities, Student Government attendance records, and the organizations themselves.

At the end of the spring semester, the organizations will be notified by the Executive Board of Student Government that they must re-apply in order to be candidates for office space for the following academic year.

When office space becomes available, either through revocation or construction, the Executive Board of Student Government shall inform every organization of vacancies and shall accept submissions for office space for a period of two weeks upon notification.

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

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

Lawrence Tech has two residence halls, University Housing-North and University Housing-South. Each hall features one- and two-bedroom apartment suites that accommodate two to four students depending on the size of the suite. Both buildings feature air-conditioning, cable television, wireless connectivity, carpeting, private bathrooms, and full kitchens. Washers and dryers are available in each suite in Housing-North. 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 nine credit hours per semester to be eligible for housing. For more information, please contact the Office of University Housing at 248.204.3940.

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

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

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

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

Lawrence Technological University advises all students living in the residence halls to obtain personal property insurance (renter’s insurance). Many students may have their personal property covered under their parents’ homeowner’s insurance policy; check with the insurance provider to determine applicable coverage. Personal property insurance for those students who are not covered by their parents’ homeowner’s policy or for students seeking additional coverage is available through National Student Services, Inc. For additional information, visit their website at www.nssinc.com 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. The Larry Joe coffee house, hosted by Dining Services, also has a lounge area located in the atrium of the Buell Management Building. The Commuter Student Lounge is located in S202 of the Science Building.

Student Records
Lawrence Tech students may view their academic transcripts, account information, and other student-related information through BannerWeb at www.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.

Students With Disabilities
The Office of Career Services and International Programs, 248.204.3140, coordinates Lawrence Tech’s compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The University does not discriminate against students with disabilities in recruitment, admission, or treatment after admission. In addition, the University makes reasonable accommodations to permit students with disabilities to fulfill academic requirements and provides effective auxiliary aids to ensure that they are not excluded from programs because of their disabilities. Eligibility for accommodations is determined on an individual basis.

For additional information on eligibility for services, accommodations, and student responsibilities, please refer to Lawrence Tech’s website or contact the disability services coordinator at 248.204.3140 or through the Michigan Relay Center at 800.649.3771 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 Office of Career Services and International Programs, Lawrence Technological University, 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. 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 specific program of qualifications. 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.
The Dollars and Sense of Your Lawrence Tech Education

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 www.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 $110 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 $100 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 $150 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**
- Architecture Studio Fee: $125
- Architecture Fee: $75

**College of Arts and Sciences**
- Biology Lab Fee: $45 (one credit hour), $60 (two or more credit hours)
- Chemistry Lab Fee: $45 (one credit hour), $60 (two or more credit hours)
- Physics Lab Fee: $45 (one credit hour), $60 (two or more credit hours)

**College of Engineering**
- Computer Lab Fee: $65
- Engineering Lab Fee: $45 (one credit hour), $60 (two or more credit hours)

**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.
- To participate in the laptop program, students must be enrolled or pre-enrolled in classes. Students are required to pick up their laptop at the beginning of the semester and return it upon expiration of contract. Dates for pick up and return are posted on www.my.ltu.edu. It is the student’s responsibility to review the website for the current return dates.
- Should the student depart from the University, whether by withdrawal, dismissal, involuntary withdrawal, or other occurrence, the student must return the laptop within five (5) business days to the Computer Help Desk. If the laptop is not returned on time, students are charged a $20 late fee for each day the computer is not returned.
- 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 2007–08 academic year, the laptop fee for graduate and doctoral students is $95 per credit hour.
**Student Activities Fee**

Each semester a $50 Student Activities Fee is assessed to all undergraduate students. The nonrefundable activities fees are used to develop additional educational, cultural, social, and professional opportunities for all Lawrence Tech students. The University offers over 30 on-campus student events each year. An activities board, Students Planning Activities Monthly (S.P.A.M.), composed of current students, decides the year’s activities and events considering the needs of all students.

**Housing Fees**

A $200 housing deposit must accompany all housing applications. When students are assigned a space in University Housing, this sum becomes their security deposit.

**Graduation Fee**

Undergraduate and master’s students must pay a $75 nonrefundable Graduation Fee when they submit a Petition to Graduate. The fee for doctoral students is $150. 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 $75 Graduation Fee, the petition and fee expire and must be resubmitted.

**Fines**

1. All payments of fines must be made at the DTE Energy One-Stop Center located in the Taubman Student Services Center. No other University department may accept payment.
2. Outstanding fines are considered as balance due items and non-timely payment may result in late charges.
3. Students may not register for additional semesters, and transcripts are not released until balances are paid.
Policies, Procedures, and Regulations

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 Guidelines and Policies

Academic Advising

How to prepare for an advising appointment:

1. Read the descriptions of courses you are planning to take. Be aware of the course prerequisites. Plan a tentative schedule based on the days and times courses are offered. Develop alternative schedules in case of closed classes.
2. Make your appointment with your advisor EARLY and keep your appointment. Call in advance if you must cancel.
3. Be on time.
4. Write down any questions you wish to ask your advisor.
5. Take appropriate materials to the advising appointment (pencil/pen, catalog, information on your major, curriculum guide, etc.).
6. Follow through on referrals and recommendations that are made during your appointment with your advisor.

The following resources are available to assist you in the academic planning process. Collect this information, keep it in a file designated for academic planning, review it prior to each advising session, and take it with you when you meet with your advisor.

Undergraduate and Graduate Catalogs
These are the legal documents of the University, containing academic policies and regulations, the curriculum of each academic program, and course descriptions for each course offered. You should consult the catalog for requirements within your college and major and read all course descriptions before registering each term. The course descriptions will list any prerequisite courses, co-requisite courses, or restrictions that courses may have. All students should receive a catalog at Orientation and Registration or access the catalog online via the Lawrence Tech website. Students should understand their degree requirements as described in the catalog. If you did not receive a catalog, you may get one in the Office of Admissions (C304) or at www.ltu.edu/currentstudents.

Schedule
The official schedule of classes is available each semester on Lawrence Tech’s website at www.ltu.edu/schedules. In addition to listing all courses offered for a particular semester, the schedule also provides the following:
1. Dates that you can begin registration
2. Advising information – dates and times
3. Academic calendar for each semester
4. Drop/add information
5. Schedule of final exams
Curricular Materials
See your advisor and/or major department to collect information on curricular requirements and program offerings.

Academic Honor Code
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, plagiarism, or the furnishing of false information to the University or a University affiliate in matters related to academics. An affiliate of the University is any person, organization, or company who works in conjunction with Lawrence Technological University for the purposes of assisting students in fulfilling their academic requirements. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community have an obligation to report occurrences of dishonesty, each individual is principally responsible for his or her own conduct.

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

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

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

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

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

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

- Using a computer program generated by another and handing it in as one's own work unless expressly allowed by the instructor.
- Lying to an instructor to 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. Presumption of Non-Violation
   Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, with a preponderance of evidence, the violation of the rule or regulation occurred.

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

   a. While action on a complaint of violating the Academic Honor Code is pending, the status of the student shall not be altered except for reasons outlined in Section J of the Student Code of Conduct.
   b. If the student is found in violation, the student will receive an F grade in the course. This grade will not be recomputed for GPA purposes. The department chair or dean of the college will notify the student in writing of the decision. A copy of the letter will be put in the student’s academic record and disciplinary file.
   c. A student found in second violation of the Academic Honor Code will be expelled from the University. See Article G for expulsion proceedings.

4. If no action is taken by the instructor, the reporting party may file a written report of the allegation of academic dishonesty with the department chair or dean of the college. The department chair or dean of the college will investigate the reported violation. The investigative process will be conducted according to the provisions in Section E-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.
G. Expulsion Proceedings

1. Expulsion proceedings will be initiated by the Dean of Students for students found in second violation of the Academic Honor Code. The student will be contacted by the Office of the Dean of Students for a meeting to explain proceedings of expulsion.
2. Students being expelled will receive written notification from the Dean of Students indicating the sanction of expulsion and the process for appeal.
3. The sanction of expulsion may be appealed by the Accused Student to the Provost within seven (7) school days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students or designee.
4. Except as required to explain the basis of new information, an appeal shall be limited to review of documents and notes of the department chair or dean of the college and submission of information by the Accused Student and supporting documents for one or more of the following purposes:
   a. To determine whether the student received fundamental fairness in the investigative and decision-making processes.
   b. To determine whether the facts in the case were sufficient to establish that a violation of the Academic Honor Code occurred in both cases.
   c. To consider relevant and material new evidence.
5. Following the appeal, the Provost shall advise the Accused Student in writing of the determination of the appeal, and of the sanctions imposed, if any. A copy of the notification will be retained in the student’s academic record and the student’s disciplinary record.

Student Pledges

In adopting this 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’s 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 require the free exchange of ideas, self-expression, and the challenging of beliefs and customs. Academic freedom is essential to the achievement of these purposes.

Honesty, integrity, and caring are essential qualities of an educational institution, and the concern for values and ethics is important to the whole educational experience. The Student Code of Conduct outlines the rights and responsibilities and expected levels of conduct of students in the University community. Fundamental to the achievement of community among the members of the University is the recognition by all such members that each shares a responsibility to observe University regulations. This obligation, which is an extension of the citizen’s responsibility to observe the law of the land, is an essential corollary to participation in the academic rights afforded to members of the University.

A student voluntarily joins the Lawrence Technological University community and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct. As such, students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. The University, through the Office of the Dean of Students, maintains the exclusive authority to impose sanctions for behaviors that violate the Student Code of Conduct.

All students enrolled at Lawrence Technological University have access to the Student Code of Conduct. Printed copies are available through the Office of the Dean of Students and the 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 either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students,” as are persons who are living in University residence halls, although not enrolled in this institution. This Student Code does apply at all locations of the University, including education centers in Wayne, Oakland, Macomb, and outlying counties in Michigan, Northern Michigan, and centers in other states and foreign countries.
3. The term “FACULTY MEMBER” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “UNIVERSITY OFFICIAL” includes any person employed by the University performing assigned administrative or professional responsibilities.
5. The term “MEMBER OF THE UNIVERSITY COMMUNITY” includes any person who is a student, faculty member, University official, or any other person employed by the University. A person’s status in a particular situation shall be determined by the Dean of Students.
6. The term “UNIVERSITY PREMISES” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks.
7. The term “ORGANIZATION” means any number of persons who have complied with the formal requirements for University recognition.
8. The term “STUDENT DISCIPLINE COMMITTEE” means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a regulations violation has been committed.

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

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

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

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

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

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

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

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

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

B. Student Code Authority

1. The Dean of Students shall determine the composition of the Student Discipline Committee and Discipline Appeals Committee and determine which Student Discipline Committee, Student Conduct Officer, and Discipline Appeals Committee shall be authorized to hear each matter.

2. The Dean of Students is that person designated by the University President to be responsible for the administration of the Student Code. The Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Discipline Committee hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by the Student Discipline Committee and/or a Student Conduct Officer designated by the Dean of Students shall be final, pending the normal appeal process.
4. The Student Discipline Committee may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

C. Conduct – Rules and Regulations
Acts of academic dishonesty are regulated by procedures outlined in the Academic Honor Code. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Section H:
1. Acts of dishonesty, including but not limited to the following: cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any University official, faculty member, or office; forgery; alteration, or misuse of any University document, record, or instrument of identification; helping or attempting to help another student commit an act of dishonesty; tampering with the election of any University-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, including its public-service functions on or off campus or other authorized non-University activities, when the act occurs on University premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, stalking, and hate crimes or acts that are racially motivated or due to one’s sexual orientation, gender expression, and/or other conduct that threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
5. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this regulation.
6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
8. Violation of any University policy, rule, or regulation published in hard copy, posted on campus, or available electronically on the University website.
9. Violation of federal, state, or local law on University premises or at University-sponsored or supervised activities.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, except as expressly permitted by law; use or possession of drug paraphernalia.
11. Use, possession, manufacturing, or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations, or
public intoxication. Alcoholic beverages may not, in any circumstances, be
used by, possessed by, or distributed to any person under 21 years of age.
12. Possession of firearms, explosives, any object that by its intended or actual
use may be used to threaten or harm people or damage or destroy property,
or other weapons or dangerous chemicals on University premises.
13. Participating in an on-campus or off-campus demonstration, riot, or activity
that disrupts the normal operations of the University and infringes on
the rights of other members of the University community; leading or
inciting others to disrupt scheduled and/or normal activities within any
campus building or area; intentional obstruction that unreasonably
interferes with freedom of movement, either pedestrian or vehicular,
on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University
premises or at University-sponsored or supervised functions, or violation of
any regulations outlined in the Lawrence Tech Parking and Traffic
Regulations booklet.
15. Conduct which is disorderly, lewd, or indecent; breach of the peace; or
aiding, abetting, or procuring another person to breach the peace on
University premises or at functions sponsored by, or participated in, by
the University or members of the academic community. Disorderly conduct
includes but is not limited to: any unauthorized use of electronic or other
devices to make an audio or video record of any person while on University
premises without his/her knowledge, or without his/her effective consent
when such recording is likely to cause injury or distress. This includes but is
not limited to surreptitiously taking pictures of another person in a gym,
locker room, or restroom.
16. Theft or other abuse of computer facilities and resources, including but
not limited to unauthorized entry into a file to use, read, change, or delete
the contents or for any other purpose; unauthorized transfer of a file; use
of another individual’s identification and password; use of computing
facilities to interfere with the work of another student, faculty member, or
University official; use of computing facilities to send obscene or abusive
messages; use of computing facilities to interfere with normal operation of
the University computing system; use of computing facilities and resources
in violation of copyright laws; any violation of the University’s Computing
and Network Policy.
17. Tampering with any telecommunications service, including but not limited
to: telephone, cable television, and/or voice mail; providing unauthorized
service to another room, suite, or apartment by any means through
unauthorized installation of wiring jacks or extensions.
18. Abuse of the Student Conduct System, including but not limited to:
failure to obey the summons of the Student Discipline Committee,
Discipline Appeals Committee, Student Conduct Officer, or University
official to appear for a meeting or hearing as part of the Student Conduct
System; falsification, distortion, or misrepresentation of information before
a Student Discipline Committee, Discipline Appeals Committee, or Student
Conduct Officer; disruption or interference in bad faith with the orderly
conduct of a proceeding; attempting to discourage an individual’s proper
participation in, or use of, the Student Conduct System; attempting to
discourage an individual’s proper participation in, or use of, the Student
Conduct System; attempting to influence the impartiality of a member of a
Student Discipline Committee or Discipline Appeals Committee prior to,
during, and/or after a student conduct proceeding; harassment (verbal or physical) and/or intimidation of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, during, and/or after a student conduct proceeding; failure to comply with the sanction(s) imposed under the Student Code; influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

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

D. Jurisdiction of the Lawrence Technological University Student Code

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

E. Violation of Law and University Discipline

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

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules, regulations, or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken by the University and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University
community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

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

1. Disciplinary Correspondence. All disciplinary correspondence will be sent to the student’s official mailing address as listed with 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 rule or regulation is pending, the status of the student shall not be altered except for reasons outlined in Section J.

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

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

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

G. Hearing Process

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

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

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

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

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

4. Student eligibility: All students, full- or part-time, shall be eligible for recommendation to the Student Discipline Committee provided they have maintained a 2.30 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, upon receiving notice of appointment, shall be given all necessary information about their responsibilities and the means for carrying them out.

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

7. Hearings normally shall be conducted in private.

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

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

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

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

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

13. All procedural questions are subject to the final decision of the Dean of Students.

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

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

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

17. There shall be a single verbatim record, such as a transcription or tape recording, of all hearings before a Student Discipline Committee (not including deliberations). Deliberations shall not be recorded. Transcriptions and/or tapes made during Student Discipline Committee hearings shall be the property of the University. These materials are confidential. They are made available in case of appeal and, upon request, to the Discipline Appeals Committee hearing the appeal.
18. If the Accused Student, with notice, does not appear before a Student Discipline Committee hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present. If the Accused Student fails to attend the hearing, it shall be deemed that he or she denies all allegations. When appropriate, a sanction will be determined and the student will be notified in writing.

19. The Student Discipline Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

H. Sanctions

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

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

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

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

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

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

7. Following the Student Discipline Committee hearing, the Dean of Students shall advise the Accused Student(s), group and/or organization (and complaining student who believes she/he was the victim of another student’s conduct) in writing of 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 also be filed in the student’s academic record.

I. Appeals

1. A decision reached by the Student Discipline Committee or a sanction imposed may be appealed by the Accused Student(s) or Complainant(s) to the Discipline Appeals Committee within seven (7) school days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students or designee.
2. Composition: The Discipline Appeals Committee is composed of three (3) members: (a) the Chair of the Faculty Senate; (b) the Assistant Provost for Enrollment Management; (c) the President of Student Government.

3. Except as required to explain the basis of new information, an appeal shall be limited to review of the verbatim records of the Student Discipline Committee hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Student Discipline Committee hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the Accused Student was based on substantial information; that is, whether the facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.
   d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Discipline Committee hearing.

4. If the Discipline Appeals Committee upholds an appeal, the matter may be returned to the original Student Discipline Committee for reopening of the Student Discipline Committee hearing to allow reconsideration of the original determination and/or sanction(s).
   a. In cases involving appeals by students accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce but not increase the sanctions imposed by the Student Discipline Committee.
   b. In cases involving appeals by persons other than the student(s) accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce or increase the sanctions imposed by the Student Discipline Committee.

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

J. Exceptional Procedures

1. Interim Suspension
   In certain circumstances, the Dean of Students or designee may impose a University or residence hall suspension prior to the hearing before the Student Discipline Committee. Interim suspension is an action requiring that a student immediately leave the campus and University property.
a. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the University. During the interim suspension, the student shall be denied access to housing facilities and/or the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students or designee may determine to be appropriate.

b. Any student who is suspended on an interim basis and returns to the campus and University property during the suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Dean of Students, or to participate in the disciplinary procedures) may be granted in writing by the Dean of Students or designee.

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

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

4. Temporary Restriction from Personal Contact
The Director of Residence Life or the Dean of Students or designee may temporarily restrict a student from any personal, verbal, written, telephone, electronic, and third-party contact with another person pending an investigation and/or hearing whenever the contact could constitute a danger to the person or to the safety of the person or property, or the seriousness of the allegations warrants such action. Any student so restricted may obtain an explanation of the basis for such restriction upon request.
5. Withdrawal Prior to Student Conduct Proceedings
   The student who withdraws or fails to return to the University while disciplinary action is pending will be ineligible for readmission until the outstanding matter is resolved. The University reserves the right to formally restrict individual(s) from the campus grounds while such action is pending. Any further readmission would require an appeal in writing to the Dean of Students or designee and approval by the Dean of Students or designee.

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

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 using computing systems and software, laptops, personal computers, University telephones, internal and external data networks, as well as accessing 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.

General Principles
   1. Authorized use of Lawrence Technological University-owned or operated computing and network resources shall be consistent with the mission and values 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 who have been provided a username and password, for their own use, through legitimate Lawrence Technological University processes for assignment of such identification, from the Edward Donley Computer Center or the Computer Help Desk. 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. The University further reserves the right to inspect non-University owned computers that are connected to the University’s resources 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.

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 as provided for by the Digital Millennium Copyright Act of 1998. 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 connection is not misused. Network access from residence halls may be 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. **Port Scanning**: Users are prohibited from systematically scanning University computer ports by use of scanner software or any other device.

10. **Breaching Security**: Activities which degrade the performance of a computer system or network, use of 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.

11. **Rogue Access Points**: Users are not allowed to install access points outside of the authorization of the University to access internal resources bypassing network security.

12. **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 University computing facility (AAC, E30, E152, C203, M138, T221, and library).

13. **Cheating**: Students are not permitted to use software or other learning technologies such as Instant Messenger or blogging for the purpose of academic dishonesty in the classroom. Sanctions will be imposed as stated in the Student Code of Conduct.

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

15. **Distributing Computer Viruses**: Users must not knowingly distribute or launch viruses, worms, Trojan horses, or other rogue programs.
16. 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.

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

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

19. Modifying Software or Software Installation: A user may not modify the software configuration on any computer provided for general access.

Network Provider’s Acceptable Use Policy
All authorized users of Lawrence Technological University’s computing and network resources must comply with the Merit Network’s Acceptable Use Policy. More information on this policy can be found at www.merit.edu/mn/about/policies-acceptableuse.html.

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 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. 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:
   a. For a legitimate business purpose (e.g., the need to access information when an employee is absent).
   b. To diagnose and resolve technical problems involving the system.
   c. To investigate possible misuse of email when a reasonable suspicion of abuse exists or in conjunction with an approved investigation.
   d. Under the provisions of the USA Patriot Act in order to provide requested information to authorized personnel.
4. All email messages, including personal communications, may be subject to discovery proceedings in legal actions.
5. Encrypted files, documents, and messages may be accessed by the University if suspected of breaching Acceptable Use guidelines.

Sanctions
Violations of this policy may be subject to immediate suspension of services by Computer Services, which may include temporary or permanent reduction of IT privileges, 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.
**TEACH Act Policy**

It is the policy of Lawrence Technological University that faculty, staff, and students shall comply with the federal copyright law and that the University will provide resources and services to assist faculty, staff, and students in complying with the federal copyright law that will include:

- Providing an agreement for faculty, staff, and students to follow the rules and regulations concerning copyright;
- Providing information about the TEACH Act and copyright rules on the website administered by the library;
- Providing educational opportunities to learn about and maintain compliance with the Act;
- Providing written guidelines and handouts and written statements within existing University publications;
- Providing assistance with Fair Use and copyright royalty investigation through the use of online services.

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

Possession, use, or distribution of illicit drugs, possession or consumption of alcoholic beverages by individuals under 21 years of age, and distribution of alcohol without a license or permit issued by a competent legal authority are violations of local, state, and federal laws. It is the policy of the University to cooperate fully in any prosecution based on violation of these laws. A variety of serious health risks are associated with the use of illicit drugs and the abuse of alcohol. These include permanent damage to the liver, brain, and other vital organs, heart damage or malfunction, including sudden death, and accidents caused by impaired judgment or abilities. Individuals who may have a drug dependency or alcohol abuse problem are advised to contact the Oakland County Drug and Substance Abuse Center at 248.858.5200.
Alcohol Policy

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

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

The Michigan Liquor Control Code includes the following statements:
1. A person who has not reached the age of 21 years shall not possess any alcoholic beverage for the purpose of personal consumption.
2. A person shall not sell or give any alcoholic beverage to any person who has not reached the age of 21 years.

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

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

At events at which alcohol is served and in University facilities in which it is served, operators and event sponsors are responsible for complying with the laws of the state of Michigan, ordinances of the city of Southfield, and all policies of Lawrence Technological University. The provost, through the dean of students or designee, is responsible for administering the University alcohol policy. The provost or dean of students or designee will approve in advance all events in licensed facilities or events held on or in unlicensed University premises at which alcohol is served and, if deemed necessary, impose additional conditions and restrictions on a sponsoring organization and on events. The sponsoring organization should be prepared to provide in writing information pertaining to the purpose of the activity, number of participants, location, and whether the activity is public or private.

A. Procedures for Specific Facilities
Policies and procedures for specific University facilities may be in place. Such facilities include but are not limited to residence halls, Dining Services facilities, Professional Development Center facilities, and the University Technology and Learning Center. Such policies must be consistent with University policy.
**B. Events Held on Campus**

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

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

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

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

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

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

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

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

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

9. At all events where alcohol is used, served, and/or sold, non-alcoholic beverages and unsalted foods must be made available in quantity sufficient for the number of guests. All food should be visible and available.

10. Alcoholic beverages are not permitted to be sold or used prior to noon. For an event lasting three hours or more, sale or service must stop 45 minutes prior to the end of the event.

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

12. Outdoor Events

   In addition to the above, the following will hold for outdoor events:
   a. The area in which the outdoor event is held must be defined by physical barriers (e.g., snow fence).
   b. Bottles, cans, kegs, etc., may not be brought into the event area and/or alcohol serving area.
c. The sale of alcoholic beverages or tickets for alcoholic beverages must end no less than 60 minutes before the end of the outdoor event. If tickets are sold, the redemption of tickets and distribution of such beverages must end no less than 45 minutes before the scheduled end of the outdoor event.

13. Student organizations considering sponsoring events at which alcohol is sold must, before taking action, consult with the appropriate administrative offices (Dean of Students, University Housing, Student 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 dismissal or 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 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, 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 provost or director of Human Resources specifically decides otherwise, include the supervisor of accused staff, faculty, or administrator. Any discussion with an accused student will include a member of the Division of Student Affairs and the student’s department chair.

**Formal Resolution Process**

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

There are several mechanisms available to pursue a formal charge, and their availability depends on the status of the complainant:

1. A student should notify the Office of the Dean of Students. If this is not possible, then the student may contact the offices of the President or Provost.
2. A member of the staff, faculty, or administration may notify his or her supervisor, a department head or dean, or the offices of the President or Provost, the Office of Human Resources, or the Office of the Dean of Students. A student-employee may also notify any of these.
3. Contract employees should follow the same procedure followed by staff, faculty, and administrators.

Call the Office of Civil Rights at 216.522.4970 to make a sexual harassment complaint. Report all incidents of criminal sexual assault to the Department of Campus Safety at 248.204.3945 or the Southfield Police Department at 248.354.5500.
Counseling Can Help
Sexual harassment undermines the confidence of a student or employee and adversely affects his/her attitude and job or academic performance. All students and employees may talk, confidentially, to trained counselors in the Division of Student Affairs if they believe they have been sexually harassed.

Counselors can be an immediate source of help by:
- encouraging the victim to report the incident(s);
- acting as a liaison between the victim and management; and
- 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. Excluded are residence hall rooms designated by the Office of University Housing as rooms where smoking is permitted.

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 coordinator 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. Costs for additional security personnel may be incurred by the sponsoring student group or student organization at the discretion of the Director of Campus Safety or the Dean of Students.
5. Student groups and student organizations sponsoring social events are responsible for abiding by all relevant University policies, procedures, and regulations including:
a. Timely contact with the Office of Student Activities, 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.

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 Coordinator 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 Coordinator of Student Activities or the Dean of Students, and/or by special facility policies and procedures.

Solicitation Policy

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

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

2. Registered student organizations may be permitted to solicit funds for their own group or for non-University charitable organizations only in accordance with the procedures governing University-registered student organizations as follows:
   a. All solicitation activities shall be registered and approved in advance by the Coordinator 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.

Student Television Viewing Policy
Television viewing at the Larry Joe coffee bar is intended for student learning and
entertainment. Staff at Larry Joe's will select stations and volume levels. Students may
request a channel change, but it is up to the judgment of the Larry Joe staff member
to determine whether or not the request shall be granted. Only programming with
acceptable content will be displayed. Content containing violent images, nudity, or foul
language will be considered unacceptable. The television will be turned off during any
programming activities inside the atrium. Questions or concerns can be addressed to the
Dean of Students at studean@ltu.edu.

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.

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 to the correct official to whom the request
should be addressed.

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

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

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

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

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

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

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

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

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

**Final Examination Scheduling (Resolution SG2004-01)**

In February 2004, the Lawrence Tech Student Government passed a resolution
regarding the scheduling of final exams, which was subsequently approved by the
Lawrence Tech administration, stating that:

A student shall not be required to take more than two examinations within one
day during the published final examination period. More than two examinations
within one day are referred to as clustered examinations.
Students who have three or more clustered examinations may request of one professor that the examination be rescheduled. If the student is unable to arrange for one of the examinations to be rescheduled, the student is to request assistance from the Office of the Dean of his/her college. The student’s dean (or designee) in consultation with the dean (or designee) of the courses involved will designate the examination to be rescheduled.

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

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

**Littering**
Littering the campus grounds, buildings, and facilities is prohibited, and Campus Safety is authorized to issue a University Violation Notice to violators.

**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 and the Office of the Dean of Students. Anyone wishing to register a vehicle on campus must present:
• a Lawrence Tech ID card
• a valid operator’s license (if requested).
Permits must be displayed as instructed.

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/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.

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

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

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

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

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

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

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

Parking Regulations

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

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

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

1. All vehicles parked on campus are required to display a valid parking permit registered to said vehicle by the Department of Campus Safety. An exception is made for the vehicles of occasional guests or visitors parked in unreserved parking areas or areas designated for visitor parking.
a. Each parking lot has Carpool parking spaces posted. Only those individuals who are authorized to park in Carpool parking spaces may do so.
b. Individuals who certify that they will only park in Carpool parking spaces for vehicles that contain two or more non-residential students or members of the University community may obtain a Carpool parking hang tag at no charge and by completing a registration form. Hang tags are valid for one year from the date of issue. Vehicles not displaying a hang tag will receive a University Violation Notice for parking in a no parking area.
c. No vehicles may be parked in Carpool parking spaces between the hours of 11 p.m. and 6 a.m., seven days per week. Any vehicle parking in a Carpool parking space after 11 p.m. will receive a University violation notice for parking in a no parking zone.

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 lanes may receive either a University violation notice or a State of Michigan Uniform Law Citation for the civil infraction of parking in a posted fire lane.

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

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

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

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

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

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

10. No vehicle shall be parked so to prevent pedestrian or vehicular ingress or egress to or from building doors, overhead or garage doors, or any other doors, loading docks, truck wells, and/or off loading areas.
11. Drop off zones or areas are provided to allow the University community
to unload bulky or heavy items. These are designated as “15-minute
Parking” only. Drop off zones or areas are located:
   a. Lot G on the Ten Mile Road side or south side of the Engineering
      Building near the Engineering high bay entrance area. Blue hatched
      parking space.
   b. In front of the University Technology and Learning Center, in
      the circular drive only.
   c. In the circular drive area located between the Buell Management
      Building and the Science Building, south of Lot C.
   d. The south side of Housing-North, indented curb area.
   e. The north side of Housing-South, spaces signed as loading.
12. Only University-authorized vehicles may park in spaces designated
    “Authorized Parking Only.”
13. No parking is allowed in the area between the west side of the University
    Technology and Learning Center and the south side of the Architecture
    Building, commonly known as the “pit area.”
14. Immobilized vehicles or vehicles in need of repair may be continuously
    parked on University property for up to 24 hours in an unrestricted parking
    space. After 24 hours the vehicle must be removed or towed from University
    property. Drivers/owners are responsible for cleaning up fluids or debris left
    by their vehicles.
15. Operational vehicles, including those of visitors or guests, parked on
    campus due to 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 as provided under Michigan Public Acts 493, 494, and 495 of 2004 if:

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

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

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

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

46th District Court
P.O. Box 2055
26000 Evergreen Road (at Civic Center Drive)
Southfield, MI 48037-2055
248.796.5860
Fines for University Parking and Traffic Violations

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

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

<table>
<thead>
<tr>
<th>CODE</th>
<th>Description</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P001</td>
<td>Failure to display a valid parking permit or failure to register a vehicle, per violation issued</td>
<td>$25</td>
</tr>
<tr>
<td>P002</td>
<td>All violations cited in the parking section of these regulations, except parking in a handicap space (see District Court Citations and Fines)</td>
<td>$25</td>
</tr>
<tr>
<td>P004</td>
<td>Moving violations other than reckless driving (P005) or alcohol violations (P006)</td>
<td>$25</td>
</tr>
<tr>
<td>P005</td>
<td>Reckless driving*</td>
<td></td>
</tr>
<tr>
<td>P006</td>
<td>Alcohol in open container, minor in possession of alcohol, driving while intoxicated or impaired; drug paraphernalia in vehicle*</td>
<td></td>
</tr>
<tr>
<td>P0010</td>
<td>Failure/refusal to produce identification upon request of Campus Safety officer; failure/refusal to heed directions of Campus Safety officer</td>
<td>$100</td>
</tr>
<tr>
<td>P0011-A</td>
<td>Cost to remove vehicle boot/immobilization device, vehicle towing</td>
<td>$35</td>
</tr>
<tr>
<td>P0011-B</td>
<td>Costs associated with towing a vehicle in addition to the fine</td>
<td></td>
</tr>
</tbody>
</table>

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

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, Lewis N. Walker, 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. Walker.
Safety and Security

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

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

Director of Campus Safety
Department of Campus Safety
Lawrence Technological University
21000 West Ten Mile Road
Southfield, MI 48075-1058
248.204.3945
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 Tornado Warnings/Severe Weather**
1. During periods of severe weather, listen to local TV or radio stations or check Internet weather reports.
2. If a tornado warning is issued or if the building sirens activate, seek a tornado shelter immediately. A tornado warning means a tornado has been sighted.
3. Shelter areas are shown on the floor plans posted throughout each building.
4. If there is no designated shelter close at hand, seek shelter in an interior room free of any windows.
5. Avoid glass-enclosed stairways.
6. Wait for the severe weather to pass, then call Campus Safety at *911 or 3945 to check if the all-clear message has been given.

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

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

**Personal Safety Precautions**

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

**Personal Property Protection**

1. If it has a lock on it, use it.
2. Immediately report suspicious persons or occurrences to Campus Safety.
3. Do not leave valuable items in plain sight, even if they are behind locked doors or in a locked vehicle.
4. If you believe the locks to your office, desk, or file cabinets are faulty or that keys to them have been made without authorization, notify Campus Facilities at extension 3800.
5. Do not leave wallets in unattended suit coats or purses or in unlocked rooms or desk drawers.
6. Keep records of the make, model, color, and serial numbers of any valuable property.
7. Do not leave valuable items in common areas.
8. Report missing items immediately to Campus Safety.
9. If you share an office or area with others, do not assume that they will lock the space. Take valuable items with you when you leave.
10. In the case of a theft, please file a police report with the Southfield Police Department if requested to do so by a Campus Safety officer. This will enter the serial numbers of certain stolen items into a national database.
11. Do not admit persons unknown to you into locked buildings or offices.
Crime Prevention
While Lawrence Tech Campus Safety officers patrol the campus 24 hours a day, 365 days a year, maintaining campus safety requires the efforts and cooperation of the entire University community.

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

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

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

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

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

After-Hours Building Access
Students requiring access to a building after hours should contact Campus Safety.
Escort Service
Campus Safety 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 trespasser will be told not to return to University property and will be escorted off University property by the Southfield police.

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>CODE</th>
<th>Description</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P006</td>
<td>Alcohol and controlled substance violations*</td>
<td></td>
</tr>
<tr>
<td>P007</td>
<td>Littering</td>
<td>$50</td>
</tr>
<tr>
<td>P008</td>
<td>Disregarding a fire/tornado drill or alert*</td>
<td></td>
</tr>
<tr>
<td>P009</td>
<td>Unauthorized access/remaining in a closed building</td>
<td>$125</td>
</tr>
<tr>
<td>P0010-A</td>
<td>Failure to comply with the directions of a University official or Campus Safety officer</td>
<td>$200</td>
</tr>
<tr>
<td>P0010-B</td>
<td>Violation of any other University regulation</td>
<td>$25 to $250</td>
</tr>
</tbody>
</table>

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

University and Community Resources

Lawrence Technological University Clinical Counseling Services  
248.204.4100

National Suicide Prevention Center  
800.SUICIDE (784.2433)

Common Ground Sanctuary (Crisis Intervention and Counseling)  
800.231.1127

National Domestic Violence Hotline (24 hours)  
800.799.7233/TYY 800.787.3224

Haven (24-hour Crisis Intervention, Counseling, and Shelter for Domestic Violence and Sexual Assault)  
877.922.1274

Women's Survival Center  
(Personal Protection Orders)  
248.975.9511

Providence Hospital (main number)  
248.849.3000

Providence Hospital (emergency)  
248.849.3331

Southfield Police (non-emergency)  
248.796.5500

Lawrence Technological University Campus Safety  
248.204.3945
Community Services of Oakland County
248.542.5860

Oakland County Mental Health
248.858.1210

Oakland County Health Department
248.858.1280

Oakland County Drug and Substance Abuse Center
248.858.5200

Oakland County Health Department (Sexually Transmitted Diseases)
248.424.7049

State of Michigan Family Independence Agency
(to report child abuse or neglect)
866.975.5010

Michigan AIDS Hotline
800.872.2437

Poison Control Center
800.222.1222

Runaway Assistance Program
800.292.4517

Detroit Rape Counseling Center
313.833.1660

Trauma Recovery Consultants
248.546.6432
Retrospective: A Proud Heritage

It was a firm belief in the future that motivated Russell E. Lawrence to found a university in 1932—in the midst of the economic chaos of the Great Depression. While less farsighted individuals made predictions of gloom, Russell Lawrence and his brother, E. George Lawrence (who led Lawrence Tech from 1934 to 1964), turned a dream of preparing students for leadership in the new technical era into reality.

For 75 years, Lawrence Tech has continued to prosper and accelerate its growth, hone its educational philosophy of theory and practice, build important community and professional alliances, and forge partnerships with the firms, organizations, and industries who hire Lawrence Tech alumni.

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

Several new buildings, the addition of graduate degrees, and the massive growth of computer facilities marked the presidency of Richard E. Marburger, who served as president, 1977–93, and also as chair of the board of trustees and chief executive officer, 1981–93.

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

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

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

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

Lawrence Tech was founded as a college of engineering with only a few hundred students and a handful of faculty. Today it offers over 60 programs in four colleges, with a total enrollment of nearly 5,000 students, and employs over 400 full- and
part-time faculty. In terms of enrollment, Lawrence Tech is among Michigan’s largest independent colleges.

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

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

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

Architecture Students
Undergraduate
  Glen S. LeRoy, FAIA, FAICP, Dean (A129)
  Joseph C. Veryser, Associate Dean (A117)
  Edward Orlowski, Chair, Architecture (A129)
  Leslie Michalik, Administrator of Student Services (A112)
Imaging
  Virginia North (A129)
Interior Architecture
  Virginia North (A129)
Graduate Professional Degree Programs
  Virginia North, Assistant Dean (A129)
  Alice McHard (A116)
Probation Status Students
  Glen S. LeRoy, Dean (A129)
  Leslie Michalik (A112)
Dismissal Status Students
  Glen S. LeRoy, Dean (A129)
  Leslie Michalik (A116)
Class Registration and Drop/Add
  Leslie Michalik (A112)
Dual Degree (Ar/IA) Information
  Virginia North (A129)
Dual Degree (Ar/Eng) Information
  Edward Orlowski (A129)
Guest Credit Information
  Leslie Michalik (A112)

Plan of Studies (master planning)
  Architecture
    Glen S. LeRoy, FAIA, FAICP, Dean (A129)
    Joseph C. Veryser, Associate Dean (A117)
    Edward Orlowski, Chair, Architecture (A129)
    Leslie Michalik (A112)
  Dual Degrees
    Virginia North (A129)
    Edward Orlowski, Chair, Architecture (A129)
  Interior Architecture
    Virginia North (A129)
  Scholarship Information
    Undergraduate
      Leslie Michalik (A112)
      Michelle Juras (A112)
    Graduate
      Virginia North, Assistant Dean of Graduate Studies (A129)
      Alice McHard (A116)
Arts and Sciences Students
Undeclared Students
Stephanie Hall-Sturgis (S209D)
Undergraduate Management Programs
Richard Bush (M214)
Humanities, Social Sciences, and Communication
Department Chair
Betty Stover (S225)
Psychology
Matthew Cole (S236)
Technical and Professional Communication
Corinne Stavish (S209A)
Media Communication
Suzanne Levine (S207B)
Radio and Television Broadcasting
Suzanne Levine (S207B)
Mathematics and Computer Science
Department Chair
David Bindschadler (S120)
Director of Computer Science Programs
Gus Azar (S116B)
Natural Sciences
Department Chair
Anthony Sky (S322)
Master of Science Education
Valentina Tobos (S207A)
Master of Educational Technology
Valentina Tobos (S207A)
Director of Undergraduate Natural Sciences Programs
William Madden (S320)

Engineering Students
Civil
Nabil Grace (E23)
Electrical and Computer
John Boyse (E217)
Mechanical
Steven Howell (E29)
Engineering Technology
Kenneth Cook (E179)
Master of Engineering in Manufacturing Systems
Kingman Yee (E28B)
Master of Science in Automotive Engineering
Suresh Bansal (E33)
Doctor of Engineering in Manufacturing Systems
Khalil Taraman (E154)
Master of Engineering Management
Daw Alwerfalli (E31)
Master of Civil Engineering
Elin Jensen (E21)
Master of Science in Civil Engineering
Elin Jensen (E21)
Master of Construction Engineering Management
   Elin Jensen (E21)
Master of Science in Electrical and Computer Engineering
   Richard Johnston (E215C)
Master of Science in Mechatronics Systems Engineering
   Vladimir Vantsevich (E42)
Master of Science in Mechanical Engineering
   Badih Jawad (E28D)
   Chris Riedel (E36)

Management Graduate Students
   Graduate Advisors
   Louis DeGennaro, Dean (M331)
   Chinling Lin, Assistant Dean, International Management Programs (M331)
   Laura Majewski, Assistant Dean, Domestic Management Programs (M331)
   Richard Bush, BSIT (M214)
   Patricia Castelli, MBA (M309B)
   Peter Chang, MSIS (M325)
   Vernon Hoffner, MSIS (M320)
   Bob Inskeep, MBA (M333)
   Barbara Kouskoulas, MBA (M316)
   Jerry Lindman, Non-Profit Management Program (M314B)
   Thomas Marx, DBA (M309A)
   Srikant Raghavan, MSOM (M315)
   Jacqueline Stavros, MBA (M319)
   Lerine Steenkamp, DMIT (M308C)

Special and Guest Students
   Office of Admissions (C304)

Personal Counselors
   Office of the Dean of Students (C405)
Administration

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

Office of the President
Lewis N. Walker, President and Chief Executive Officer
Louise M. Garrett, Executive Assistant to the President
Joseph C. Veryser, University Architect
Jacob Lai, Special Assistant, Canadian Programs
Edward Chen, Special Assistant, China Programs

Office of the Provost
Maria J. Vaz, Provost
Lisa R. Kujawa, Assistant Provost, Enrollment Management
Jane T. Rohrbach, Director, Admissions
Mark A. Martin, Director, Financial Aid and Veterans Affairs
Holly A. Diamond, Registrar
Mary Thomas, Coordinator, Institutional Research and Academic Planning
Larry Chesnutt, Data and Applications Analyst
Gary R. Cocozzoli, Director, University Library
Benjamin Benson, Director, Professional Development Center
Allan McCord, Executive Director, LTU Online

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Grant Wenzinger, Controller
Carey G. Valentine, Director, Campus Facilities
Carl Campanella, Manager, University Bookstore

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Dino M. Hernandez, Assistant Vice President for Major Gifts and Campaign Director
Mark J. Brucki, Director, Technology Partnerships
Vacant, Director, Major Gifts
Howard Davis, Director, Corporate and Foundation Relations
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Mary Randozzo, Manager, Alumni Relations and Alumni Giving
Vacant, Manager, Annual Giving and Advancement Services
Diane E. Ziembia, Gift and Research Coordinator

*interim
Office of Marketing and Public Affairs
Bruce J. Annett Jr., Executive Director, Marketing and Public Affairs
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   Leif A. Gruenberg, Editor/Writer
   Sofia S. Lulgjuraj, Graphic Designer
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   Eric Pope, Managing Editor, University News Bureau
   Walter G. Bizon, Director, Media Services
   T. Sam Vukonich, Assistant Director, Media Services
   Norman J. Plant, Coordinator, Instructional and Graphics Support

Information Technology
William D. Wachob, Executive Director, IT Service Delivery
   Marc Hoedeman, Director, Edward Donley Computer Center
      Angela DiMiceli Bawcum, Systems Support
      Carl Knoll, Telephone Systems Support
      Michael Livermore, Systems Support
      Sheppard Sternthal, Systems Support
      David Toth, Systems Support
   Keith Goodchild, Director, Data Management
   Vacant, Director, Applications Services
   Steven Heleski, Systems Support
   Marshall Jackson, Applications Analyst
   Charlene Lilla, Director, Help Desk Services
      Ammar Abdulahad, Operations Specialist
      Ann Grusin, Staff Technician
      L. Cherie Davis, Staff Technician
      Gonca Eren, Staff Technician

Veraldi Instructional Resource Center
Pamela Lowry, Director, Veraldi Instructional Technology Resource Center
   Paula Nranian, Instructional Technology Specialist
   Linda S. Wareck, Instructional Technologist
   William Drummond, Multimedia/E-Learning Specialist
   Marquita Poinsetta, Instructional Trainer/E-Learning Support
   Vacant, Course Developer

Administration of the Colleges
College of Architecture and Design
Glen S. LeRoy, FAIA, FAICP, Dean, Architecture and Design
   Joseph C. Veryser, AIA, Associate Dean, Architecture and Design
   Virginia North, Assistant Dean, Graduate Studies
   Edward Orlowski, Chair, Architecture
   Virginia North, Chair, Art and Design
   Leslie Michalik, Administrator of Student Services

College of Arts and Sciences
Hsiao-Ping Moore, Dean, Arts and Sciences
   Glen A. Bauer, Associate Dean, Arts and Sciences
   Betty Stover, Chair, Humanities, Social Sciences, and Communication
   David E. Bindsehladder, Chair, Mathematics and Computer Science
   Anthony Sky, Chair, Natural Sciences
College of Engineering
Laird E. Johnston, Dean, Engineering
Lewis G. Frasch, Associate Dean, Engineering
Nabil F. Grace, Chair, Civil Engineering
John Boyse, Chair, Electrical and Computer Engineering
Kenneth Cook, Chair, Engineering Technology
Steven K. Howell, Chair, Mechanical Engineering

College of Management
Louis A. DeGennaro, Dean, Management
Chinling Lin, Assistant Dean, International Management Programs
Vacant, Assistant Dean, Domestic Management Programs
Thomas G. Marx, DBA Program
Lerine Steenkamp, Director, DMIT Program
Richard Bush, Director, BSIT Program

Student Affairs
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Harry Butler, Director, Campus Safety
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Diana Richard, Coordinator, Conference Services
Jeffrey Betman, Psychologist, Clinical Counseling Services
Lusine Hambardzumyan, Clinical Counselor
Brent Bishop, Director, Dining Services
Antonio Moore, Executive Chef
Janielle Ostrowski, Director, Residence Life, University Housing
Tanisha Blackmon, Residence Hall Coordinator (South)
Jonathan Larson, Residence Hall Coordinator (North)
Leslie Wilson, Coordinator, Student Activities
Frank deHesselle, Coordinator, Multicultural Support Services
Maureen Linnell, Student Activities Assistant,
Commuter Student Support Services
Vacant, College Activities Assistant, LTU Scholars Program
Alan McLaughlin, Director, Student Recreation
Scott Trudeau, Assistant Director
Eula Muckleroy, Program Coordinator, KCP Initiative
Trustees

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   Vice president, Powertrain Operations, Ford Motor Company
David B. Wohleen
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   President and COO, Lear Corp.
Howard B. Padgham
   Former vice president, Advance Manufacturing-Engineering Powertrain, DaimlerChrysler AG

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Douglas E. Ebert
   Coordinator, Cranbrook Educational Community
Larry D. Lyons
   Vice president, Small Vehicle Production Team, DaimlerChrysler AG
John G. Petty, BSME’65
   Former director, Fox Land Systems, General Dynamics Corp.
James E. Queen
   Vice president, Global Engineering, General Motors Corp.
Lloyd E. Reuss
   Chairman of the board, Lawrence Technological University; former president, General Motors Corp.

Ex Officio
Lewis N. Walker
   President and chief executive officer, Lawrence Technological University

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Edward Donley, BME’43
   Former chairman, Air Products and Chemicals, Inc.
Esther G. Edwards
   Chairman and CEO, Motown Historical Museum, Inc.
Julius L. Pallone
President, J.L. Pallone Associates
Kurt O. Tech, BSME'48
Former management consultant; president, Cross Company
Sydney L. Terry
Consultant to business, government, and industry; former vice president, Public Responsibility and Consumer Affairs, DaimlerChrysler Corp.
Neighborhood Information

**Restaurants**

1. Hungry Howie's  
   22040 W. Ten Mile Rd.  
   248.350.8290

2. Domino's  
   29831 Northwestern Highway  
   248.356.1200

3. Sam's Deli Island  
   22060 W. Ten Mile Road  
   248.358.0668

4. Pizza Hut  
   24750 Telegraph Rd.  
   248.354.3800

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

12. Outback  
    6203 Orchard Lake Rd.  
    248.359.1030

13. Mongolian BBQ  
    310 S. Main St.  
    (Royal Oak)  
    248.398.7755

14. Many fast food restaurants are located along Telegraph Rd.

**Banks**

12. Fifth Third  
    27255 Lahser Rd.  
    48.353.3010

13. National City  
    30400 Telegraph Rd.  
    248.901.3980

14. TGI Friday's  
    26299 Evergreen Rd.  
    248.353.5530

15. National City  
    30400 Telegraph Rd.  
    248.901.3980

16. 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**

17. Southfield Family Physicians  
    22972 Lahser  
    248.353.7777

18. Dean & Schwartz  
    18900 W. Ten Mile Rd.  
    248.424.8340
<table>
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<th><strong>Hospitals</strong></th>
<th>19. Providence Hospital 16001 W. Nine Mile Rd. 248.424.3000</th>
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<tr>
<td>(In case of emergency, call *911)</td>
<td><strong>Beaumont Hospital</strong> 3601 W. Thirteen Mile Rd. 248.351.5000</td>
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<tr>
<td><strong>Supplies</strong></td>
<td><strong>Miller's Artist Supplies</strong> 33332 W. Twelve Mile Rd. 248.489.8070 <strong><a href="http://www.millsersart.com">www.millsersart.com</a></strong></td>
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<tr>
<td><strong>Grocery Stores</strong></td>
<td><strong>24. Kroger</strong> 19855 W. Twelve Mile Rd. 248.559.9829</td>
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<td><strong>25. Farmer Jack</strong> 21800 W. Eleven Mile Rd. 248.358.4030</td>
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<td><strong>Meijer</strong> 5150 Coolidge Hwy. 248.280.5001</td>
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<td><strong>Movies</strong></td>
<td><strong>26. Video Vision</strong> 26940 Lahser Rd. 248.354.5770</td>
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<td><strong>Blockbuster</strong> 29952 Southfield Rd. 248.559.0400</td>
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<td><strong>Places of Worship</strong></td>
<td><strong>27. Hollywood Video</strong> 29080 Southfield Rd. 248.559.8403</td>
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<td><strong>28. AMC Southfield Theater</strong> 25333 W. Twelve Mile Rd. 248.372.2222</td>
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<td><strong>AMC 20 Theater</strong> 19500 Haggerty Rd. 734.542.9909</td>
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<td><strong>29. Congregation Shema Yisrael</strong> 28600 Lahser Rd. 248.358.3850</td>
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<td><strong>30. Emmanuel Lutheran Church</strong> 23425 Lahser Rd. 248.357.1848</td>
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<td><strong>31. Highland Park Baptist Church</strong> 28600 Lahser Rd. 248.357.5464</td>
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<td><strong>32. Hope United Methodist Church</strong> 26275 Northwestern Hwy. 248.356.1020</td>
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<td><strong>33. St. Michael Catholic Church</strong> 25225 Code Rd. 248.356.8787</td>
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<td><strong>34. Sts. Peter and Paul Syrian Orthodox Church</strong> 25566 Lahser Rd. 248.262.1166</td>
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<td><strong>35. Southfield Reformed Presbyterian Church</strong> 26550 Evergreen Rd. 248.356.3932</td>
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<td><strong>36. Young Israel of Southfield</strong> 27705 Lahser Rd. 248.358.0154</td>
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</tbody>
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Detroit Attractions
Detroit Institute of Arts (DIA)
5200 Woodward Ave.
313.833.7900

Comerica Park
2100 Woodward Ave.
313.962.4000

Ford Field
2000 Brush St.
313.262.2000

Hockeytown
2301 Woodward Ave.
313.966.9500

Fox Theatre
2211 Woodward Ave.
313.596.3200

State Theater
2115 Woodward Ave.
313.961.5450

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)
4600 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
37. Post Office
23200 W. Eleven Mile Rd.
800.275.8777

38. Secretary of State
25263 Telegraph Rd.
248.476.4538
Engineering Building (Unit E)
College of Engineering
Science Building (Unit S)
College of Arts and Sciences

108 Lawrence Technological University
Science Building (Unit S)
College of Arts and Sciences

Third Level
A. Alfred Taubman Student Services Center (Unit C)
A. Alfred Taubman Student Services Center (Unit C)
A. Alfred Taubman Student Services Center (Unit C)
University Technology and Learning Center (Unit T)
Corporate Services Complex (Unit CC)
Don Ridler Field House (Unit R) and
Applied Research Center (Unit ARC) Restricted Access
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