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1.0 Introduction

From the Chairs

Over the last several years, and again this fall, the College of Architecture and Design has changed significantly in leadership and curriculum and, in the process, developed a more supportive and robust learning environment.

We hope to establish clearer lines of communication between students and faculty and between faculty members in different courses. Our work in this area continues, but with many curricular and facility revisions in place, our programs are now stronger, more articulate, more relevant, and more interesting for everyone involved.

Underlying these developments is the central idea of the College, which remains rooted in practice and technology. Each of the shifts cited above is a refinement of the College’s long-standing commitment to technology, of asking what each technology really means, a consideration of its best use, a consideration of the most intelligent use of resources, and of understanding architectural and design technologies in the context of the public and private good to be derived from the intelligent making of space.

We understand that the faculty, students, and administration within the departments often identify with the College as much as they identify simply with their disciplines. This is perfectly fitting as the College of Architecture and Design sees the future of the professions as an integrated or at least as a collaborative venture with colleagues across the design disciplines. This is a mirror, we believe, of the direction of the necessary relationships between design professionals in the next decades.

The faculty members of the College believe that we are creating the strongest version, so far, of the learning environment at Lawrence Tech, a point the authors of this document are attempting to support by establishing a set consistent and coherent program policies and procedures for the broad benefit of students, staff, and faculty.

Please contact us with any questions you may have about these policies.

Steven Rost, Chair
Department of Art and Design

James Stevens, Chair
Department of Architecture

September 2018
2.0 Studio Code: Intentions and Application

The College of Architecture and Design is dedicated to the pedagogy of theory and practice: not one or the other, but both, integrated and coherent. The design studio is the place where the CoAD community—faculty, staff, and students—engage with that commitment. The College believes in the value of the design studio model for the education of architects, designers, and artists. The studio experience encourages peer-to-peer learning, dialogue, mentoring, intellectual rigor, innovation, and immersion in the design process: learning by doing, which is central to the idea of a profession.

Additionally, the studio provides a sense of community among students and faculty in which respect for one another, a sharing of ideas and collaboration are paramount. The collaborative environment, intended to echo the best aspects of the professional office, is a setting in which practice activities are much more likely to be the product of teamwork than of an isolated individual.

The College has adopted these rights and responsibilities for all of its programs.

3.0 Student Rights and Responsibilities

The RIGHT to collaborative creative inquiry.
    The RESPONSIBILITY to respect the work of others, written, spoken and created.
    The RESPONSIBILITY to routinely share the engagement of the creative process.

The RIGHT to be intellectually challenged.
    The RESPONSIBILITY to initiate and pursue resources in order to support and expand inquiry.
    The RESPONSIBILITY to engage and respect the objectives, outcomes, and measures of the course.

The RIGHT to use a safe and secure learning environment, 24/7.
    The RESPONSIBILITY to abide by the safety codes established by LTU.
    The RESPONSIBILITY to respect others and their space.

The RIGHT to access necessary technology, training and support.
    The RESPONSIBILITY to respect and secure the technology provided.
    The RESPONSIBILITY to work with faculty to actively pursue needed technology, training, and support.

The RIGHT to a respectful, open, and professional creative dialogue.
    The RESPONSIBILITY to be open to diverse perspectives and maintain sensitivity to other’s cultural differences.
    The RESPONSIBILITY to conduct myself in a collegial and professional manner.

The RIGHT to learn through experimentation, risk-taking and failure.
    The RESPONSIBILITY to produce and share knowledge gained through experimentation and failure.
    The RESPONSIBILITY to manage time associated with experimentation and risk-taking in order to demonstrate achievement of course objectives.

The RIGHT to understand the University’s use of student fees.
    The RESPONSIBILITY to organize and pursue change.

The RIGHT to the efficient, relevant, and productive use of time.
    The RESPONSIBILITY to be on time and respect the time scheduled for meetings and courses.
The RESPONSIBILITY to actively engage in course content.

The RIGHT to available, accessible, approachable, and accountable faculty.
   The RESPONSIBILITY to the faculty’s rationale and objectives.
   The RESPONSIBILITY to communicate clearly his/her concerns to the faculty.

The RIGHT to be heard and respected.
   The RESPONSIBILITY to listen carefully and communicate respectfully.
   The RESPONSIBILITY to have respect for different points of view and learn through cultural, racial, and political difference.

4.0 Code of Conduct

The Code was developed to establish guidelines that will allow our design community to work in a collegial and productive setting while keeping in mind the Student Rights and Responsibilities. In pursuing a professional education, and as we pursue our individual aspirations, we are required to demonstrate respect for each other, for our environment, and of course, for ourselves. The content of this code is meant to provide direction for our professional relationships, to reaffirm existing positive activities, and to minimize activities that have led to problems in the past.

Small annoyances sometimes escalate into larger issues while some types of conduct may endanger members of the community. It is imperative that the standards of professional conduct are understood by all and that College resources be made available to improve the learning environment.

Please read the content carefully and bear in mind the importance of respecting the rights of others as you pursue your studies. As a member of this educational community, you are expected to observe the Code and to assist others in doing the same. Be aware of your rights as an individual and do not be afraid to voice your concerns if they are challenged. If you see instances where the Code is being ignored, it is your responsibility to let others know about it.

Earlier versions of this Code were written after reviews of professional codes of conduct, other university codes, and the regulations of Lawrence Technological University. We look forward to comments by students and faculty as we continue to refine these guidelines.

The University establishes specific rules and regulations regarding on campus behavior. The rules address issues of academic misconduct and criminal and civil violations. Please refer to the University's Student Code of Conduct for documentation of these policies, definitions, and procedures at https://www.ltu.edu/current-students/code-conduct.asp.

Respect for Others

With respect to following the Student Rights and Responsibilities outlined in section 3.0, we ask that students, staff and faculty conduct themselves courteously, ethically, and professionally, in accordance with the following principles:

1. Respect for others
2. Consideration for the architecture building and its furnishings
3. Care of your laptop computers
4. Care of college equipment
5. Honesty and discretion
Collegial Behavior
Education is a collaborative process and everyone in the university community should be accorded respect. As we work within a rigorous, academic environment with the worthy intention of eventually joining a profession, it is extremely important to respect the rights of those that are working towards the same goal, and, of course, those who are helping you achieve your goals. These individuals include fellow students, faculty, staff, and custodians, who are all deserving of your consideration. Therefore, the following behaviors are considered unacceptable.

Sexual Harassment
University, federal and state laws, and common decency, prohibit any behavior which creates an uncomfortable or untenable atmosphere for women or men in our community. As respecting the rights of others is important, any irresponsible behavior, inappropriate comments, or activities, which adversely affect others, cannot be tolerated. Such behaviors include offensive posters or pin-ups, certain types of music, humor or tapes, intolerant comments, and general studio behavior that are more reminiscent of the locker room than an academic environment.

Viewing pornographic or other offensive material on a laptop or in other forms while on campus where others are able to see it may be considered a form of sexual harassment. For more information, please refer to the LTU Student Handbook. If you have questions about this policy, please speak with a faculty member or College administrator.

Racial, Ethnic, Gender, or Religious Discrimination
The academic environment is enhanced and enriched by the diversity of individuals from a variety of cultures, countries, and backgrounds. Every member of the university community has the right to pursue an education without harassment or discrimination of any kind, and to participate in education as an individual equal to all others. Racial, ethnic, gender, or religious slurs, religious proselytizing, intolerant attitudes, and offensive jokes do not reflect the values of the university, college, the departments, or the design professions. Such comments will not be tolerated. You are encouraged to read the University policies on these issues as described in the LTU Student Handbook.

Antisocial Behavior
A close, college community has to work at living together harmoniously. This is especially true in the environment of the studios. Collectively, each studio group is responsible for respecting the rights of others to ensure that unacceptable behaviors (however innocent or high spirited) do not offend or negatively affect the work and lives of colleagues.

Consideration for the Architecture Building and its Furnishings

The Building and Facilities
The Architecture Building and its facilities have supported several generations of students and will continue to do so in future years. The adjacent University Technology and Learning Center (UTLC) has greatly enhanced our learning environment. To make our physical environment as comfortable as possible, it is important that all studio members take care of the building and its contents as if they were their own. Abuse of the building fabric, including graffiti and vandalism, cannot be permitted. Please take care of desks, stools, and chairs for the comfort of yourself and your colleagues. Careless activities may create problems of safety, access to decent equipment and facilities, as well as discomfort. Destruction or defacing of facilities could lead to the need for additional studio deposits for all students, a move we would prefer to avoid.
● Neither alcohol nor tobacco of any variety is permitted in any campus building. The university’s Student Handbook states, in part, “students are subject to disciplinary action for the possession or consumption of alcoholic beverages in public areas…” and students are responsible for reading and understanding the complete university policy as presented in the Handbook. Even evidence of alcohol consumption will not be permitted. Alcohol containers will be confiscated, as will refrigerators with alcoholic beverages and held for students to be claimed at Campus Security.

● Small shared lounge areas for students have been developed throughout the UTLC and Architecture Building. Please keep these areas clean by disposing of all trash in the trash or recycling containers, for everyone’s benefit.

● Extraneous items such as punching bags, hammocks, internal combustion engines, and bicycles may not be brought into the studio as they interfere with studio workspace and safe egress within, to, and from the building. Sofas, reading chairs, and other furniture for gathering are permitted; microwave ovens and refrigerators, however, are not allowed.

The College reserves the right to remove any furniture that is dangerous or hazardous. If you ride a bicycle, which of course we encourage, please use the bike racks, located outside the buildings.

● The BuildLab for woodworking and metal fabrication is located on the ground floor of the UTLC. Students should use this facility for the building of models and other items. Power tools (of any kind) such as power saws, routers, band saws, welding or soldering tools or anything that creates a flame, Dremel tools, spray painting, etc. are not allowed in the studios or corridors for safety reasons.

● For plaster and concrete work, ask your studio instructor for the appropriate procedures. Under NO circumstances should concrete or plaster be disposed of using restroom sinks.

● The college’s CNC digital fabrication facility is located in rooms 110 and 110A. Students who need to fabricate work for educational purposes may use the lab for a nominal fee. Fees are kept to a minimum and are used to maintain equipment and procure new tools. Please note that this facility is separate from the makeLab, which is a research and teaching facility for students within specific, designated courses.

● Desks and chairs are to be treated properly and with care. Studio desks may be moved to conform to the needs, each semester, but only with care and under the supervision of the studio instructor. Care must be taken with the moving of desks and for the computer cables and power cords. There is to be no cutting directly on desktops; for model making on desks cut only with a thick cardboard cutting surface or a manufactured synthetic cutting board as an underlayment. There is to be no cutting on chairs.

● Spray adhesives and paint of any kind (spray cans, brushes or rollers) are not allowed and will not be used in the studios, in the hallways, on the bridges, or in other classroom or critique areas. Spray adhesives and paint should only be used in the designated spray area in A123.

● Freestanding installations or displays of work may be erected provided that there are no restrictions to corridor widths or heights. Project installations must be approved by the Associate Dean prior to their erection by submitting a list of materials, drawings of the installation, and details of the assembly. Invasive fasteners (physical connections) to walls, floor, ceilings, beams, and columns are not allowed.
● The (UTLC) and the Architecture Building are typically open to students, staff, and faculty 24 hours each day, seven days each week. For security and safety, propping doors open or otherwise prohibiting doors from locking is prohibited.

● Using knives to cut on the drafting tables or other furniture is not permitted. Cutting boards should be used for cutting. Students are encouraged to purchase their own cutting mats.

**Care of Laptop Computers**

A laptop computer will be provided to each student at the beginning of each semester and will continue for each semester in all undergraduate and graduate architecture programs. Lawrence Tech provides laptop computers and a full suite of current software to assure that all students are well prepared and positioned to take full advantage of learning opportunities, access to educational resources, and ultimately, to achieve a competitive edge in the workplace.

Never leave your computer unattended. Students are responsible for maintaining at least one backup copy of coursework as a measure against losing critical information. Loss of a computer or a computer crash will not be considered to be valid excuses for late or incomplete work.

The eHelp Help Desk (x2330) provides computer assistance and on-the-spot exchange, advice, and repairs if problems occur. Additional laptop information is available on LTU’s website.

**Saving Computer Work**

Each student is individually responsible for creating and saving multiple backup copies of digital work by any one or several available technologies. Loss of or damage to a computer will not be considered an excuse for submitting late or incomplete work.

**University Property Damage**

Students identified as responsible for damage to University property will be assessed for the cost of repairs. Unidentifiable damage will be assessed to either occupants of a particular studio or course section or to the floor occupants as may be deemed appropriate.

While the majority of our community is honest and conscientious, we will not ignore the aberrations. The following indiscretions will not be tolerated.

**Honesty and Discretion**

**Theft**

Care and caution should be taken to safely secure all personal property. Remember to lock up all your valuables, including laptop computers, drawing equipment, tapes and personal belongings whenever you leave your desk. You should never leave your computer or other digital equipment unattended.

If any member of the College community is caught stealing, he or she will be remanded to the appropriate authorities and the University’s non-academic misconduct procedures will be implemented. Please refer to the LTU Student Code of Conduct and LTU Academic Honor Code, which can be found online:

Student Code of Conduct: [https://www.ltu.edu/current-students/code-conduct.asp](https://www.ltu.edu/current-students/code-conduct.asp)

Academic Honor Code: [https://www.ltu.edu/current-students/honor-code.asp](https://www.ltu.edu/current-students/honor-code.asp)
Plagiarism and Cheating
Lawrence Technological University disciplinary procedures will be used against those who are caught cheating or claiming the work of others as their own. This includes copying from another person's homework, unauthorized accessing of computer files, passing off the work of others as one's own and copying the drawings or designs of others and claiming them as original. In courses dealing with historical precedents, this last point may be a little confusing. If in doubt, ask your instructor. Please refer to the Lawrence Technological University Academic Honor Code.

Grievance Policy and Grade Disputes

Grievance Policy
At times, students need to express frustrations; often they will want action that addresses their complaints. In response, the College of Architecture and Design provides an open office policy and a compassionate attitude.

Procedure
In the case of grade disputes, students who wish to dispute their grades have one (1) semester to address the issue, in accordance with LTU policy. As regards both grievances and grades, we hope and work for the resolution of differences at the source, if possible, as this is where there is greatest knowledge of the situation.

In the case of disputes:

1. We direct the student, whenever possible, to the faculty member as the first point of contact.

2. If the student and faculty member cannot resolve a dispute, the student may contact the subject area coordinator. At this point the student must be prepared to present all relevant dispute materials including correspondence, course assignments, course syllabi, student work, and other supporting documents. If there is no coordinator, as with many elective courses, students may contact the associate chair for the Department of Architecture or the department chair for the Department of Art and Design.

3. If the dispute cannot be resolved by the student, the instructor, or the coordinator, the associate chair (Architecture) or chair (Art and Design) may then be contacted and presented with all materials relevant to the dispute.

4. If the matter cannot be resolved by the faculty, coordinator, or associate chair (Architecture) the dispute may be referred to the chair of the department of architecture.

5. In accordance with LTU policy, if the student is not satisfied with the disposition of a grievance at the departmental level, the student may then pursue the issue with the dean of the college.

6. Finally, if that resolution is not what the student hopes to achieve, the last and final course of action is to speak with the Provost. The ruling of the Provost is FINAL and not subject to further dispute by the student.

7. Grade changes resulting from this process may be documented with the standard Change of Grade form. Other grievances should be documented in the form of a letter, describing the grievance and its resolution; the letter is to be retained in the student’s file.
5.0 Course Policies

Attendance

The College of Architecture and Design attendance policy is designed to support University policies described in the Student Handbook and with an understanding that architecture course content cannot be easily or completely packaged and retrieved for review by a student at his or her convenience. Course discussions and direction cannot be easily recrested; only class attendance puts students in a position to participate fully in course activities and to maximize academic success. Attendance supports the acquisition of individual course learning objectives, course information, and specific skills.

The LTU Undergraduate Catalog states, "Class attendance records of students are kept by all members of the faculty. The consequences of absenteeism will be determined by the instructors and will reflect their policy and judgment with respect to the effect of attendance on the students’ final grades." With this in mind, the College of Architecture and Design has developed an attendance policy for all courses that also acknowledges the differing objectives of various courses.

It is the policy of the College of Architecture and Design that students are expected to attend all class sessions, to be in class on time, prepared, with work completed, and ready to participate in class activities. If a student is absent from class or late to arrive, for any reason, it is the responsibility of that student to collect all course content that may have been missed, to catch up with course progress, and to submit work on time.

With reference to the policy described here, please note that individual instructors are permitted to institute more rigorous policies if needed to support the course learning objectives. If those more restrictive policies are necessary, they will be described in the course syllabus, at the end of this section on attendance. However, in any given semester, every student in every class will be permitted at least one absence in courses that meet once each week and two absences in courses that meet twice each week, for any reason and with no requirement for documentation, but with the provision that students are still responsible for any class work or activity on missed days.

Late Arrival, Late Work, Absence, Attendance, Participation

Making Up Late Work
Course policies for the submittal of late work and the effect of late submittals on project and course grades will be defined in individual course syllabi, but in all cases, no work may be submitted for credit more than seven days after the original due date and time. The only exceptions to this provision are described in the provisions for Incomplete ("I") grades, below.

Arriving Late to Class
Students who arrive twenty minutes late or leave twenty minutes early for a class of two hours or more in length, and those who arrive ten minutes late or leave ten minutes early for a one-hour to one-and-a-half-hour course will be considered to have missed that course session.

Absence from Class
If a student misses more than six sessions of a class that meets twice each week or more than three sessions of a class that meets once each week, the student will fail the course, and receive a grade of F. If the date for dropping with a W has not passed, the student will have the option to request the W. This policy takes effect at the first scheduled class meeting of the semester, regardless of when a student registers for the course or initiates attendance.
Class Attendance and Participation
Instructors may, at their discretion, also institute a class policy, in support of learning objectives, for students to earn a portion of the final class grade for participation in class activity. The evaluation of participation may include attendance criteria. All criteria for the evaluation of student academic performance, including participation, will be defined in the course syllabus.

Exception: Incomplete Grades
The only exception to these procedures is for verifiable hardship situations, including medical circumstances, other situations acceptable to the instructor, and clearly beyond the control of an individual student, in which case the student may submit to the instructor documentation indicating that due to these circumstances work could not be completed on time. Please refer to the section 6.0, Grades and the subsection on “I” or incomplete grades for complete information. Note that just falling behind in coursework is not a sufficient reason for an "Incomplete” grade. If course attendance is critical to completing the course requirements, then the student needs to register for the course again in a subsequent semester.

Warning of Attendance Deficiencies
Instructors will warn students by email and, if appropriate, in person when students’ attendance is likely to jeopardize class performance. Email warnings will be by @ltu.edu email addresses assigned by the University to students, faculty, and staff.

This will take place in three stages.

1. If a student is absent four of the six allowable absences in classes that meet twice each week or two of three allowable absences in courses that meet once each week, the instructor will issue a warning to the student in question. Students are then expected to contact the instructor to acknowledge the warning.

2. Instructors will similarly inform students when they reach the maximum allowable absences with a reminder that more such absences will result in a failing grade. A copy of this warning will be sent to the Course Coordinator. Students are again expected to contact the instructor and acknowledge the warning.

3. Instructors will inform students when they exceed the maximum allowable absences and reach the automatic threshold for a failing grade. A copy of this warning will be sent to the faculty course coordinator and the associate chair (Architecture) or the chair (Art and Design).

Instructor Variations in Attendance Policies
Instructors whose policies are more restrictive than those outlined here are required to craft and publish a similar warning procedure in their class syllabi.

6.0 Grades
Instructors are responsible for issuing course assignments, which clearly state the objectives, specific work product required, and submittal deadlines. Instructors are also responsible for issuing grades for course assignments in written form, for example in the Grade Center section of Canvas. Grades are to be issued by instructors in a timely manner, throughout the semester so that students are fully informed as to their performance.
Evaluation of Student Work

Final course grades are compiled from individual assignment grades and weights, where appropriate, and indicated as a percentage of the total grade by the instructor. This will, by definition, give the major assignments the most weight. Full course participation is expected and will influence grading by instructor discretion.

The following criteria will influence your grade:

- Your continuing design progress, during each class session and from session to session, is critical to your advancement. This includes demonstrating an increasing understanding of the course topics, design skills, and the exploration of a multitude of design alternatives and architectural ideas on your own and in discussions. Your steady work will lead to improvement and this will be rewarded.

- Attendance, studio interaction, participation in class discussions, and professional conduct.

- Frequent unexcused absences from class meetings are cause for a failing grade.

- Compliance with design deadlines and meeting the specific course requirements.

The Meaning of Grades

A Outstanding performance relative to course objectives.
B Strong performance relative to course objectives.
C Demonstrating competency relative to course objectives.
D Minimum competency relative to course objectives.

Note: No grades of “D” are given in the graduate program.

F Failure to demonstrate attainment of course objectives.

A
Achievement that is outstanding relative to the stated policies, objectives, and requirements of the syllabus, project statements, and exercises. The student is able to extend objectives and issues significantly beyond the stated scope through articulate discoveries, insights, propositions and synthesis. The student demonstrates a high level of dedication, rigor, open-mindedness and exceptional resourcefulness; outstanding ability to productively engage critiques, work consistently and excel independently. The student produces work that is exceptionally rigorous, extraordinarily well crafted, and fully communicates the breadth and depth of investigation and development.

B
Achievement that is distinctly above the stated policies, objectives, and requirements of the syllabus, project statements and exercises. The student is able to extend objectives and issues beyond stated scope through discoveries, insights, propositions and synthesis, and demonstrates a capable level of dedication, rigor, open-mindedness and resourcefulness. The student demonstrates a competent ability to productively engage critiques, work consistently, and improve independently. The student produces work that is thoughtful, carefully crafted, and clearly communicates breadth and depth of investigation and development.

C
Achievement that meets the stated policies, objectives and requirements of the syllabus, project statements and exercises. The student is able to meet objectives and issues through some discoveries, insights, propositions, and synthesis, and demonstrates a marginal level of dedication, thoughtfulness and resourcefulness. The student demonstrates a marginal ability to productively engage critiques and work
consistently, but often requires additional assistance for direction, development and improvement. The student produces work that is marginally crafted or considered, and partially communicates investigation or development. The student exhibits poor time-management skills or ability to meet deadlines.

**D**
Achievement that is worthy of credit even though it marginally meets all of the stated policies, objectives and requirements of the syllabus, project statements and exercises. The student is able to meet some objectives and issues but lacks discoveries, insights, propositions or synthesis. The student demonstrates an insufficient level of dedication, thoughtfulness and resourcefulness. The student often lacks the ability to productively engage critique and work consistently; requires frequent assistance for direction, development and improvement, and produces physical work that is fragmentary, incomplete, and poorly crafted, or inadequately communicates breadth or depth of investigation and development. The student exhibits poor time-management skills and difficulty in meeting deadlines.

**F**
Achievement that fails to meet the stated policies and objectives of the syllabus, project statements, and exercise requirements. This includes work that is complete but not worthy of credit. This also includes work that was not completed and for which no written agreement was made between instructor and student that an official incomplete would be granted. The student is clearly not able to meet stated objectives. The student demonstrates minimal dedication, thoughtfulness or resourcefulness; lacks demonstrated ability to productively engage critique or work consistently; requires significant assistance for direction or development; produces work that is fragmentary, incomplete, poorly-crafted, or inadequately communicates investigation or development. The student exhibits unacceptable time-management skills and is unable to meet deadlines.

**I or Incomplete Grades**
Under special circumstances, a grade of “I” or “incomplete” may be assigned by an instructor. The “I” grade may be entered by the instructor if all of the following conditions are met:

1. The student has satisfactorily completed the major portion of course requirements.
2. There is evidence of hardship, mainly medical, but certainly beyond the student's control, that prevented the student from completing the work on time. Just falling behind is not a sufficient reason for an "Incomplete" grade.
3. The student is prepared to submit evidence, such as a doctor’s note, that documents the nature of the hardship and the length of time that was lost.
4. The remaining work can be completed within the time period equal to the time lost due to the documented hardship.

These procedures are followed if an instructor determines that a student should be granted the opportunity to complete course requirements with an "I" grade:

- The instructor determines that the student has satisfactorily completed the major requirements of the course. Note that students who receive an “I” may not attend the same course during a succeeding semester to in order to complete course work.
- The instructor determines that it is possible for the student to satisfactorily complete remaining assignments in a reasonable period of time while working independently. If course attendance is critical to completing the course requirements, then the student needs to register for the course again.
- The student and instructor must complete the Incomplete Grade Form, a signed written agreement that outlines the conditions for completion of the remaining work, including the assignment(s) due, the due date for those assignments, and the consequences of not completing the
outstanding work satisfactorily within the agreed-to time. The agreement must state that the "Incomplete" grade will be given, the reason (nature of the hardship) for the grade, the amount of time that was actually lost by the student due to the hardship, and a deadline by which the student agrees to complete and submit all work due to complete the course. When awarding the extension the instructor should only award time equal to the time missed as verified by the documentation.

- The student acknowledges in writing his or her agreement to the work plan and the understanding that the "I" grade will be converted to the letter grade earned by the student based upon the work completed for the course with respect to course requirements and objectives.

- When possible, the deadline for the submittal of work should not extend beyond the first week of the next semester, as it is very difficult for students to complete previous courses while attempting to do work for new courses. It is understood that students often need to use holiday time between semesters to complete the work.

- Once an agreement has been signed, the instructor submits it to the associate chair for review. The associate chair will sign and approve the agreement if it meets the requirements cited above. Completed agreements will be placed in the student’s file.

- The instructor will be responsible for executing the incomplete grade make-up agreement. At the completion and submittal of the student's work the instructor should evaluate the work, grade the assignments submitted under the agreement, recalculate the semester course grade, and submit a Change of Grade form to the associate chair.

**Grade Calculations**

**Letter Grade to Points Calculations**

A record of grade points is kept in the student’s permanent record and is used to determine his or her grade point average. Letter grades are converted to points in the following way as cite in the Undergraduate Catalog:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>0.0 (failure due to non-attendance)</td>
</tr>
</tbody>
</table>

*Note: The grades D, D+, and D- are not used in graduate programs.*
The following grades are not computed in the grade point average:

- W Withdrawal
- X Audit
- CR Credit
- NC No Credit
- I Incomplete
- DG Deferred Grade
- NR No Report
- TR Transfer Credit
- IP In Progress
- ZZ Transfer Courses in Progress

**Changes of Grade**

Changes of grades are reserved for situations in which a student's grade was miscalculated, if grades were not calculated in accordance with grading policies, if a misplaced assignment was found by the faculty, if the student handed in an assignment late but was excused, and for similar documentable reasons. Personal or medical circumstances are not considered to be justifications for grade changes. Requests for grade changes must be submitted by the student to the instructor no later than three months to the day after the last class day of the semester in question. Please also refer to the sections on Incomplete or "I" grade, below, and to the Grievance Procedures, above.

**Graduate Program Grade Point Average**

Graduate students must maintain a grade point average of 3.0 to earn graduate (master's) degrees at Lawrence Tech.

In the graduate program, a student may earn grades of A, B, C, F, and the incomplete and withdrawal indicators. There are no grades of “D” given in the grad programs at LTU. A grade of “C” is a passing grade. In other words, a student may receive a grade lower than "B," but may compensate to raise or maintain the 3.0 average with grades higher than “B.”

**Student Academic Probation and Dismissal**

**Undergraduate Academic Probation and Dismissal**

Any student whose overall grade point average falls below 2.0 at the end of a semester will be placed on academic probation. Students on academic probation are required to have an advisor's approval to register or to add or drop any class. Students may also be placed on academic probation for having a gpa lower than 2.0 in their major.

Any student whose cumulative grade point average remains below 2.0 at the end of three consecutive semesters of their enrollment, or any student on academic probation who fails to meet the requirements of that probation will be suspended from the University for a minimum of one calendar year. Veterans who do not meet the aforementioned requirements will lose their university certification for VA benefits.

At the end of the designated suspension period, undergraduate students who have been suspended from the University for academic reasons may submit a written petition for readmission to the chair of the Academic Standing Committee. This petition should be received six weeks before the first day of class for the semester in which the student wishes to return. Students who have been suspended and subsequently readmitted who fail to meet the conditions of their readmission will be dismissed from the University. Students dismissed from the University under these circumstances may not be readmitted.
The University will not accept transfer credit for courses taken at another college or university during a period of one calendar year following suspension.

Note that students may also be placed on probation for other reasons including excessive repeating and withdrawal and failure to complete lower division general education requirements. Please refer to the University’s Undergraduate Catalog for a complete discussion of academic probation.

**Graduate Academic Probation**

Graduate students must achieve a minimum 3.0 grade point average (gpa) to earn the M.Arch and M.U.D. degrees, however, there is no minimum grade required for any individual course in any semester. Students may earn a B- or less in a course and, aside from how it affects the overall gpa, there are no other implications except for these: (1) If a student's gpa drops below 3.0 in any given semester, then that student is placed on academic probation and according to the University, that student then has to bring the gpa up to the minimum as described as describe in the next paragraph below; and (2), some students may have been accepted into the program on a provisional basis (cited in the letter of acceptance from the program) that may include a more rigorous grade or gpa requirement to prove that the student can do graduate level work.

Graduate students whose cumulative grade point average falls below 3.0 in any semester will be placed on academic probation in the following semester. Students who remain on probation for two successive semesters, or any student on academic probation, who fails to meet the requirements of that probation, will be suspended from the University for a minimum of one calendar year. Students who have been suspended and subsequently readmitted but who fail to meet the conditions of their readmission will be dismissed from the University. The University will not accept transfer credit for courses taken at another college or university during a period of one calendar year following suspension.

**7.0 LTU Academic Responsibilities**

**LTU Academic Honor Code**

[https://www.ltu.edu/current-students/honor-code.asp](https://www.ltu.edu/current-students/honor-code.asp)

**Student Pledges**

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

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

**Undergraduate Student Pledge**

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 Student Pledge**

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."

**Graduate Student Commitment to Coursework**

We schedule graduate courses, during the evenings and online so that students can complete their coursework while involved in their professional and personal lives, but there are limits to how much any one person can do and do well in given period of time. Students must be realistic about their various time commitments as they schedule their graduate course and recognize that their demands outside of school are not acceptable excuses for not completing coursework.

We encourage students to take a limited number of courses in a semester, if necessary. No one is rushed through the program; we’d rather our students did good work than fast work. We discourage students from taking courses, particularly design courses, when it is known that the rigorous coursework will coincide with important life events. If students are planning weddings, having children, planning vacations, engaged in significant employment responsibilities, or involved in other foreseeable and demanding events, then they should not be enrolled in design courses or in a full load of courses at that time.

Please consult with your academic advisor; Administrator of Student Services, Jane McBride; or Graduate Student Services Coordinator, Alice McHard; if you need help planning your coursework.

**Forms and Resources Online**

Drop / Add Course
https://www.ltu.edu/registrars_office/add-drop-withdrawal-period.asp

Independent and Direct Study https://www.ltu.edu/architecture_and_design/art_design/coadforms.asp

Incomplete
https://www.ltu.edu/advising/academic-policies.asp

Student Code of Conduct
https://www.ltu.edu/current-students/code-conduct.asp

Registrar’s Office
https://www.ltu.edu/registrars_office/index.asp