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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 (ncahlc.org). The commission’s telephone number is 312.263.0456. The accreditation report is on file in the University’s library and is available for review. Programs in architecture, interior architecture and design, imaging, management, chemistry, and engineering are additionally accredited through appropriate national professional agencies.
President’s Message

Leaders 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 with a tremendous will to succeed, to excel, and to pursue the best in whatever they do.

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

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

A university education is not something you buy and take home, like an automobile or an appliance. It is an investment in your future and you, yourself, are an active participant in its quality. Your professors will work with you most on this – so get to know them! There are also many others here dedicated to the goal of your success in your career and in life. They include the department chairs, your academic dean, the dean of students, librarians and learning resource specialists, the provost’s staff, and myself, among others. This Handbook is your guide to all the services and resources available to you. Take advantage of them.

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

Lewis N. Walker
President
Academic Schedules 2010–11

**Fall 2010 Semester**

- **April 19–April 23**: Advance registration
- **April 24–August 24**: Regular registration
- **August 24**: Last day to register for traditional semester courses without a late fee
- **August 25**: Traditional semester courses begin; add/drop period begins; late registration fee applies
- **September 5–6**: Labor Day break
- **September 7**: Classes resume
- **September 7**: Last day to register for College of Management courses without a late fee
- **September 7**: Last day to drop traditional semester courses with refund (no refund for classes dropped after September 7)
- **September 8**: College of Management courses begin; add/drop period begins; late registration fee applies for College of Management courses
- **September 8**: Withdrawal period begins for traditional courses; late transaction fee applies for each course added
- **September 20**: Last day to drop College of Management courses with refund (no refund for classes dropped after September 21)
- **September 21**: Withdrawal period begins for College of Management courses; late transaction fee applies for each course added
- **September 30**: Last day to register for traditional and College of Management courses (regardless of when they start)
- **October 20**: Midterm grades due for first-year students
- **November 10**: Last day to withdraw from College of Management courses
- **November 17**: Last day to withdraw from traditional semester courses
- **November 24**: Last day of classes before Thanksgiving break
- **November 29**: Classes resume
- **December 4**: Last day of College of Management classes before final exams
- **December 11**: Last day of traditional semester classes before final exams
- **December 6–11**: College of Management final exams
- **December 11**: Last day of College of Management semester
- **December 13–18**: Traditional semester final exams
- **December 18**: Fall 2010 semester ends
- **December 22**: Grades due

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 Office of Enrollment Services at 248.204.2280.
**Spring 2011 Semester**

November 15–November 19  Advance registration
November 20–January 9  Regular registration
January 9  Last day to register for traditional semester and College of Management courses without a late fee
January 10  Traditional semester and College of Management courses begin; add/drop period begins; late registration fee applies
January 17  Martin Luther King Day Celebration*
January 21  Last day to drop traditional semester courses with refund (no refund for classes dropped after January 21)
January 22  Withdrawal period begins for traditional courses; late transaction fee applies for each course added
January 20  Last day to drop College of Management courses with refund (no refund for classes dropped after January 20)
January 21  Withdrawal period begins for College of Management courses; late transaction fee applies for each course added
March 1  Last day to register for traditional and College of Management courses (regardless of when they start)
March 5  Last day of classes before mid-semester break
March 7–March 12  Mid-semester break
March 14  Midterm grades due for first-year students
March 21  Last day to withdraw from College of Management courses
April 4  Last day to withdraw from traditional semester courses
April 16  Last day of College of Management classes before final exams
April 18–April 23  College of Management final exams
April 23  Last day of College of Management semester
April 30  Last day of traditional semester classes before final exams
May 2–7  Traditional Semester Final Exams
May 11  Grades due
May 15  Commencement
May 15  Spring 2011 semester ends

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 Office of Enrollment Services at 248.204.2280.

*The University is open and classes are held on Martin Luther King Day. To afford all members of the University community an opportunity to participate in the Freedom Walk celebrating Dr. Martin Luther King's life and legacy, students, faculty, and staff, upon request, may be excused from any scheduled classes, office hours, meetings, etc., from 11 a.m. – 1 p.m. Temporary help, substitute instruction, rescheduling, etc., will be provided as needed. During this period, all mandatory activities such as exams, presentations, or other graded activities will be deferred, although assignments may be made by email for subsequent sessions.
**Summer 2011 Semester**

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<td>April 18–April 23</td>
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<td>May 18</td>
<td>Traditional semester and College of Management courses begin; add/drop period begins; late registration fee applies</td>
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<tr>
<td>May 27</td>
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<tr>
<td>May 31</td>
<td>Classes resume</td>
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<td>May 31</td>
<td>Last day to drop traditional semester and College of Management courses with refund (no refund for classes dropped after May 31)</td>
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<tr>
<td>June 1</td>
<td>Withdrawal period begins for traditional semester and College of Management courses; late transaction fee applies for each course added</td>
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<td>June 30</td>
<td>Last day to register for traditional and College of Management courses (regardless of when they start)</td>
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<td>July 13</td>
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<td>August 3</td>
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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 Office of Enrollment Services at 248.204.2280.

*The University reserves the right to make adjustments to the academic calendar as necessary.*
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<td>S327</td>
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*Note: *Phone numbers listed are for emergencies or general information. For specific inquiries, please use the email addresses provided.*
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<td>Operator C405</td>
<td>4000 or 800.CALL.LTU</td>
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<td>Tech News</td>
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<td>Telecommunication Service for the Deaf</td>
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Activities and Organizations

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

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

Students interested in forming new organizations should contact the 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 2.3. They will be requested to withdraw from office at the end of any semester in which their semester grade point average falls below 2.0.

Professional and Student Organizations and Honor Societies

**Student Government**
The Lawrence Tech Student Government is recognized by the University administration as the official representative for the entire student body. It offers the opportunity for students to better themselves and their University through involvement in campus activities. Every student is extended an invitation to attend the many campus activities sponsored and supported by the Student Government. Student Government business is conducted twice monthly. All interested students are encouraged to attend meetings and express their views. Contact the Student Government through the Office of Student Engagement. The Student Government actively endorses all Lawrence Tech clubs and organizations that are beneficial to personal and scholastic achievement. The Student Government is composed of three interacting branches working in cooperation with each other. They are the Student Administration, the Student Senate, and various committees. The Student Administration consists of a president, vice president, treasurer, and secretary, who are elected in a spring campus-wide election. Various committee chairmen are appointed by the president and approved by the Senate. Students become eligible to be members of a Student Government committee by simply attending the meetings. Members of the Student Senate include official representatives from each recognized student organization and three senators-at-large. Senators are the only voting members at Student Government meetings. All business concerning the Student Government is brought before the Student Senate for approval. The Student Government recognizes three standing committees:

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

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

- **Honors and Awards Committee**
  Organizes the annual Student Government Awards Banquet held in the spring of each academic year.
In order to hold a Student Government office, a student must maintain at least a 2.3 grade point average.

The number of student clubs and organizations varies each year depending on student interest. At a moderately sized university like Lawrence Tech you don’t have to “wait in line” to become involved. Students interested in starting a club based on a hobby, career interest, or for any other purpose should contact the Office of Student Engagement at 248.204.4105.

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

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

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

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

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

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

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

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

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

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.

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

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

Blue Devil Development
Blue Devil Development is a group of students who are interested in technology and video game development.
**Campus Crusade for Christ**  
The goal of Campus Crusade for Christ, an international, non-denominational organization, is to take the gospel of Jesus Christ to others, as well as to learn more about God. Open to all students.

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

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

**Circle K International**  
Circle K International is the largest collegiate community service, leadership development, and friendship organization in the world. Circle K clubs are organized and sponsored by a Kiwanis club on a college or university campus. Circle K blends community service and leadership training with the opportunity to meet other college students around the world. Open to all students, no minimum GPA required.

**Collegiate Entrepreneurs’ Organization (CEO)**  
The CEO is a 25-year-old national organization whose goal is to inspire future entrepreneurs to realize their innovative ideas. This organization is a perfect place to network with peers with similar aspirations.

**Curling Club**  
The purpose of the Curling Club is to promote, provide instruction in, and compete in the great sport of curling. Open to all students.

**DEMI (Dance Evolution Motivating Individuals)**  
DEMI exists to create opportunities in dance. The group teaches various dance forms to Lawrence Tech students. Members must have a 2.5 GPA and pay semester dues.

**Engineers Without Borders (EWB)**  
Engineers Without Borders reflects and supports the values and mission of Engineers Without Borders-USA: “To partner with disadvantaged communities to improve their quality of life through implementation of environmentally sound and economically sustainable engineering projects, while developing internationally responsible engineering students.”

**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 3.2 cumulative GPA. Members are involved in tutoring, coordinating free seminars by professionals, food drives, and various fund raisers. Potential members must submit a resume.
**Film Club**
A social group of students who enjoy watching and making films, the Film Club is open to all students.

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

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

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

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

**Lambda Iota Tau and Tau Iota**
Lambda Iota Tau (LIT) 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 Awards Banquet, when new members are given honor keys and certificates.

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

**Musicians’ Society**
The Musicians’ Society gives musicians of all types a creative outlet. Open to all students who play an instrument or sing.

**Muslim Student Association (MSA)**
MSA is a cultural and Islamic organization dedicated to promoting Islamic cultural heritage. Membership is open to everyone. Membership dues are required.
National Organization of Minority Architecture Students (NOMAS)
NOMAS fosters communication and fellowship among minority architects; forms federations of existing and proposed local minority architectural groups; fights discrimination and other selection policies being used by public and private sector clients to unfairly restrict minority architects’ participation in design and construction; acts as a clearinghouse for information and maintains a roster of practitioners; creates and maintains relationships with other professionals and technicians whose work affects the physical and social environment; and endeavors to be a source of motivation and inspiration for minority youth. Members must be enrolled Lawrence Tech architecture students (full- or part-time/graduate or undergraduate). Annual and local dues are assessed.

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

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

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

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

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

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

Residence Hall Association
The RHA represents students who live in housing and brings attention to the issues facing students living in University Housing.
Saudi Student Union

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

Sigma Alpha Pi

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

Society of Automotive Engineers (SAE)

The SAE focuses on advancing mobility on land and sea, in the air and in space. SAE at Lawrence Tech provides students with opportunities to experience real-world engineering through industrial tours, technical speakers, technical publications, engineering projects, and various competitions. Open to all students. A membership fee is required. The competitions are:

- **SAE Aero Design** The purpose of SAE Aero Design is to design and build a radio-controlled aircraft that is capable of carrying a predicted payload through a 360-degree flight course. Members must be mechanical engineering students, GPA of 3.3 or higher required. Senior members must also join and pay dues to the Society of Automotive Engineers and the American Institute of Aeronautics and Astronautics.
- **SAE Formula Hybrid** SAE Formula Hybrid gives engineering students the opportunity to work across disciplinary boundaries while engineering and developing a plug-in hybrid electric race car. The group also encourages and promotes the development of high-efficiency automotive drive trains.
- **SAE Formula One** Students research, design, engineer, fabricate, and compete with a Formula One race car in international competition. All students from any college are welcome to join.

Society of Dramatic Arts (SODA)

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

Society of Physics Students

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

Society of University Leaders (SOUL)

The Society of University Leaders is committed to inclusive leadership through service and community engagement.

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

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

Veteran’s History Project
The mission of this group is to collect veteran interviews in conjunction with the Library of Congress.

Greek Life
Interfraternal Council (IFC)
Comprised of the elected officers and representatives of the nine Greek organizations at Lawrence Tech, the IFC provides leadership 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 (AGU) at Lawrence Institute of Technology. The fraternity later merged with Alpha Sigma Phi (ΑΣΦ), creating the Gamma Psi chapter in 1968. In 1991, the Gamma Psi chapter became inactive. In the spring of 2003, three young men undertook the third founding of Alpha Sigma Phi, which was recognized by the Student Government in the fall of that year. Full membership in the Interfraternal Council took effect in the fall of 2004. Currently, the Alpha Sigs, whose motto is “To Better the Man,” is recognized as an outstanding chapter by their national headquarters.

Phi Beta Sigma
Phi Beta Sigma (ΦΒΣ) was founded in 1914 on the campus of Howard University in Washington, D.C., by A. Langston Taylor, Leonard F. Morse, and Charles I. Brown. Today with a membership base of more than 100,000 members and chapters in the United States and Europe, Phi Beta Sigma still fully embraces the fraternity motto “Culture for Service and Service for Humanity.” Committed to the principles of brotherhood, scholarship, and service, Phi Beta Sigma stands nationally as a leading proactive community service organization, a fact further strengthened by strong partnerships with the March of Dimes and the American Cancer Association. The Nu Nu chapter of the fraternity was founded at Lawrence Tech in 1981. The chapter adheres to the highest standards of personal and academic excellence and fosters a positive environment in which academic, personal, and social life can exist harmoniously. For information on joining, email ltusigmas@hotmail.com.
Phi Kappa Upsilon
The University’s founder Russell E. Lawrence established Phi Kappa Upsilon (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
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. 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 (CΩR) 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, table tennis, indoor soccer, racquetball, wallyball, badminton, and volleyball. Tennis, skiing, golf scrambles, a 5K run, billiards tournaments, and other special events are sponsored by the Office of Student Recreation. Any group of students is welcome to form teams and submit the names to Student Recreation for scheduling of games. Contact sturec@ltu.edu.

Fall-Winter
Intramural Flag 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. Men’s soccer, men’s ice hockey, men’s cricket, women’s volleyball, and co-ed curling are currently offered and other sports are possible if student interest is sufficient to field teams.
Student Activities Calendar

Fall Semester 2010

August
22 Freshman Move-In, University Housing
23 Discovery Days
24 Discovery Days
24 New Student Convocation, Ridler Field House, 2–4 p.m.
24 Meijer Midnight Madness, 11 p.m.–1 a.m.
25 Men’s Soccer Information Meeting, noon or 6 p.m.
25 Ice Hockey Meeting/Tryout Information, 6 p.m.
25 Welcome Back Picnic, noon–1:30 p.m. and 4–5:30 p.m.
26 College of Architecture and Design Donuts with the Dean, UTLC Lobby, 8:30–10:30 a.m.
26 College of Arts and Sciences Lunch Reception for Day Students, Quad outside the Science Building, noon–1:30 p.m.
26 College of Engineering Welcome to Day Students, E159, noon–1:30 p.m.
26 College of Architecture and Design Get the Scoop (ice cream), A120, 2–4 p.m.
26–29 Men’s Soccer Tryouts, 5:30 p.m.
26 Screen on the Green Outdoor Movie, Quad, 9 p.m.
27 Blue Devil Mascot Auditions, Ridler Field House, noon
30 Greek Rush until September 11
31 College of Engineering Welcome for Engineering Technology students, E179, 5–7 p.m.

September
1 College of Arts and Sciences Dinner Reception for Evening Students, Quad outside the Science Building, 5–6:30 p.m.
1 College of Engineering Welcome to Evening Students, Engineering Student Lounge, 5–7 p.m.
1 Welcome Back Concert, outside UTLC, 7–11 p.m.
1–2 Hockey Tryouts, Southfield Sports Arena, 10 p.m.
2 College of Architecture and Design Welcome Back BBQ and Student Organizations Fair, T410, 11:30 a.m.–1:30 p.m.
3 Flag Football League Team Entry Deadline
11 Home Soccer Game vs. UM-Dearborn, noon
13 Fitness Classes Begin (Boot Camp), Mondays and Wednesdays, 9 p.m.
15 Women’s Club Volleyball Information Meeting, noon or 9 p.m.
16 SPAM Event – Baby Wants Candy, S100, 9 p.m.
17 IM Tennis Tournament, 1 p.m.
18 Beach Volleyball Tournament, 10 a.m.
18 Golf Scramble (4-person)
19 Home Soccer Game vs. Washtenaw CC, noon
24 IM Tennis Tournament, 1 p.m.
25 Cedar Point Day Trip
25 Golf Scramble (2-person)
25 Home Soccer Game vs. WSU, noon
30 SPAM Event – Sonos, S100, 9 p.m.
TBD Fall Career Fair
October
2   Home Soccer Game vs. Oakland U, noon
3   Home Soccer Game vs. Ferris State U, noon
3   IM Basketball League Entry Deadline
8   Home Hockey Game vs. Muskegon CC, 8:30 p.m.
16  Home Soccer Game vs. Oakland CC, noon
17  Home Soccer Game vs. SVSU, noon
18–23 Racquetball Lessons
20  Judy Shepard Lecture and Book Signing
22  Home Hockey Game vs. Jackson CC, 8:30 p.m.
29  Home Hockey Game vs. Delta College, 8:30 p.m.
30  8-Ball Billiards Tournament, 11 a.m.

November
6   Home Hockey Game vs. Calvin College, 7:30 p.m.
7   8-Ball Billiards Tournament, 11 a.m.
12  IM Indoor Soccer, 2:30 p.m.
13  Volleyball Tournament, 10 a.m.
18  SPAM Event – Derek Hughes, S100, 9 p.m.
19  IM Indoor Soccer, 2:30 p.m.
19–20 Racquetball Tournament (Beginner Level)
20  Home Hockey Game vs. U of M Flint, 7:30 p.m.
26  IM Indoor Soccer, 2:30 p.m.
TBD  International Student Thanksgiving Dinner
TBD  SPAM Jam
TBD  Chicago Day Trip

December
2   SPAM Event – Mayhem Poets, S100, 9 p.m.
3   IM Indoor Soccer, 2:30 p.m.
3   Table Tennis Tournament (Singles)
4   Table Tennis Tournament (Singles)
10  IM Indoor Soccer, 2:30 p.m.
10  Home Hockey Game vs. Northwood U, 8:30 p.m.
TBD  AIDS Awareness Programs

Spring Semester 2011
January
10–22 Greek Rush
15  Home Hockey Game vs. Hope College, 7:30 p.m.
17  Martin Luther King Day Celebration
20  SPAM Event – Jay Motollo, S100, 9 p.m.
21  IM Indoor Soccer, 2:30 p.m.
22  Home Hockey Game vs. Oakland U, 7:30 p.m.
24  Fitness Classes Begin (Boot Camp) – Mondays and Wednesdays, 9 p.m.
27  Basketball League Team Entry Deadline
28  IM Indoor Soccer, 2:30 p.m.
28  Home Hockey Game vs. Lansing CC, 8:30 p.m.
29  Wallyball Tournament, 10 a.m.
February
4   IM Indoor Soccer, 2:30 p.m.
4–5 Racquetball Tournament (Intermediate Level)
4–5 Outdoor Classic Showcase Hockey Tournament, Clark Park, Detroit
5   Miss Lawrence Tech Pageant
6   Snow Ski/Snowboard Outing, 3 p.m.
10  SPAM Event – Live Group Sex Therapy, S100, 9 p.m.
11  IM Indoor Soccer, 2:30 p.m.
11  Badminton Tournament (Doubles)
12  Badminton Tournament (Doubles)
18  IM Indoor Soccer, 2:30 p.m.
25  Table Tennis Tournament (Doubles)
25  IM Indoor Soccer, 2:30 p.m.
26  Table Tennis Tournament (Doubles)
26  Volleyball Tournament, 10 a.m.

March
3   SPAM Event – Kira Soltanovich, S100, 9 p.m.
4   IM Indoor Soccer, 2:30 p.m.
11  IM Indoor Soccer, 2:30 p.m.
19  9-Ball Billiards Tournament, 11 a.m.
21–27 March Madness Event (Free Throw, 3-Point Shootout)
26  IM Indoor Soccer, 2:30 p.m.
TBD  Spring Golf Cart parade

April
11–16 Greek Week
15  Flag Football Tournament
16  Golf Scramble (4-person)
22  Softball Tournament, 2 p.m.
23  5k Fun Run, 9 a.m.
24  Golf Scramble (2-person)
TBD  Earth Day Event
TBD  Student Government Banquet

SPAM = Students Planning Activities Monthly
Services for Students

Academic Achievement Center and Tutorial Services
The Academic Achievement Center (AAC) is a free, multidisciplinary tutoring center available to all Lawrence Tech students. The AAC’s mission is to educate, empower, and inspire students to become independent and successful lifelong learners. Students come to the AAC to get help with homework or test preparation, compare notes, meet with study groups, or study on their own. Tutoring is available for various classes in architecture and design, chemistry, computer science, engineering, English-language conversation, mathematics, physics, foreign languages, and writing. The AAC writing center also provides various resources and handouts on the writing process. Students can walk in any day and see if a tutor is available; they can also guarantee time with a tutor by scheduling an appointment online. Testing Services (proctored testing) are offered for students who 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 are Monday – Thursday, 8:30 a.m.–7:30 p.m., and Friday, 9 a.m.–4:30 p.m. Summer hours vary and are posted outside the entrance.

Academic Counseling
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. The Academic Achievement Center also works with the disability services coordinator to provide tutorial and testing services for students with disabilities. Contact Disability Services at 248.204.4100 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 degree-seeking students. Students may apply to the Office of Enrollment Services (enrollmentservices@ltu.edu or 248.204.2280) or to the chair of the Lawrence Tech Scholarship Committee (Jerry Crist, S327, or 248.204.3604) for consideration 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 (found at ltu.edu/financial.aid) 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.

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

Bookstore
The bookstore is located in the Buell Management Building. Books, supplies, snacks, and Lawrence Tech apparel and gifts may be purchased. Textbooks may be purchased online at whywaitforbooks.com. 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 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.

Campus Dining
Real Food on Campus (RFoC), located on the second floor of the Buell Management Building, is open during the fall, spring, and summer semesters and provides “all you care to eat” meal options that include five staffed food stations – comfort food, deli, exhibition grill, pizza and pasta, market (soups and salads) – and a bakery. Campus Dining also oversees the Einstein Bros. Bagels in the atrium of the Buell Management Building and a Provisions on Demand (P.O.D.) express in the UTLC lobby, which offers grab-and-go salads and sandwiches, snacks, and beverages.
Lawrence Tech offers meal plans and Blue Devil Dollars. Meal plans are used at the RFoC. Blue Devil Dollars work like a debit card and can be used at all Lawrence Tech dining locations. Pizza and other items can be delivered to students after the RFoC closes in the evening. **Lawrence Tech requires all residential students to participate in one of three meal plans (the Blue Devil 100, 150, or 200).**

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

**Career Services**

The Office of Career Services is much more than a place where students can go to find a job when they graduate. The Office of Career Services provides a wide variety of services and programs that, beginning as soon as the freshman year, can help students develop their career plans and establish career goals by identifying their abilities, values, and interests and then targeting occupations that reflect those 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. Lawrence Tech’s online career resource center, CareerQuest (ltu.edu/career_services/careerquest.asp), lists opportunities for students and alumni. Students can also schedule on-campus interviews, register for career fairs and expos, research employers, and much more on CareerQuest.

The Office of Career Services is located in Room C404, Taubman Student Services Center, and is open daily from 8:30 a.m. to 4:30 p.m. Additional appointments can be made on an individual basis.

The office hosts an On-Campus Employment Fair every year. At the fair, the colleges, departments, and offices, such as Dining Services, Student Recreation, and the University Bookstore, interview students for positions available beginning in the fall semester. In August, students may view available positions through CareerQuest (ltu.edu/career_services/careerquest.asp). Student assistants are a great asset to the University. Students’ responsibilities vary from administrative support, applied research, to general labor.

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

**Computer Resources/Help Desk**

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

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

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

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

Cooperative Education

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

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

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

To participate in the program, students must have 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.

Many students choose to take advantage of co-op and internship opportunities. 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, movie nights, and “Pushing Honey Through” certificates for supportive family members of graduating students.

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.

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, Academic Achievement Center, and Architecture Resource Office. The machines accept either dollars and/or coins.

Engineering Advising Center
The Engineering Advising Center is in the dean of engineering’s office suite (E98). The center’s primary purpose is to advise students having academic difficulty. Hours of operation are normally Monday through Thursday, 9 a.m.–6 p.m., or by appointment. 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 (1/11th mile), four racquetball/wallyball courts, and men’s and women’s locker rooms with showers and saunas. Fitness classes and personal training services are available to members.

Field House Hours
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<th>Day</th>
<th>September–mid-May</th>
<th>mid-May–August</th>
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<tr>
<td>Monday</td>
<td>6:30 a.m.–11 p.m.</td>
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<td>Saturday</td>
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Financial Aid
Approximately two-thirds of all students at Lawrence Tech receive some form of financial aid. Most financial aid programs are reserved for degree-seeking students. Amounts and types vary by student, depending on need, merit or ability, and availability of funds. All students are encouraged to apply by April 1 (March 1 for the Michigan Competitive Scholarship) every year to avoid potential processing delays and all awards are offered 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 financialaid.ltu.edu. Most initial awards are based on the assumption of full-time attendance (12 or more credit hours for undergraduate and 6 or more for graduate students). All awards will be adjusted for part-time attendance and disbursed proportionally, depending on whether a student attends three-quarter-time (9, 10, or 11 credit hours for undergraduate and 5 credit hours for graduate students) or half-time (6, 7, or 8 credit hours for undergraduate and 3 or 4 for graduate students). Most students are not eligible for financial aid if attending less than half-time (less than 6 credit hours for undergraduate and less than 3 credit hours for graduate students).
All awards will be reviewed and revised, if necessary, following the Add/Drop period each semester. Students who withdraw from all classes for the semester are subject to a recalculation of their award eligibility. All students who have been awarded financial aid should consult the Office of Enrollment Services at the DTE Energy One-Stop Center (enrollmentservices@ltu.edu or 248.204.2280) prior to dropping or withdrawing from classes. Students will receive a revised award notice showing all adjustments in financial aid eligibility.

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

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

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

The Office of International Programs advises foreign nationals on status maintenance, government regulations, visa requirements, and work authorization and provides a host of other resource information. The office works to resolve student compliance issues with Homeland Security and the United States Citizenship and Immigration Services (USCIS), as well as to process and update documentation for international students. This includes updating and maintaining the Student and Exchange Visitor Information System (SEVIS) to comply with government reporting requirements, authorizing F-1 Curricular Practical Training and Optional Practical Training, J-1 academic training, program extensions, and other SEVIS updates. The office also works to update faculty, staff, and students on government regulations and issues impacting international students studying in America.

The Office of International Programs provides a mandatory and comprehensive week-long orientation, held the week before classes begin each semester, to support international students in acclimating to their new environment. Students also meet with their advisors during this time.
The Office of International Programs designs and implements events that increase global and cultural awareness among all Lawrence Tech students. The office provides outreach programs and workshops on a myriad of topics, including employment, cultural transition, academic issues, campus resources, and programming.

The Office of International Programs is located in the A. Alfred Taubman Student Services Center in room C405 and can be reached at 248.204.4100. Normal office hours are Monday–Friday, 8 a.m.–4:30 p.m. Special appointment times are available upon request.

Leadership and Study Abroad Programs
Lawrence Technological University’s Leadership Curriculum provides leadership development and experiences to all undergraduates at every level of their academic programs. No other university in the nation can boast of such a comprehensive program for all of its students. Committed to developing the leaders of tomorrow, Lawrence Tech views all students as leaders in the making. The Leadership Curriculum prepares students for the global marketplace by nurturing critical thinking, teamwork, and communication skills – all with a focus on becoming agents of positive change.

Freshman Year: University Seminar
Students create a “Personal Success Plan” outlining their personal and academic goals. They also investigate, plan, and implement a Citizenship and Service Volunteer Project.

Sophomore Year: Leadership Models and Practices
Students begin to develop an understanding of their personal leadership style and explore leadership theory and models, individual responsibility, ethics, diversity, and globalization. At the end of the course, students present a team-based “Legacy Project” that proposes an action plan for positive, sustainable change in their communities.

Junior Year: Leadership Seminar Series
Leadership “SPEAKS” seminars and Leadership LIVE workshops focus on leadership in professional settings with an emphasis on group dynamics, ethical decision-making, goal setting, vision, networking, motivation, problem solving, conflict resolution, and diversity. Students also engage in experiential leadership outside the classroom.

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

Leadership Opportunities
Civic Engagement
Integral to the Leadership Program’s vision of “Leading through Service,” service learning and civic engagement combine classroom instruction with community service and outreach, focusing on critical, reflective thinking as well as personal and civic responsibility.

Service-Learning Programs
Students can choose from many events throughout the year that focus on giving time, energy, and skills to improving the lives and environment of the people in their communities. These endeavors include national programs, such as Make a Difference Day and Alternative Spring Break, and other programs developed specifically for Lawrence Tech students.
Society of University Leaders (SOUL)
A student organization committed to leadership development through service and community engagement, SOUL hosts the campus-wide LTU Day of Service each spring, raises funds for local nonprofits, and provides support to other student organizations interested in service work and philanthropy.

University Partnership Programs
Lawrence Tech is a member of the Michigan Campus Compact, a coalition of 42 universities, which organizes conferences and retreats and provides programming, grant opportunities, and student scholarships.

Team Projects
Students at Lawrence Tech engage in experiential learning that focuses on collaborating with peers and leading teams, groups, or organizations.

Leadership in Action
Each semester, students are provided with a different opportunity to participate in team-based activities to engage in real-world problem solving. Examples include the Global Innovation Tournament and Make Your Mark competitions.

Entrepreneurial Leadership
Innovative team-based activities serve the Leadership Program's goal to promote an entrepreneurial mindset in all Lawrence Tech students.

Study Abroad Program/Global Experiences
Lawrence Tech offers a wide variety of opportunities for students looking to study abroad or participate in other international experiences. International travel and study are vital to understanding the realities of the global economy and becoming a leader with a global view. Students can study abroad for just a few weeks during the summer or for a full semester. Or, they can choose from a number of educational trips and volunteer projects that range in length from one to four weeks during semester breaks. Financial aid and other scholarships can be applied to many for-credit study abroad programs. Additional scholarships may be available to students who qualify.

For more information about Lawrence Tech's Leadership Curriculum, its supporting civic, team, and global programs, and schedules of events, visit ltu.edu/leadership and ltu.edu/abroad or contact the Office of Leadership Programs at 248.204.2414 or leadership@ltu.edu.

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

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

While the library’s catalog is available to the public on the Lawrence Tech website (library.ltu.edu), premium content, including databases and full-text material, tailored to serve the needs of the Lawrence Tech curricula is available online via password-protected links. Students can access this content using their campus log-in information. In addition to print and database sources, more than 69,000 electronic books and more than 70,000 electronic journal titles are accessible from the site as well.

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

**Loan Privileges**

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

**Renewals**

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

**Overdue Materials**

Overdue Charges
- 10 cents per item per day—books
- $1 per item per day—all Reserve Desk items

**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 “MyAccount” feature of the library’s online catalog (libweb.campus.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, and review their account for items checked out, fines, etc.

**Other Services**

The library offers black-and-white and color photocopy machines, a campus printer (M113a), scanners, public computers, paper cutter, and other tools for student use.
Lost and Found
The Department of Campus Safety is the clearinghouse for lost and found articles. Please call 248.204.3945. Campus Safety delivers all found Lawrence Tech laptop computers to the Help Desk; call the desk at 248.204.2330.

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

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. **Posting of flyers in classrooms, on windows, on doors, and on walls is strictly prohibited.** Material posted on surfaces other than designated bulletin boards will be removed.

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

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

5. Individuals and student groups or student organizations desiring to post flyers in the residence halls must, after approval from the Office of Student Recreation or the Office of the Dean of Students, submit the flyers to the Office of University Housing (C205) and they will be posted by housing staff in each hall. 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 (PDC)**

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

**Raffle or Charitable Gaming Event Guidelines**

Any student organization requesting to host a gambling tournament or raffle must contact the 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 Engagement**

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

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

**Commuter Student Support Services**

Commuter Student Support Services serves the 80 percent of students who commute to Lawrence Tech. Programs and services 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 Student Support Services**

Multicultural Student Support Services exists to advance Lawrence Tech’s commitment to diversity in increasing the recruitment, retention, and graduation of all students and particularly underrepresented groups (including racial/ethnic, women, and GLBT students), by developing strategies that engage students in the attainment of academic excellence and social success.
This area serves as a support and advocacy network through which students from underrepresented groups are provided effective assistance during their academic tenure. Programs include welcome receptions; cultural programs that provide forums to enhance the intellectual, social, and personal development of students; discussions and speakers who focus on relevant social, cultural, and academic issues; and the advising of multicultural student organizations.

**Student 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 Dining; Career Services; Clinical Counseling Services; Disability Services; International Programs; Student Engagement; 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.

Your email account will be automatically generated when you register for classes and will be issued to you by Enrollment Services.

Students should note that while using Blackboard, if they 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 is visible to others within the class.

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

The camaraderie that develops among residents is unequaled by any other living option. Residents who take advantage of this environment tend to improve both their academic performance and their satisfaction with their college experience. Each residence hall community offers opportunities for students to get involved in numerous activities and programs.
Lawrence Tech has two residence halls, University Housing-North and University Housing-South. Each hall features one- and two-bedroom apartment suites that accommodate two to four students depending on the size of the suite. Both buildings feature air-conditioning, cable television, wireless connectivity, carpeting, private bathrooms, and full kitchens. Washers and dryers are available in each suite in Housing-North. Free laundry facilities are located within Housing-South. Free parking is provided for residents close to each building.

Anyone seeking on-campus housing should complete a Housing Application and Contract and pay the application fee. Applications are available 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 or have a co-op or an internship to be eligible for housing. For more information, please contact the Office of University Housing at 248.204.3940.

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

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

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

**Student Insurance**

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

Lawrence Technological University advises all students living in the residence halls to obtain personal property insurance (renter’s insurance). Many students may have their personal property covered under their parents’ homeowner’s insurance policy; check with the insurance provider to determine applicable coverage. Personal property insurance for those students who are not covered by their parents’ homeowner’s policy or for students seeking additional coverage is available through UnitedHealthcare. For additional information, visit their website at uhcsr.com or contact the Office of University Housing.
Student Leadership Positions Guidelines
A student holding a major office will not be allowed to run for another major office.
If there are students who hold a minor office, they may be allowed to choose a higher (major) office and relinquish the lower office.

1. Minimum Qualifications for Student Leaders
   A student leader is a student member of a registered student organization who is: (1) paid or given incentives; or (2) holds office or title or is a committee member in Student Government (SG), Students Planning Activities Monthly (SPAM), the Interfraternal Council (IFC), or is a first year (FY Mentor Program) mentor team leader or community leader (CL).
   In order to be a student leader, a student must:
   a. Be a student as determined by the University registrar at the time of the election or appointment.
   b. Be enrolled in a minimum of six (6) hours in a degree-seeking program during the fall and spring semesters of the academic year of his/her term of office. The academic school year is defined as summer, fall, and spring semesters, in that order. When a student does not enroll for fall or spring semester during a term of office, that student immediately forfeits his/her office. Students may elect not to enroll during the summer semester during a term of office. If a student drops all courses before the midpoint of a semester, that student is considered not enrolled.
   c. Have at least a 2.3 Lawrence Tech cumulative grade point average or better at the time of election or appointment and must not be on academic probation or suspension. A student leader whose Lawrence Tech cumulative grade point average drops below 2.0 or who receives the academic sanctions listed above during his/her term must relinquish the position.
   d. Conduct themselves responsibly and in a manner that does not reflect negatively on the University. A student may meet the minimum qualifications of student leadership but be found to be unqualified overall based on other factors, such as experience and level of leadership skill.

2. Disciplinary Probation
   A student placed on disciplinary probation must relinquish any office held.

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

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

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

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

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

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

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

Student Lounges
Student lounges are located in the fireplace area of the Engineering Building, on the lower level of the Architecture Building, and in the lobby of the Science Building. Einstein Bros. Bagels, hosted by Campus Dining, 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 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 the Dean of Students, 248.204.4100, coordinates Lawrence Tech’s compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The University does not discriminate against students with disabilities in recruitment, admission, or treatment after admission. In addition, the University makes reasonable accommodations to permit students with disabilities to fulfill academic requirements and provides effective auxiliary aids to ensure that they are not excluded from programs because of their disabilities. Eligibility for accommodations is determined on an individual basis.
For additional information on eligibility for services, accommodations, and student responsibilities, please refer to Lawrence Tech’s website or contact the disability services coordinator at 248.204.4100 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 in the Office of the Dean of Students, 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 Enrollment Services and Veterans Affairs (enrollmentservices@ltu.edu or 248.204.2280). Veterans may also contact the Veterans Affairs Department (VA: gibill.va.gov) with questions concerning program eligibility. The VA provides a wide range of benefits to veterans. New programs have made some reservists and active duty personnel eligible for benefits.

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

Lawrence Tech participates in the Yellow Ribbon Program for service members who have served after September 10, 2001. The University offers a tuition discount for several undergraduate and graduate programs to service men and women who are active, inactive, reserve, or retired military, and are not currently receiving full tuition coverage from outside sources or a scholarship from Lawrence Tech.
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 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 $135 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. The Registration Fee is nonrefundable.

**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 not be subject to this fee.

**Late Transaction Fee**
A $150 Late Transaction Fee is assessed to students who add a class(es) 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)

Writing Proficiency Exam Fee
The required Writing Proficiency Examination (COM 3000) is an “exit” examination that all undergraduate students must pass in order to graduate from Lawrence Tech. The fee for the examination is $25.

Leadership Seminar Series Fee
All undergraduates working toward a bachelor degree are required to take the noncredit Leadership Seminar Series. The fee for the course is $60.

Leadership Capstone Fee
All senior undergraduates are required to take the noncredit Leadership Capstone course in which they develop their Leadership Portfolios. The fee for the course is $45.

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 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 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. 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. 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 (SPAM), composed of current students, decides the year’s activities and events considering the needs of all students.

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

**Graduation Fee**
Students must pay a $100 nonrefundable Graduation Fee when they submit a Petition to Graduate. This fee covers the costs of auditing the student’s file to insure graduation requirements have been met and of preparing the diploma. If students do not graduate within one year of submitting their Petition to Graduate and $100 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 in BannerWeb before registering each term. The course descriptions will list any prerequisite courses, co-requisite courses, or restrictions that courses may have. The catalog can be accessed online via the Lawrence Tech website.

Students should understand their degree requirements as described in the catalog.

Schedule
The official schedule of classes is available each semester on Lawrence Tech’s website at litu.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 improve one’s grade.
• Lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

5. Conspiracy
The term “CONSPIRACY” means planning or acting with one or more persons to commit any form of academic dishonesty in order to gain academic advantage for oneself or another.

6. Fabrication
The term “FABRICATION” means the use of invented information or the falsification of research or other findings with the intent to deceive and thereby gain academic or professional advantage.

7. Multiple Submissions
The term “MULTIPLE SUBMISSIONS” means submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent by the instructor(s) to whom the material is being or has been submitted.
8. Unauthorized Collaboration
The term “UNAUTHORIZED COLLABORATION” means collaborating on projects, papers, computer programs, lab reports, or other academic assignments where such collaboration has been prohibited by the instructor.

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

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

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

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

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

4. Responsibility of the University Administration
   The Office of the Dean of Students is responsible for the publication and dissemination of the Academic Honor Code and any amendments or changes approved by the Deans Council with the recommendation of the Faculty Senate and the Faculty Councils of the colleges. All new University faculty, administrative staff, personnel, and students should be advised of the Academic Honor Code upon becoming 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. Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.

3. Upon receiving a report of a violation or having reasonable evidence of a violation, the instructor in charge of the course or materials in question will inform the department chair or dean of the college in writing. The department chair or dean of the college will investigate the reported violation. The department chair or dean of the college will inform the student in writing of the reported violation and will request a written response from the student. If necessary, the department chair or dean of the college will conduct an interview with the student. The department chair or dean of the college will determine whether the student violated the Academic Honor Code.
   a. While action on a complaint of violating the Academic Honor Code is pending, the status of the student shall not be altered except for reasons outlined in Section J of the Student Code of Conduct.
   b. If the student is found in violation, the student will receive an F grade in the course. This grade will not be recomputed for GPA purposes. The department chair or dean of the college will notify the student in writing of the decision. A copy of the letter will be put in the student’s academic record and disciplinary file.
   c. A student found in second violation of the Academic Honor Code will be expelled from the University. See Article G for expulsion proceedings.

4. If no action is taken by the instructor, the reporting party may file a written report of the allegation of academic dishonesty with the department chair or dean of the college. The department chair or dean of the college will investigate the reported violation. The investigative process will be conducted according to the provisions in Section E-3 above.

F. Appeal Process

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

2. An appeal shall be limited to 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 a review of the documents and notes of the department chair or dean of the college and the 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 begin graduate studies:

“I pledge that on all academic work that I submit, I will neither give nor receive unauthorized aid, nor will I present another person’s work as my own.”
Student Code of Conduct

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

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

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

All students enrolled at Lawrence Technological University have access to the Student Code of Conduct. Printed copies are available through the Office of the Dean of Students and the Office of University Housing. The Student Code of Conduct, along with other helpful information, also may be accessed online at 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. Participation in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions, or violation of any regulations outlined in the Lawrence Tech Parking and Traffic Regulations.
15. Conduct which is disorderly, lewd, or indecent; breach of the peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored, or participated in, by the University or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Theft or other abuse of computer facilities and resources, including but not limited to: unauthorized entry into a file to use, read, change, or delete the contents or for any other purpose; unauthorized transfer of a file; use of another individual’s identification and password; use of computing facilities to interfere with the work of another student, faculty member, or University official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with normal operation of the University computing system; use of computing facilities and resources in violation of copyright laws; any violation of the University’s Computing and Network Policy.
17. Tampering with any telecommunications 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 influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/or after a student conduct proceeding;
- harassment (verbal or physical) and/or intimidation of a member of 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, the academic process, or cause harm to self or others.

D. Jurisdiction of the Lawrence Technological University Student Code

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

E. Violation of Law and University Discipline

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

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

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

F. Student Code of Conduct Procedures

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

1. Disciplinary Correspondence. All disciplinary correspondence will be sent to the student's official mailing address as listed with 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 in which parties to an allegation are afforded the opportunity to present information for review by a Student Discipline Committee presided over by the chair of the Committee and moderated by the dean of students. The dean of students is an ex-officio member of the committee. A time shall be set for a Student Discipline Committee hearing not less than five (5) nor more than 15 calendar days after the student has been notified. The maximum time limit for scheduling of hearings may be extended at the discretion of the dean of students or designee.

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

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

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

3. Term of service: Students shall serve for one academic year and may continue to serve at the discretion of the provost and the dean of students.
4. Student eligibility: All students, full- or part-time, shall be eligible for recommendation to the Student Discipline Committee provided they have maintained a 2.3 cumulative grade point average, are not currently on disciplinary probation, and have not been suspended from the residence halls or the University.

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

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

7. Hearings normally shall be conducted in private.

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

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

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

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

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

13. All procedural questions are subject to the final decision of the dean of students.
14. After the portion of the Student Discipline Committee hearing concludes in which all pertinent information has been received, the Student Discipline Committee shall determine by majority vote whether the accused student has violated each section of the Student Code that the student is charged with violating.

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

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

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

18. If the accused student, with notice, does not appear before a Student Discipline Committee hearing, the information in support of the charges shall be presented and considered even if the accused student is not present. If the accused student fails to attend the hearing, it shall be deemed that he or she denies all allegations. When appropriate, a sanction will be determined and the student will be notified in writing.

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

H. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
   a. WARNING – A notice in writing to the student that the student is violating or has violated institutional regulations.
   b. PROBATION – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
   c. LOSS OF PRIVILEGES – Denial of specified privileges for a designated period of time.
   d. LOSS OF ACADEMIC CREDIT – Failing grade assigned for the course due to academic dishonesty.
   e. FINES - Previously established and published fines may be imposed.
   f. RESTITUTION – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
g. DISCRETIONARY SANCTIONS – Work assignments, essays, service to the University, or other related discretionary assignments. (Such assignments must have the approval of the dean of students.)

h. RESIDENCE HALL SUSPENSION – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

i. RESIDENCE HALL EXPULSION – Permanent separation of the student from the residence halls.

j. UNIVERSITY SUSPENSION – Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

k. UNIVERSITY EXPULSION – Permanent separation of the student from the University.

l. REVOCATION OF ADMISSION AND/OR DEGREE – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.

m. WITHHOLDING DEGREE – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

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

3. Other than University suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s 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
7. Following the Student Discipline Committee hearing, the dean of students shall advise the accused student(s), group, and/or organization (and complaining student who believes she/he was the victim of another student’s conduct) in writing of the Committee's determination and of the sanction(s) imposed, if any. A copy of the notification will be retained in the student’s disciplinary record. Cases involving suspension or expulsion will also be filed in the student’s academic record.

I. Appeals

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

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

3. Except as required to explain the basis of new information, an appeal shall be limited to review of the verbatim records of the Student Discipline Committee hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Student Discipline Committee hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the accused student was based on substantial information; that is, whether the facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed 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 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 modern information technology is essential to Lawrence Technological University's mission of providing the students, faculty, and staff of the University with educational services of the highest quality. The pursuit and achievement of the Lawrence Technological University mission of education, research, and public service require that the privilege of the use of computing systems and software, internal and external data networks, as well as access to the World Wide Web, be made available to all members of the University community. The preservation of that privilege for 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 University policies, including sexual harassment, patent and copyright, and student and employee disciplinary policies, as well as applicable federal and state laws.

General Use and Ownership
   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. Use of the University network or computing resources is restricted to those having proper authorization to use that particular resource. It is a violation of the law and University policy to assist in, encourage, or conceal from authorities any unauthorized use, or attempt an unauthorized use, of any of the University’s computers or network resources.

3. This policy applies to all Lawrence Technological University computing and network resources, University telephones, University-distributed laptop and tablet computers, and external computing and network resources accessed via Lawrence Technological University’s computing and network resources.

4. Individuals with personally owned computers, but who rely upon the University network to connect those computers, either through the University on-campus or remote network connection are expected to abide by the policies set forth in this document.

5. The University reserves the right to limit access to its networks and any posted materials when applicable campus or University policies or codes, contractual obligations, or state or federal laws are violated.

6. Personally owned computers which house materials that violate the University’s policies and/or are used in a manner inconsistent with University 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 University 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. In addition, users are responsible for abiding by the acceptable use policies of Lawrence Tech’s authorized network and software providers.

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.

User Responsibilities

Privacy: No user should access, view, copy, alter, or destroy another’s personal electronic files without permission (unless authorized or required to do so by law or regulation). 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.

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

**Harassment, Libel, and Slander:** No user may use the University’s computers, telephones, or networks for the purpose of libel, slander, or harassment of any other person.

**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.

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

**Access to Computing Resources:**
- **Accounts:** Accounts created by a system administrator for an individual are for the personal use of that individual only.
- **Sharing of Access:** Computer accounts, passwords, telephone authorization codes, and other types of authorization are assigned to individual users and not 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.
- **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.
- **Termination of Access:** Upon a student’s separation from the University, appropriate security restrictions will be placed on the account to limit access to the University’s network and computing resources.

**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.

**Breaching Security:** Activities which degrade the performance of a computer system or network, use a system or network for which the user is not authorized, or deprive authorized users of resources or access to computers or networks is prohibited. Breach of security includes, but is not limited to, the following:
- Creating or propagating viruses
- Hacking
- Password grabbing
- Disk scavenging
Abuse of Computer Resources: Abuse of Lawrence Technological University computer resources is prohibited. This abuse includes, but is not limited to, the following:

- **Distributing computer viruses:** Users must not knowingly distribute or launch viruses, worms, Trojan horses, or other rogue programs.
- **Rogue Access Points:** Users are not allowed to install access points without written authorization from Lawrence Tech IT Services.
- **Port Scanning:** Users are prohibited from systematically scanning University computer ports by use of scanner software or any other device.
- **Flooding:** Generating excessive network traffic, including spamming and denial-of-service, is prohibited.
- **Game Playing:** Limited recreational game playing, 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.
- **Chain Letters:** The propagation of chain letters is considered an unacceptable practice and is prohibited.
- **Unauthorized Servers:** The establishment of a background process that services incoming requests from anonymous users for purposes of gaming, chatting, or browsing the Web is prohibited.
- **Unauthorized Monitoring:** A user may not use computing resources for unauthorized monitoring of electronic communications.
- **Private Commercial Purposes:** The computing resources of Lawrence Technological University shall not be used for personal or private commercial purposes or for financial gain.

The issuance of a password or other means of access is to assure appropriate confidentiality of Lawrence Technological University files and information and does not guarantee privacy for personal or improper use of University equipment or facilities. Lawrence Technological University attempts to provide reasonable security against intrusion and damage to files stored on the central facilities. Lawrence Technological University also provides some facilities for archiving and retrieving files specified by users and for recovering files after accidental loss of data. However, the University is not responsible for unauthorized access by other users or for loss due to power failure, fire, floods, etc. Lawrence Technological University makes no warranties with respect to Internet services, and it specifically assumes no responsibilities for the content of any advice or information received by a user through the use of Lawrence Technological University's computer network.

Users should be aware that Lawrence Technological University’s computer systems and networks may be subject to unauthorized access or tampering. In addition, computer records, including email, are considered “records” which may be accessible to the public under the provisions of federal or state law.

**Account Creation and Account Termination**

All students, faculty, and staff will have computer access and email accounts created and maintained for their individual use while they are enrolled at or employed by the University.

Upon separation from the University, appropriate security restrictions will be placed on the account to limit access to the University’s network and computing resources.
Email Accounts

Email accounts are provided to students, faculty, and staff in support of the University’s mission. Email is the University’s official means of communication. Failure to read email messages sent from Lawrence Tech to its users does not absolve the user of the responsibility for knowing the content of these messages. It is the user’s responsibility to monitor the content of their Lawrence Tech email account.

Email messages are neither personal nor private. While IT Services 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:

1. For a legitimate business purpose (e.g., the need to access information when an employee is absent).
2. To diagnose and resolve technical problems involving the system.
3. To investigate possible misuse of email when a reasonable suspicion of abuse exists or in conjunction with an approved investigation.
4. Under the provisions of the USA Patriot Act in order to provide requested information to authorized personnel.

University email and voice communications systems and their content are the property of Lawrence Tech and are subject to its review and control. Email and voice messaging systems may be subject to discovery proceedings in legal actions.

On appropriate administrative approval, IT Services may monitor any official communications, including email and voice communications, if there is a reasonable suspicion of abuse or violation of University policies.

Email messages sent from a Lawrence Tech email account must have the user’s name associated with the message. Anonymous email messages may not be sent from University email addresses and are prohibited.

New student computer access and email accounts are created after registration and will be maintained as long as the student is enrolled at the University. The University presently allows current students to keep access to the email system after graduation.

Password Policy

All passwords used to access Lawrence Tech computer and network resources must be kept private. They must not be shared with others.

Passwords must be changed regularly according to a schedule determined by IT Services.

Data Security

The University provides reasonable security against intrusion and damage to files stored on central storage facilities and provides for the archiving of files based upon the operational needs of the University. The University has the right to limit system access if reasonable efforts are not made to protect the Lawrence Tech information systems and network.

All individual users have access to a limited amount of protected storage on University servers. Data files stored on protected central storage facilities are regularly archived and may be restored on request of the user to the most recent version available.

However, the University is not responsible for the loss of users’ files or data when stored on desktop PCs, laptops, or any other non-centrally located and/or unprotected storage media. Users should take their own steps to back up and protect important information.
All computer systems accessing the Lawrence Tech network must have up-to-date antivirus software installed and running. IT Services will install University-approved antivirus software on all University-owned systems currently in production and on new systems prior to delivery to the end user.

Encrypted files, documents, and messages may be accessed by the University if suspected of breaching acceptable use guidelines. Under the provisions of the USA Patriot Act, the University is under no obligation to notify any user who may be the subject of an investigation.

The Laptop Program
The University provides laptops to registered undergraduate students, full-time faculty, and teaching adjunct faculty in support of the University’s mission. Graduate and doctoral students are charged $95 per credit hour per semester for a laptop. Availability is not guaranteed to graduate and doctoral students. Laptops are not generally available to University staff.

Before users can be assigned a Lawrence Tech laptop, they must agree to the terms and conditions contained in the Lawrence Tech Laptop Lease Agreement.

The term of the lease agreement is up to one year.

Complete information about the Laptop Program is contained in the Laptop Lease Agreement. A copy of the Student Laptop Lease Agreement is available at itu.edu/ehelp.

Printed copies of the Laptop Lease Agreement for full-time and adjunct faculty are available at the Help Desk.

Laptops are assigned to individuals only. There are no departmental laptop assignments unless special approval is acquired.

Users picking up a laptop must have fulfilled the requirements for laptop distribution and have a valid Lawrence Tech photo ID. Students and faculty must pick up their laptops in person. A laptop will not be distributed to anyone other than the person to whom it is assigned. Parents, relatives, or friends may not pick up a laptop for a Lawrence Tech student or faculty member.

Users agree to use the Lawrence Tech laptop within its normal capacity, without abuse, and in a manner contemplated by the University.

All laptops come with pre-installed software designed to meet the instructional goals of each college. Users may install any software on their assigned laptops that was legally obtained and licensed. University IT Services is not responsible for support and troubleshooting of personally obtained software installed on University laptops.

The Laptop Program is under continuous review. Laptop Program policies and procedures may change at any time.

Residence Hall Access
As members of the Lawrence Tech community, residents of University Housing must abide by this Computing and Network Policy.

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. Each individual is also responsible for assuring that the residence hall room connection is not misused by guests in the room.

Incident Reporting
Incidents of misuse of University computing resources should be reported to the executive director of Lawrence Tech’s Information Technology Service Delivery. Appropriate action will be taken upon completion of any investigation.
Sanctions
Violation of this policy may be subject to immediate suspension of services by IT 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. Criminal 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 section 703 of the Staff Handbook, in the Faculty Handbook, and in this section of the Student Handbook. The University specifically prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as a part of its activities (except at University functions at which alcohol use is approved). Use of alcoholic beverages at any University function requires the approval of the provost or designee.

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

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

Alcohol Policy

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

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

The Michigan Liquor Control Code includes the following statements:

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

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

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

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

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

B. Events Held on Campus

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

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

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

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

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

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

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

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

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

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

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

11. Under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event. No alcoholic beverages may be brought into the event by an individual when alcoholic beverages are being served and/or sold by event organizers.
12. Outdoor Events
   In addition to the above, the following will hold for outdoor events:
   a. The area in which the outdoor event is held must be defined by physical
      barriers (e.g., snow fence).
   b. Bottles, cans, kegs, etc., may not be brought into the event area and/or
      alcohol serving area.
   c. The sale of alcoholic beverages or tickets for alcoholic beverages must
      end no less than 60 minutes before the end of the outdoor event. If
      tickets are sold, the redemption of tickets and distribution of such
      beverages must end no less than 45 minutes before the scheduled end of
      the outdoor event.

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

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.”


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).

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

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

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

\textbf{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.

\textbf{Combating Sexual Harassment}

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

1. \textit{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. \textit{Document the Harassment}. Record the date, time, and place of each incident. Keep a copy of this record at home.
3. \textit{Get Emotional Support}. Talk to your family and friends.
4. \textit{Document Work Evaluations}. Keep copies of performance evaluations and memos that attest to the quality of your work.
5. \textit{Identify Witnesses/Other Victims}. You are probably not the first person who has been mistreated by this individual. Ask around; you may find others who will support your charge. (Sexual Harassment: What Every Working Woman Needs to Know, cs.utk.edu/~bartley/other/pto5.html).

The least effective way to deal with sexual harassment is to ignore it. Unless the recipient of unwanted sexual attention takes some kind of action (whether formal or informal), the harasser is very likely to continue or even escalate the harassing behavior.

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

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

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

**Informal Resolution Process**

At the complainant’s option, a sexual harassment report or complaint will be taken from staff by the Office of Human Resources and from students by the Office of the Dean 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;
- helping the victim readjust to the work or school environment; and
- helping the victim regain confidence. (Reprinted from Where Do You Draw the Line? Sexual Harassment in the Workplace, American Counseling Association. 4. Reprinted with permission. No further reproduction authorized without written permission of American Counseling Association.)

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

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

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

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

2. Such events will be open to University students. These events may not be open to the public except by special invitation and with prior approval by the 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 Engagement, Campus Dining, Campus Facilities, and Campus Safety to secure facilities and equipment and arrange catering if desired.
   b. Completing the required forms with the Office of Student Engagement.
   c. Conducting a safe and orderly event and cooperating with security personnel and Student Engagement personnel to uphold event procedures.
   d. Assuring that only University students or other approved guests participate in the event.
   e. If there is an admission fee, overseeing the collection of the fee and proper deposit of funds.
   f. Paying all bills and related charges associated with the event.

6. Failure to comply with the above regulations or any other relevant University regulation will be cause for the offending student organization to lose the privilege of use of University facilities and possibly their registration status. Questions of this nature which arise will be reviewed by the dean of students, the 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 in the Buell Management Building atrium is intended for student learning and entertainment. Staff at the Larry Knows kiosk will select stations and volume levels. Students may check out the remote control from the staff at Larry Knows. 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 of the correct official to whom the request should be addressed.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   - Family Policy Compliance Office
   - U.S. Department of Education
   - 400 Maryland Avenue, SW
   - Washington, D.C. 20202-4605

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

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

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

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

Once a student has designated a confidential classification, it will remain in effect until removed by the student. If a student wishes the classification removed, the student should submit a signed authorization requesting that it be removed. This authorization form is available in the Office of the Registrar.
Final Examination Scheduling (Resolution SG2004-01)
In February 2004, the Lawrence Tech Student Government passed a resolution regarding the scheduling of final exams, which was subsequently approved by the Lawrence Tech administration, stating that:

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

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

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

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

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

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. 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.

Parking Permits
All faculty, staff, and students who wish to use motor vehicles on campus must complete an application to register the vehicle and obtain a parking permit. Applications and permits are available on a 24-hour basis from Campus Safety by calling 248.204.3945. Anyone wishing to register a vehicle on campus must present:
- a Lawrence Tech ID card
- a valid operator’s license (if requested).
Permits must be displayed as instructed.

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

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

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

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

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

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

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

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

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

2. Drivers of vehicles shall not operate a vehicle while intoxicated or visibly impaired while on University property. In defining operating while intoxicated or visibly impaired, Lawrence Tech has adopted the language in Public Act 300, Michigan Vehicle Code, Section 257.625, titled Operating Motor Vehicle while Intoxicated; Operating Motor Vehicle when Visibly Impaired:
Sec. 625. (1) A person, whether licensed or not, shall not operate a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including any 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:

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<th>Fine</th>
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<td>$35</td>
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<tr>
<td>P0011-B</td>
<td>Set by towing</td>
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</tbody>
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*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 Academic Achievement Center.

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

**President’s Open Door**
The president of the University, 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
ltu_safety@ltu.edu

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

Lawrence Tech Community Notification System

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

Campus Safety Guide

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

Reporting Emergencies

To report an emergency from an on-campus phone, press *911 or 3945. From a non-campus phone or a cell phone, press 911. The Southfield Police non-emergency number is 248.796.5500; the non-emergency number for the Fire Department or EMS is 248.796.5650.

When reporting an emergency

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

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

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

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

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

Personal Safety Precautions
1. If you feel you are being stalked or are receiving harassing phone calls or emails, notify Campus Safety.
2. Advise Campus Safety if you obtain a Personal Protection Order, restraining order, or an injunction against a threatening individual.
3. Do not give out personal or unnecessary information while at work or on the phone.
4. When moving about campus at night, stick to lighted pathways.
5. If you are going to be working late, notify Campus Safety.
6. Do not tell others you are alone. Keep your door(s) locked.
7. If you are being pursued in a building and cannot reach a phone, pull a fire alarm.
8. Have an escape plan.
9. If you are in a vehicle and feel threatened, drive to Campus Safety Central in the 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 3900.
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.

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 which time all appeal rights are terminated. Please contact the Department of Campus Safety at 248.204.3945, Monday through Friday, between 7:30 a.m. and 2:30 p.m., to file an appeal.

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

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

<table>
<thead>
<tr>
<th>CODE</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P006</td>
<td>Alcohol and controlled substance violations* $50</td>
</tr>
<tr>
<td>P007</td>
<td>Littering       $50</td>
</tr>
<tr>
<td>P008</td>
<td>Disregarding a fire/tornado drill or alert* $25 to $250</td>
</tr>
<tr>
<td>P009</td>
<td>Unauthorized access/remaining in a closed building $125</td>
</tr>
<tr>
<td>P0010-A</td>
<td>Failure to comply with the directions of a University official or Campus Safety officer $200</td>
</tr>
<tr>
<td>P0010-B</td>
<td>Violation of any other University regulation $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) / 800.273.TALK (8255)

Common Ground Sanctuary (Crisis Intervention and Counseling): 800.231.1127

National Domestic Violence Hotline (24 hours): 800.799.7233 / TTY 800.787.3224

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

Personal Protection Office (Haven) (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
Legal Aid and Defender: 248.253.1548
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
Oakland University — Graham Health Center: 248.370.3465
State of Michigan Family Independence Agency (to report child abuse or neglect): 800.712.3000
Michigan AIDS Hotline: 800.872.2437
Poison Control Center: 800.222.1222
Runaway Assistance Program: 800.292.4517
Victim’s Assistance Program: 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 over 75 years, Lawrence Tech has continued to prosper and accelerate its growth, hone its educational philosophy of theory and practice, build important community and professional alliances, and forge partnerships with the firms, organizations, and industries who hire Lawrence Tech alumni.

Wayne H. Buell, who served as president from 1964 to 1977 and as chair of the board and chief executive officer until 1981, worked to build a firm foundation for the University's early emergence as a technological leader. He first advanced the notion that Lawrence Tech was a private 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 has worked 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 100 programs in four colleges, with a total enrollment of approximately 4,500 students, and employs over 400 full- and
part-time faculty. In terms of enrollment, Lawrence Tech is among Michigan’s largest independent colleges.

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

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

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

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

Graphic Design
Glen LeRoy, Chair, Art and Design (A115)

Interior Architecture
Jin Feng (A211)

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

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

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

Class Registration and Drop/Add
Leslie Michalik (A116)

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

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

Guest Credit Information
Leslie Michalik (A116)

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

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

Interior Architecture
Jin Feng (A211)

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

*interim
Arts and Sciences Students
Undeclared Students
Holly Helterhoff (S207D)
Undergraduate Management Programs
Karen Evans (S207C)
Humanities, Social Sciences, and Communication
Department Chair
Melinda (Weinstein) Phillips (S225)
Psychology
Matthew Cole (S236)
Technical and Professional Communication
Corinne Stavish (S209A)
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
Biomedical
Philip D. Olivier (E217)
Civil
Edmund Yuen (E109)
Electrical and Computer
Philip D. Olivier (E217)
Mechanical
Badih Jawad (E29)
Engineering Technology
Kenneth Cook (E179)
Master of Engineering in Manufacturing Systems
Kingman Yee (E33)
Master of Science in Automotive Engineering
Kingman Yee (E33)
Doctor of Engineering in Manufacturing Systems
Khalil Taraman (E154)
Master of Engineering Management
Daw Alwerfalli (E31)
Master of Civil Engineering
  Hiroshan Hettiarachchi (E20)
  Master of Science in Architectural Engineering (combined bachelor’s and master’s programs)
  Filza Walters (E25)
Master of Science in Civil Engineering
  Hiroshan Hettiarachchi (E20)
Master of Construction Engineering Management
  Hiroshan Hettiarachchi (E20)
Master of Science in Electrical and Computer Engineering
  Richard Johnston (E217)
Master of Science in Mechatronics Systems Engineering
  Vladimir Vantsevich (E42)
Master of Science in Mechanical Engineering
  Badih Jawad (E33)
  Chris Riedel (E36)

Management Students
Graduate and Undergraduate Advisors
  Louis DeGennaro, Dean (M331)
  Chinling Lin, Assistant Dean (M331)
  David Allardice, DBA and MBA (M319)
  Chinling Lin and Amanda Falkenbury, BSIT (M331 and M312)
  Diane Cairns, Project Management (BSB)
  Patricia Castelli, DBA, MBA, and BSBM (M309B)
  Peter Chang, DMIT and MSIS (M314B)
  Vernon Hoffner, DMIT and MSIS (M320)
  Bob Inskeep, DBA and MBA (M318)
  Timothy Landon, DBA and MBA (M308C)
  Gerald Lindman, Nonprofit Management (M308A)
  Thomas Marx, DBA and MBA (M308B)
  Srikant Raghavan, MSOPM (M315)
  Nadia Shuuyo, DBA and MBA (M316)
  Jacqueline Stavros, DBA and MBA (M314)
  Annette Lerine Steenkamp, DMIT (M309A)
  Sally Erwin (M312D)
  Mina Jena (M312A)

Special and Guest Students
  Office of Admissions (C304)

Personal/Clinical 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
Edward Chen, Special Assistant, China Programs

Office of the Provost
Maria J. Vaz, Provost
Alan McCord, Associate Provost and Dean of Graduate Studies
Glady Aviles, Coordinator, Academic Achievement Center
TBA, Coordinator, First-Year Programs
Lisa R. Kujawa, Assistant Provost, Enrollment Management
Jane T. Rohrback, Director, Admissions
Mark A. Martin, Director, Financial Aid and Veterans Affairs
Noreen Ferguson, Registrar*
Mary Thomas, Director, Institutional Research and Academic Planning
Larry Chesnutt, Data and Applications Analyst, Institutional Research
Chris Naeyaert, Information Specialist, Institutional Research
Gary R. Cocozzoli, Director, University Library
Benjamin Benson, Director, Professional Development Center
Richard Bush, Director, eLearning Services
Melissa Grunow, Leadership Curriculum Coordinator, Leadership Program
Katie Hayes, Entrepreneurship/Leadership Assistant Coordinator

Office of Finance and Administration
Linda Height, Vice President*
Grant Wenzinger, Controller
Carey G. Valentine, Director, Campus Facilities
Harry Butler, Director, Campus Safety
Deshawn Johnson, Director, Human Resources
Carl Campanella, Manager, University Bookstore

Office of University Advancement
Stephen E. Brown, Vice President
Dennis J. Howie, Associate Vice President and Chief Development Officer
Dino M. Hernandez, Assistant Vice President for Major Gifts and Campaign Director
Julie Vulaj, Director, Major Gifts
Angeline Zelenak, Major Gifts Officer

*interim
Mark J. Brucki, Executive Director, Economic Development and Government Relations
Howard Davis, Director, Corporate and Foundation Relations
Robin G. Leclerc, Director, University Special Events and Services
Mary Randazzo, Manager, Alumni Relations and Alumni Giving
Diane E. Ziembta, Gift and Research Coordinator

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

Information Technology Service Delivery
Tim Chavis, Executive Director, IT Service Delivery
Ammar Abdulahad, Applications Analyst
Angela DiMiceli Bawcum, Applications Analyst
Steven Heleski, Applications Analyst
Michael Livermore, Applications Analyst
Sheppard Sternthal, Applications Analyst
David Toth, Applications Analyst
Fatima Jawad, Applications Analyst
Mike Kalen, Systems Support
Charlene Ramos, Director, Help Desk Services
Gonca Eren, Operations Specialist
Marcus Hoedeman, Network Services
Carl Knoll, Systems Support
Robert Reichel, Staff Technician
Linda Ridella, Staff Technician
Ryan Reichel, Staff Technician

eLearning Services
Richard Bush, Director
William Drummond, eLearning Architect and Online Program Producer
Diane Cairns, Online Evaluation and Assessment Specialist and Online Program Producer
Rachel Cronover, Media and Graphic Specialist and Online Program Producer
Marquita Poinsetta, Instructional Technology, Multimedia, and eLearning Specialist
Marija Franetovic, Course Developer
Clifton Johnson, Classroom Technologies Specialist
Donna Kress, Administrative Assistant
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Joseph C. Veryser, AIA, Associate Dean
Ralph Kirk Nelson, Assistant Dean and Director of Graduate Studies
Dan Faoro, Chair, Architecture*
TBA, Chair, Art and Design
Keith Nagara, Director, Transportation Design
Leslie Michalik, Administrator of Student Services

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Glen A. Bauer, Associate Dean
Melinda (Weinstein) Phillips, Chair, Humanities, Social Sciences, and Communication
David E. Bindschadler, Chair, Mathematics and Computer Science
Anthony Sky, Chair, Natural Sciences

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Elin Jensen, Associate Dean of Graduate Studies and Research
Edmund Yuen, Chair, Civil Engineering
Philip D. Olivier, Chair, Electrical and Computer Engineering
Kenneth Cook, Chair, Engineering Technology
Badih Jawad, Chair, Mechanical Engineering

College of Management
Louis A. DeGennaro, Dean
Chinling Lin, Assistant Dean

Student Affairs
Kevin Finn, Dean of Students
Margaret Pierce, Director, Career Services
Jennifer Cunningham, Assistant Director
Sherri Kerby, Student Employment Coordinator
Cyndi McMichael, Director, International Programs
Laura Affer, International Counselor
Kathy Charbeneau, Coordinator, Disability Services
Jeffrey Betman, Psychologist, Clinical Counseling Services
Lusine Hambardzumyan, Clinical Counselor
Nancy Thomas, Director, Campus Dining
Leo Tykoski, Executive Chef
Janielle Tchakerian, Director, Residence Life, University Housing
Tanisha McIntosh, Residence Hall Coordinator (South)
Kim Osantowski, Residence Hall Coordinator (North)
Leslie Wilson, Director, Student Engagement
Eula Muckleroy, Student Activities Assistant, Multicultural Student Support Services and Commuter Student Support Services
Scott Trudeau, Director, Student Recreation, Athletics, and Wellness
Eula Muckleroy, Program Coordinator, KCP Initiative

*interim
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Kurt O. Tech, BSME’48
Management Consultant; Former President, The Cross Company
## Neighborhood Information

### Restaurants/Coffee Shops

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<th>Restaurant</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
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<tr>
<td>Bangkok Express</td>
<td>29702 Southfield Rd., Ste. L</td>
<td>248.557.0993</td>
<td></td>
</tr>
<tr>
<td>Biggby Coffee</td>
<td>26185 Evergreen Rd.</td>
<td>248.208.1670</td>
<td></td>
</tr>
<tr>
<td>Café Kabob</td>
<td>25148 Evergreen Rd.</td>
<td>248.355.2222</td>
<td></td>
</tr>
<tr>
<td>Chipotle Mexican Grill</td>
<td>26147 Evergreen Rd.</td>
<td>248.353.3448</td>
<td>chipotle.com</td>
</tr>
<tr>
<td>Copper Canyon Brewery and Restaurant</td>
<td>27522 Northwestern Hwy.</td>
<td>248.223.1700</td>
<td>coppercanyonbrewery.com</td>
</tr>
<tr>
<td>Cosi Sandwich Bar</td>
<td>28674 Telegraph Rd.</td>
<td>248.213.2700</td>
<td></td>
</tr>
<tr>
<td>Denny’s</td>
<td>28681 Telegraph Rd.</td>
<td>248.357.3403</td>
<td></td>
</tr>
<tr>
<td>Domino’s</td>
<td>29831 Northwestern Highway</td>
<td>248.352.6590</td>
<td>dominos.com</td>
</tr>
<tr>
<td>Hunan Garden</td>
<td>24-480 W. Ten Mile Rd.</td>
<td>248.353.7848</td>
<td></td>
</tr>
<tr>
<td>Hungry Howie’s</td>
<td>220-40 W. Ten Mile Rd.</td>
<td>248.350.8290</td>
<td>hungryhowies.com</td>
</tr>
<tr>
<td>Jimmy John’s Gourmet Sandwiches</td>
<td>25150 Evergreen Rd.</td>
<td>248.304.1146</td>
<td>jimmyjohns.com</td>
</tr>
<tr>
<td>Mongolian BBQ</td>
<td>430 S. Main St.</td>
<td>248.398.7755</td>
<td></td>
</tr>
<tr>
<td>New Seoul Garden</td>
<td>27566 Northwestern Hwy.</td>
<td>248.827.1600</td>
<td></td>
</tr>
<tr>
<td>Outback Steak House</td>
<td>23501 Greenfield Rd.</td>
<td>248.424.9696</td>
<td></td>
</tr>
<tr>
<td>Panera</td>
<td>27651 Southfield Rd.</td>
<td>248.443.0282</td>
<td></td>
</tr>
<tr>
<td>Pizza Hut</td>
<td>24750 Telegraph Rd.</td>
<td>248.354.3800</td>
<td>pizzahut.com</td>
</tr>
<tr>
<td>Pizza Papalis</td>
<td>23703 Greenfield Rd.</td>
<td>248.552.7272</td>
<td>pizzapapalis.com</td>
</tr>
<tr>
<td>Potbelly Sandwich Works</td>
<td>26221 Evergreen Rd.</td>
<td>248.213.4701</td>
<td></td>
</tr>
<tr>
<td>Qdoba Mexican Grill</td>
<td>25243 Evergreen Rd.</td>
<td>248.799.8210</td>
<td></td>
</tr>
<tr>
<td>Quiznos Sub</td>
<td>28300 Telegraph Rd.</td>
<td>248.356.5707</td>
<td>quiznos.com</td>
</tr>
</tbody>
</table>
Many fast food restaurants are located along Telegraph Rd.

Banks
- Bank of America
  23055 Telegraph Rd.
  248.354.9916
- Charter One
  24624 W. Ten Mile Rd.
  248.354.9030
- Comerica
  3000 Town Center, Ste. 101
  800.643.4418
- Fifth Third
  27255 Lahser Rd.
  248.355.3010
- Huntington National
  25719 Grand River Ave.
  313.538.4405
- Michigan First Credit Union
  27000 Evergreen Rd.
  248.443.4600
- Perfect Smile
  24800 Lahser Rd.
  248.357.1999

Doctors
- (GENERAL PRACTICE) Dean & Schwartz
  18900 W. Ten Mile Rd.
  248.424.8340
- Southfield Family Physicians
  22972 Lahser
  248.353.4777

Hospitals
- (In case of emergency, call *911)
  Beaumont Hospital
  3601 W. Thirteen Mile Rd.
  248.551.5000
- Providence Hospital
  1601 W. Nine Mile Rd.
  248.424.3000
### Grocery Stores
- **Kroger**
  - 19855 W. Twelve Mile Rd.
  - 248.559.9829

- **Meijer**
  - 28800 Telegraph Rd.
  - 248.304.9501

### Movies
- **AMC Southfield Theater**
  - 25333 W. Twelve Mile Rd.
  - 248.372.2222

- **AMC 20 Theater**
  - 19500 Haggerty Rd.
  - 734.542.9909

- **Blockbuster**
  - 29952 Southfield Rd.
  - 248.559.0400

- **Video Vision**
  - 19787 W. Twelve Mile Rd.
  - 248.350.0505

### Places of Worship
- **Church of the Transfiguration**
  - 25225 Code Rd.
  - 248.356.8787

- **Emmanuel Lutheran Church**
  - 23425 Lahser Rd.
  - 248.357.1848

- **Highland Park Baptist Church**
  - 28600 Lahser Rd.
  - 248.357.5464

- **Hope United Methodist Church**
  - 26275 Northwestern Hwy.
  - 248.356.1020

- **Young Israel of Southfield**
  - 27705 Lahser Rd.
  - 248.358.0154

### Detroit Attractions
- **Comerica Park**
  - 2100 Woodward Ave.
  - 313.962.4000

- **Detroit Institute of Arts (DIA)**
  - 5200 Woodward Ave.
  - 313.833.7900

- **Ford Field**
  - 2000 Brush St.
  - 313.262.2000

- **Fox Theatre**
  - 2211 Woodward Ave.
  - 313.596.3200

- **Hockeytown**
  - 351 Woodward Ave.
  - 313.966.5500

- **State Theater**
  - 2115 Woodward Ave.
  - 313.961.5450

### Malls
- **Great Lakes Crossing (Auburn Hills)**
  - 4000 Baldwin Rd.
  - 877.746.7452

- **Lakeside Mall (Sterling Heights)**
  - 14000 Lakeside Cr.
  - 586.247.1311

- **Northland (Southfield)**
  - 21500 Northwestern Hwy.
  - 248.557.1338

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

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

- **Twelve Oaks (Novi)**
  - 27500 Novi Rd.
  - 248.348.9400

### Recreation/Entertainment Centers
- **Cranbrook**
  - 1221 N. Woodward Ave.
  - 248.645.3000
Southfield Civic Center
26000 Evergreen Rd.
248.354.1000

Other Services
Post Office
23200 W. Eleven Mile Rd.
800.275.8777

Secretary of State
25263 Telegraph Rd.
248.476.4538
Third Floor
Don Ridler Field House (Unit R) and Applied Research Center (Unit ARC) Restricted Access
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