**Introduction**

The University Catalog, changes to it that occur between printings, and policies of the colleges

govern the academic relationship between a student and the University. If you have any doubts

about any procedure or policy, you should consult with the department chair, the dean, the

registrar, or the provost’s office for clarification. It is acceptable to say to a student, “Here’s what I understand the policy (or procedure) to be.” Many of these policies and procedures are common to most universities but Lawrence Tech has its differences. Please do not offer your opinion to students that procedures, policies or curricula are in error because they appear to be different from those at other institutions. If you are concerned or puzzled about specific Lawrence Tech policies or procedures, check with the appropriate offices.

**Students New to Lawrence Tech**

**First Time in Any College (FTIAC)**

FTIACs are students who enroll in college at Lawrence Tech for the first time. In a few cases, FTIACs may have earned college credit through Advanced Placement Testing in high school (A.P. credit), through the completion of college courses taken while still in high school, or through completion of no more than 30 credit hours of college courses at another institution (“freshman transfers”).

**Transfer Students**

Transfer students are those who:

1. previously attended one or more other colleges or universities

2. transferred from another college within Lawrence Tech

3. transferred from another department within the same college

The Admissions office completes a Transfer Credit Evaluation Form for each incoming transfer

student. These forms indicate not only the transferred credit, but also the course numbers from

other institutions accepted as equivalent to Lawrence Tech classes. A copy of each student’s Transfer Credit Evaluation form is generally available in the department’s student file or from the One Stop Center.

A transfer student from another college or university may be admitted even though not all transcript material has been received at the time the transfer evaluation is completed. Students with transcripts not received within the first semester of their arrival at Lawrence Tech should be directed to the Registrar’s Office to request additional credit. The Request for Additional Credit form can be downloaded from the Registrar’s Office web page at www.ltu.edu/registrars\_office.

Lawrence Tech does not award transfer credit for any course for which a grade of less than “C” (2.0) was earned. There may be some cases where courses with certain grades may not be applicable to specific majors, and you should consult with your department chair to identify any such issues.

Courses are generally accepted for transfer on a course-by-course basis and not on a credit hour basis. This means that a student transferring a course that carries a different course credit elsewhere will receive credit for our course. Consult with your department chair, admissions, or the registrar if questions arise.

Zero GPA reset option - Students transferring within Lawrence Tech may be eligible for the one-time 0.0 GPA option as described elsewhere in this document. Courses transferred into Lawrence Tech may not be repeated at Lawrence Tech and used to meet degree requirements.

**Frequently asked questions about transfer credit:**

1. **What should I do if the student has a mistake in his/her transfer credit?** If a mistake on the transfer credit is discovered within the first semester of Lawrence Tech attendance, then the student may contact Admissions. If the mistake is not noticed until the second semester of attendance, the student should contact an advisor. All transfer credit issues should be resolved to the fullest extent. The student is responsible for notifying the proper personnel to get the issue rectified. If the student is negligent in sending in transcripts to Lawrence Tech, and the student has taken a class at Lawrence Tech that the student should have received transfer credit for, the student is at fault.

**Day and Evening Classes**

The university makes no distinction between day and evening courses. Many evening students are “non-traditional” students who typically hold full time jobs, may well be older, and often have professional demands on their time and family commitments.

**Advanced Placement / CLEP**

Students who complete advanced placement (AP) courses in High School and score well on the corresponding AP exams may be eligible for college credit. Similarly, students who complete an international baccalaureate program in high school and score well on IB exams at the higher level (HL) may be eligible for college credit. Students may also earn college credit based on satisfactory performance on selected College Level Examination Program (CLEP) examinations. AP, IB, and CLEP credit guidelines are available for download on the Lawrence Tech website.

**Placement Assessments**

Faculty advisors and students can view student placement assessment results via BannerWeb or in the Student Success Profile. To view a student’s placement data and the accompanying entry-level course recommendations, logon to BannerWeb from the my.ltu.edu portal and select Faculty Services. The Placement Lookup utility appears at the bottom of the initial menu of options. Enter the student’s Banner ID and click Submit. For additional placement criteria, please refer to the Placement Assessments Guide, which outlines the specific scores for placement with relation to specific Placement Codes. The Guide is available from Associate Dean Glen Bauer gbauer@ltu.edu.

General information about Lawrence Tech placement assessments and online placement results:

1. Placement exams are administered in five subject areas: Mathematics (Algebra and Trigonometry), English (Reading Comprehension and Written English Expression), Biology, Chemistry, and Physics.
2. Course recommendations shown in Banner Placement Lookup are based on the student’s major and relevant placement scores. Each course represents the first course to be taken in that subject area, though not necessarily in the first semester in which the student enrolls. Note that physics and chemistry courses have mathematics prerequisites or co-requisites that must be satisfied in addition to achieving the minimum subject-specific placement score. Refer to the curriculum flow charts and course sequence guide sheets for additional information about proper course selection and sequencing.
3. Incoming students, both FTIAC and transfer, are required to take placement assessments in all subject areas represented in their curricula. Individual waivers are granted based on ACT/SAT scores, or to transfer students receiving credit toward the degree in one or more of the tested subject areas. If questions arise regarding missing placement results, refer to the student’s transfer credit evaluation form or academic transcript to determine which exams were required at the time of admission.
4. BannerWeb placement results update automatically as new or re-test placement scores are entered into Banner. In the case of a placement re-test, course recommendations displayed in BannerWeb are based on the student’s most recent placement scores.
5. Scores from placement assessments taken prior to Spring 2002 are not available on BannerWeb.
6. An online computer programming assessment is also given to students in selected computer-related majors, administered separately by the Math & Computer Science department. Contact the Math & Computer Science department at extension 3560 if you need additional information, or send an e-mail to mcschair@ltu.edu.
7. Advisors with access to Banner Forms may review a student’s complete history of placement scores as well as other available test data (Advanced Placement exams, ACT, SAT, TOEFL, etc.) in the SOATEST form.
8. For more information on the exams and to download a study guide, visit ltu.edu/aac/placement\_study\_guide.asp

**Basic Studies Courses**

Basic studies courses do not fulfill the students’ degree requirements. They are usually high school level courses designed to prepare students for their professional studies. Most, but not all, carry a “0" in the first numeric place. (Certain courses may be considered basic studies for some programs but not for others. See catalog for program-specific details.)

Frequently asked questions about placement exams and transfer credit:

1. **How can I find a student’s placement scores?** Log into BannerWeb, go to Faculty & Advisors, and you will see a link for Placement Lookup. Enter the student’s Banner ID, and the placement scores and corresponding entry-level courses will appear. For further placement reference consult the Placement Assessments document in the Advising Binder.
2. **How can I find a student’s AP scores?** Contact enrollmentservices@ltu.edu and request the information.
3. **How can I find a student’s high school or transfer transcript?** Contact enrollmentservices@ltu.edu and request the transcript.
4. **How can one find out about a student’s International Baccalaureate status?** Contact enrollmentservices@ltu.edu and request the information.
5. **How can I see a student’s credit transfer evaluation?** Contact enrollmentservices@ltu.edu and request a copy of the credit evaluation.
6. **In what circumstances can a student retake a placement exam, and how does the student go about this?** Placement retakes require the approval of the department chair, dean, or associate dean. No more than one retake per exam is allowed, and the second score is considered binding.

**General Education Requirements (Core Curriculum)**

Lawrence Tech’s Core Curriculum comprises the undergraduate General Education Requirements. The Core Curriculum ensures that students interact with students and faculty in program categories other than their major and obtain both breadth and depth in the humanities, social sciences, mathematics and analysis, and the natural sciences, consistent with the basic educational philosophy of the University.

For further information regarding General Education Requirements, please refer to the current catalog, under the “Requirements for Graduation” section.

The University requires that every student complete general education requirements (except the Junior/Senior LLT/SSC/PSY elective) prior to starting on the last year of work. Courses that qualify as junior/senior LLT/SSC/PSY electives must be at the 3000, 4000, or 5000 level. Students enrolling in these courses must meet all course prerequisites. Transfer students, including those certified to have met General Education Requirements elsewhere, must complete a junior/senior LLT/SSC/PSY elective as part of their baccalaureate program.

**First Year Advising**

Faculty advisors have a special obligation to advise our freshman students during their first semester, and in preparing them for the upcoming spring and next fall semester. Advisors should actively seek out and meet with freshman students, because this is the stage at which new students are forming their sense of connection to the University, it is vital that office hours be clearly posted and carefully kept so that freshman students feel welcome to call on you. The advisor works with the student to monitor their progress during their first year at Lawrence Tech, and helps them prepare their schedules for the Spring semester and the following Fall semester; at that time departments will assign a permanent faculty advisor to sophomore students. The Advisor will encourage students to work with their instructors and with the Academic Achievement Center on academic success issues, and with the Dean of Students Office for student life issues. We encourage First-Year Student Mentors to remind their mentees of the importance of working with their First-Year Advisor to ensure their success as a Lawrence Tech student.

**Advising Center Responsibilities**

1. Assigns advisees to advisors

2. Works with IT to populate first-year advising assignments

3. Trains faculty advisors on the nuances of the advising process.

**Faculty Responsibilities**

1. Develops expertise in the curricula, program flowcharts, math sequence, and other aspects of all programs for which they are assigned as advisors. Special attention should be paid to the first two years of those programs.

2. Reaches out to their advisees identified as having academic difficulties through Argos, which consists of Early Feedback and Midterm Grades processes.

3. Invites advisees having academic difficulties to meet with their advisor or the Academic Achievement Center to discuss how to improve their academic performance.

4. Supports first-year students in selecting appropriate classes during the upcoming spring semester, and then for the fall semester of their sophomore year.

5. Reaches out to their advisees periodically via e-mail.

6. Sets office hours and appointments to meet with first-year advisees.

7. Keeps written records of first-year advising meetings.

8. Refers first-year students to the AAC, Financial Aid, Counseling Services, or other University services as needed.

9. Informs their department chair and/or the student’s program director of issues related to the students progress in their curriculum.

10. Encourages first-year students to meet with their student mentor assigned to them through the Office of Student Affairs.

**Department Chair Responsibilities**

1. Produce updates and changes on advisors to the U.A.C.

2. Ensure that all advisors are fulfilling their responsibilities noted above.

3. Meet periodically with first-year advisors to identify issues and opportunities for improvement.

4. Check the retention of first-year students and those assigned to department’s advisors.

5. Evaluate the performance of the department’s advisors as part of the annual faculty performance evaluation process.

**Arts & Sciences Undeclared** **Student Advising**

Students in the Arts & Sciences undeclared Program are students who are admitted to the University but do not have the required GPA to be formally accepted into their desired programs. ASUD students are advised by Dr. Scott Schneider sschneide@ltu.edu.

Frequently asked questions about ASUD advising:

1. **What is the process for declaring a major for students enrolled in the ASUD program?** The student should meet with an ASUD advisor and determine if the academic criteria have been met, namely significant progress in the Core, attainment of college-level math, and a GPA of 2.5 or above for College of Architecture majors, College of Engineering Majors, and College of Arts & Sciences Majors, and a 2.0 for College of Management. If criteria are met, the advisor will fill out the ASUD declaration form, sign it with the student, and forward to the ASUD director. The ASUD declaration form is available from the ASUD advising team.
2. **Why aren’t ASUDs declaring a major eligible for a GPA reset?** The GPA reset is for students changing between two radically different curricula. In most cases, an ASUD has been pursuing his or her intended major all along, so formal declaration of that major does not represent a change of direction.

**Academic Plan of Work**

An Academic Plan of Work can be found through DegreeWorks for the completion of all required courses according to the individual student’s needs. The Plan of Work is based on the University’s published academic program flowcharts available at [www.ltu.edu/academicsandmajors/flowcharts\_all.asp](http://www.ltu.edu/academicsandmajors/flowcharts_all.asp) and should be committed to writing with copies kept on file by both students and advisors. A plan of work is not a rigid blueprint that provides no flexibility as one pursues a program of study. It is rather a general outline of potential course options and their sequence of occurrence that is based on current program requirements, most recent course offerings, and the frequency of scheduling of specific courses. The plan of work should also reflect the student’s long-term career interests and the link between those interests and their academic program.

• The plan of work should take into consideration what foundation classes, if any, that students must take first to enable them to enroll in specific core classes later.

• The plan of work identifies the core classes must be taken and in what sequence to allow students to register for the program’s capstone class in a timely fashion.

• The plan of work helps students narrow down the electives or special project opportunities they would like to pursue to tailor their academic program to their special needs and interests.

• The plan of work identifies any core class students may need to complete before registering for a specific elective course.

• The plan of work helps students build spaces into their schedules to accommodate new and/or less frequently offered electives when they are scheduled.

A plan of work discussion can help students learn more about the content of specific courses required for their degree program. Advisors can direct students to specific syllabi for recently scheduled course sections, and share detailed information about various courses they may personally teach in the program. Advisors can also provide valuable information about career fields with which they are familiar, and share examples of how our degree programs, elective concentrations, and even specific courses might be leveraged in pursuing students’ career goals.

Frequently asked questions about students’ plans of work:

1. **Where do I find the Academic Calendar?** Follow the link <https://www.ltu.edu/registrars_office/academic-calendar-final-exam.asp>
2. **Where do I find the Final Exam Schedule?** Follow the link <https://www.ltu.edu/registrars_office/academic-calendar-final-exam.asp>. Scroll to the “Final Exam Schedule” and click on the appropriate PDF.
3. **How do I see a student’s grades?** By logging onto BannerWeb, under Faculty Services, the advisor selects STUDENT TRANSCRIPT. Enters the student ID and views the students’ grades.
4. **Do developmental courses count towards a student’s degree?** No. AS OF FALL 2008, developmental classes are considered remedial classes to bring the student up to the level of his or her academic peers. These courses do count in the credit count of the transcript and in the GPA if taken prior Fall 2008. When conducting the graduation audit, remedial courses may be subtracted from the total credit count to make sure the student accumulated the proper total of credits for the specific major. For example, Suzie graduates with 136 credits. Her major requires her to reach 132 credits. This means than Suzie must have taken a 4 credit remedial class and the remedial class credit count must be subtracted from the required credit count for the major to determine the graduation requirements are met. Just because a student accumulates 134 credits, does not necessarily mean that the student satisfied all the required courses for graduation.
5. **Do ESL courses count towards a student’s degree?** No.
6. **Do developmental courses count toward a student’s year?** Yes, developmental or remedial courses are reflected in the credit count, which can give the student a higher class standing (freshman vs. sophomore).
7. **Do ESL courses count towards a student’s year?** Check with Registrar’s office enrollmentservices@ltu.edu.
8. **What are quality points?** Check with Registrar’s office enrollmentservices@ltu.edu.

**DegreeWorks**

DegreeWorks is a web-based, degree-auditing and tracking tool that enables students and advisors to evaluate academic progress towards graduation in accordance to university and major requirements.

***As of October 2017, students entering Lawrence Tech in Fall 2015 Catalog or later in the majority of programs have access to DegreeWorks.***

***Students entering Lawrence Tech in Fall 2012 Catalog or later in the following programs have access to DegreeWorks due to minor curriculum changes from Fall 2012-Fall 2015:***

UNDERGRADUATE students in BIM Certificate, Chemical Biology, Chemical Technology, Chemistry, Computer Engineering, Computer Science Certificate, Electrical Engineering, General Studies, Industrial Design, Industrial/Organizational Psychology Certificate, Mechanical Engineering, Radio and TV Broadcasting, Technical & Professional Communication Certificate, Transportation Design, & ALL Minors

GRADUATE students in Industrial Engineering, Instructional Design, Communication, and Presentation Certificate, Technical & Professional Communication, Technical & Professional Communication Certificate, & Writing for the Digital Age Certificate

Additional programs will be rolled out in November 2017 and beyond.

Frequently asked questions:

1. **I’m an advisor- How do I access a student’s DegreeWorks audit?**
* Go to **ltu.edu**.
* Click the **BannerWeb** tab then login to secure area
* Enter your **Username** [This is your 9-digit student number]
* Enter your 6-digit **PIN**.
	+ If this is your first time on BannerWeb, your **PIN** will be your birth date in the format: **MMDDYY**. After you login for the first time, you will be prompted to enter a new pin
* Click **Login**
* Select the **Faculty Services**tab
* Select the **Student Menu** link
* Select the**DegreeWorks**link
1. **Which courses are in the “insufficient” block?**

Courses that are either Failed (F), Failed due to non attendance (WF or WN), Incomplete (I), No Credit (NC) or Withdrawn (W).

1. **Which courses are in the “not counted” block?**

Courses that are remedial to their program or are ESL (English as a Second Language).

1. **Which courses are in the “courses outside your degree requirements” block?**

Courses that have been taken and passed but do not count towards the degree, and courses they are excused from taking. Keep in mind that if they have multiple majors declared, these courses may count towards their other declared major(s). Any request for an exception must be made through your academic department.

1. **A course exception/substitution isn’t showing on my DegreeWorks audit. What do I do?**

Contact your academic department. Students will be emailed directly by the Registrar’s Office after the course exception/substitution is approved and applied to their Web Audit.

Additional information on DegreeWorks can be found on the Registrar’s website at <https://www.ltu.edu/registrars_office/degreeworks-faq.asp>

**Majors and Minors**

**Dual Degrees**

Students interested in earning dual degrees (two diplomas) should consult with the appropriate colleges. The rule is that the student must fulfill both sets of requirements. In order to earn undergraduate dual degrees, students must take a minimum of 28 additional hours in the second major to satisfy the dual degree requirements. The catalog states that students must accumulate a total of at least 150 credit hours. For bachelor/master or master/master dual degrees, students should consult the appropriate departments for requirement information.

**Academic Minors**

Minors are offered in a variety of disciplines at Lawrence Tech. Please refer to the catalog or the web site under the specific programs within each college.

**Class Level**

Students in undergraduate programs are classified according to the number of credit hours earned toward their degree program:

|  |  |
| --- | --- |
| **Class Level** | **Semester Hours Earned Towards Degree** |
| Freshman | 0-29 |
| Sophomore | 30-59 |
| Junior | 60-89 |
| Senior | 90+ |

Only semester hours taken in the students’ curricula are used to determine class level. That is, basic studies courses generally do not count toward the class level. It is also common for advanced transfer students to bring in many transfer credits and yet still lack important freshman and sophomore level courses.

**Declaring and Changing Majors**

The catalog explains the processes whereby a student can change a major. A student changing programs within a college should discuss it with the appropriate department head, program director, or the college’s assistant or associate dean. A Change of Major Form must be approved within the college and delivered to the Registrar. This form may be downloaded from the Registrar’s Office web site.

If a student is considering changing to a major in another college at Lawrence Tech or between highly dissimilar programs within the same college, he or she should discuss transferability with the department chair or program director. The student must also complete an application with the Registrar’s Office (see form section). In some cases, students may be eligible to elect the 0.0 GPA reset option at the time of transfer. Contact the Registrar for additional details.

Undeclared Arts and Sciences students must receive written permission from their academic advisor or program director in order to transfer to a baccalaureate program.

Frequently asked questions about declaring and changing majors:

1. **What is the process for declaring a major?** If a non-ASUD student has not declared a major when they start Lawrence Tech or it is listed incorrectly on Banner Web, then the student fills out a Change of Major form, gains the proper signatures, and returns the form to the One Stop Center for processing.
2. **What is the process for changing majors?** A student wishing to change majors should seek academic advising before making a decision. To change a major, students complete the Change of Curriculum Form and submit it to the Office of the Registrar. Undergraduate students have the opportunity to change their majors by completing the Change of Curriculum form available online or through the Office of the Registrar. Graduate students must apply through the Office of Admissions.
3. **Should a student get a GPA reset?** Depending on the undergraduate student’s previous major and selected new major, he/she may be eligible for a one-time GPA reset. These conditions are available on the Change of Major form and from the Office of the Registrar. Once a student elects the one-time GPA reset, he/she may not transfer back to his/her previous program. Further, only courses with the grade of C or better will apply in the new major and particular courses taken in their previous major may not apply to the new major. This option is available only once to a student, which means if a student waives his/her right to the GPA reset, it is not available in the future. Likewise, if a student elects the GPA reset, it is not reversible at any point in the future. The GPA reset option is not available to students currently in the ASUD program. Before a student elects the reset, they should also discuss the potential impact with financial aid.
4. **How long should processing a change of major form take?** Forms are processed as they are received by the One Stop Center, and the change is generally reflected in BannerWeb within one week.

**Financial Aid**

Students with questions about financial aid should be directed to the One Stop Center in the Student Services Center for assistance. Any questions regarding eligibility criteria for financial assistance, the application process, and any restrictions that may apply to particular financial aid awards can be answered here.

The following general information may be helpful during discussions with students:

1. Students must complete the Free Application for Federal Student Aid (FAFSA) every academic year even if they have been previously approved for financial aid.

2. The application process may take four to six weeks until the students are sent an award notice informing them of their aid package.

3. All students are encouraged to apply by March 1st every year although the OFA recommends that the FAFSA is completed as soon after the family tax returns have been prepared annually.

4. Most initial awards are based on the assumption of full-time attendance (i.e., at least 12 credit hours for Undergraduate and at least 6 credit hours for Graduate students per semester). Summer semester awards are based on half-time enrollment.

5. All awards (including summer semester awards) will be adjusted for part-time attendance and disbursed proportionally based on half- or three quarters-time.

6. Most students are not eligible for financial aid if less than half-time (i.e., at least 6 credit hours for Undergraduate and at least 3 credit hours for Graduate students per semester, including summer semester).

7. All awards will be reviewed and revised, if necessary, following the Add/Drop period (first two weeks of class) each semester. Many funds, including grants, loans, and work-study will be adjusted manually after the two week Add/Drop period (first two weeks of the semester).

8. Each student will receive a revised award letter for any adjustments made to the award package.

9. Award packages may be subject to revision due to receipt of scholarship or other resources received subsequent to the previous award notice.

10. Awards are subject to Satisfactory Academic Progress (as defined by U.S. Department of Education and the Office of Financial Aid) and must be maintained in order to remain eligible for financial aid (see policy online). All termination decisions are subject to appeal.

11. Students must be U.S. citizens or permanent residents of the U.S. to be eligible for most financial aid programs. Only students who are enrolled in degree programs are eligible to apply for financial aid; students who are only enrolled in a certificate program are not eligible. Some non-citizens may qualify for alternative loans if they can provide a U.S. co-borrower.

12. Graduate students are not eligible for most grants and scholarships. Loan limits, however, are typically much higher for graduate students compared to undergraduate students.

13. Traditional programs of study that begin and end during the fall and spring classes will have an Add/Drop Period of two weeks. Students can add and/or drop classes during this period without penalty. After the Add/Drop period expires, students are no longer subject to tuition reduction. Students who subsequently withdraw will be charged 100% for all classes in which they were enrolled.

14. All students awarded financial aid should consult the Office of Financial prior to dropping or withdrawing from classes. A complete withdrawal (all classes dropped) from Lawrence Tech for the semester may subject the student to the Federal Return to Title IV regulations and require repayment by the student.

15. Students eligible for work-study funds may not earn more than the amount awarded on the award notification. Students may obtain job search and selection information by contacting Career Services.

16. Guest, special, and international students are not eligible for most financial aid programs.

For a list of loan options available, please contact the Office of Financial Aid. For financial aid questions or student referrals, do not hesitate to contact the One Stop Center at 248-204-2280 or enrollmentservices@ltu.edu.

Frequently asked questions about financial aid:

1. **What is the advisor's responsibility regarding Financial Aid?** The advisor should remind a student that dropping, withdrawing, or failing courses could impact the student’s Financial Aid. Send the student to the One Stop Center. Each issue is on a case-by-case basis.
2. **What do I do if a student has a financial hold?** In most cases, a student needs to meet with someone in Financial Aid to determine the next step.
3. **If a student drops below twelve credits, will his/her scholarship or financial aid status be impacted?** Financial aid may be reduced or canceled if a student takes less than 12 credit hours per semester. Award amounts for need-based financial aid are based on the number of credit hours attempted and a student's demonstrated financial need. Students planning to drop all or part of their classes should contact the One Stop Center to discuss any effect on their financial aid awards.
4. **Does a student have to fill out the FAFSA form each year?** Yes, a student should complete FAFSA each year, even if the student has academic scholarships. The earlier the form is completed the better. For instance, FASFA forms for the fall semester should be completed no later than March 30 for financial aid.
5. **What should I do if a student has a financial emergency?** Contact Lisa Kujawa if the hold prevents the student from registering, getting a laptop, etc. Contact Kevin Finn for any immediate need (i.e. student needs food).

**Full-time and Part-Time Students**

Undergraduates enrolling in 12 or more semester hours are full-time students. Undergraduates taking less than 12 semester hours are considered part-time and their financial aid packages, grants, etc. are pro-rated by the Office of Financial Aid. Graduate students are considered full time if they’re enrolled in at least 6 hours. Credits taken in all summer sessions are combined to determine full-time/part-time status.

Full-time status does not imply that students need to take the full load of prescribed courses each semester (usually 15 to 17 credit hours). Many students, particularly working students, are most successful if they take a reduced course load. It is recommended that students on probation not exceed 12 credit hours without permission of the department chair or program director.

**Registration**

**Dropping and Adding Classes**

Adding, or dropping one course and adding another, is a simple matter if done during the Add/Drop period (the 1st two weeks of the semester). If the student satisfies all course prerequisites and there is room in the section, the change can be made by visiting the Registrar’s Office with a completed Drop/Add form or by using BannerWeb. Classes with a duration of less than 15 weeks have an adjusted Add/Drop schedule. Please consult with the Registrar’s Office or the web site.

If the desired course is open, it can be added immediately to the student’s schedule during the first two weeks of the semester, except for students in the College of Architecture & Design who must add courses during the first week of class. An advisor’s signature is required to add the course thereafter. If the desired class is closed, the student must first obtain permission to add the course from the department where the course is offered. The Department Chair must sign the Drop/Add form as well as the advisor. If the approvals are obtained, students should submit the Drop/Add form to the One Stop Center for processing. If the Chair posts the override electronically in Banner, the schedule change can be made via BannerWeb.

After the deadline, students must obtain the permission of the advisor, the instructor of the course, and the department offering the course in order to add a course. The drop/add form bearing all necessary signatures must be processed in the One Stop Center.

The University sets a last-day-to-withdraw date for each course and a separate schedule that affects the amount of tuition refunded to students when they withdraw. In other words, there is an academic issue and a fiscal one. The difference often causes confusion.

1. A student may drop a course at any time up through the official last-day-to-withdraw date for that semester. Students, especially those who are early in their academic career, are strongly encouraged to discuss with an advisor whether there are options to withdrawing. Students must realize that dropping a course that is prerequisite for other courses may severely limit future course selection and sequencing.

2. The official last-day-to-withdraw date is set each semester by the Registrar and appears on the semester schedule. For fall and spring semesters, this is typically at the end of the 12th week of class. Classes with a duration of less than 15 weeks have an adjusted withdraw date.

3. Tuition refunds are set by the Business Services Office based in part on federal regulations which dictate the timing for tuition refunds for individuals receiving financial aid. The tuition assessment for a given semester is established based on the student’s schedule at the end of the second week of classes. The Registrar’s Office can provide additional information as needed.

4. Withdrawals after the deadline require the approval of the Registrar. For approval to be granted, the student must appeal through the registrar’s office to the provost’s office. Typically, the registrar or associate provost will ask for input from the instructor, the department or college, and directly from the student.

Frequently asked questions about registration processes:

1. **What is the difference between dropping and withdrawing from a class?** Each semester has a designated Add/Drop period, usually during the first two weeks of a fifteen-week semester. This timeframe allows students to drop courses with 100% tuition refund. If a student wishes to drop a course, the student is responsible for notifying the Office of the Registrar in writing or by dropping courses online through BannerWeb. These dropped courses (if completed during the Add/Drop period) are not recorded on the transcript. The Registration Fee is non-refundable if a student is the dropping his or her only or last class or withdrawing from the semester. After the Add/Drop period, any courses dropped are considered withdrawals. No tuition refund is given, and a “W’ is recorded on the student’s transcript. The deadlines are posted on the Lawrence Tech website, available in the Office of the Registrar and Student Service Center and mailed to students each semester.

2. **Does dropping/withdrawing from a class impact a student’s financial aid or scholarship status?** Financial aid may be reduced or canceled if a student takes less than 12 credit hours per semester. Award amounts for need-based financial aid are based on the number of credit hours attempted and a student's demonstrated financial need. Students planning to drop all or part of their classes should contact the One Stop Center to discuss any impact on financial aid awards. Scholarships are awarded at the beginning of the academic year and cover both the spring and fall semesters. Scholarships cover 8 semesters or 4 years. Scholarships are withdrawn for the subsequent years if the student falls below full-time for more than one semester. One time below 12 credits would probably not be an issue, two semesters below full-time and the scholarship would not fund the next year. Students might regain scholarship awards by registering full-time and maintaining the required GPA.

3. **Does dropping/withdrawing from a class impact a student’s health insurance status?** Most insurance companies require a full time status, but specific requirements vary. Students should discuss health insurance issues with their parent(s) before dropping or withdrawing from any course.

4. **How do I help a student decide if he/she should drop/withdraw from a class?** Determine why the student wants to drop or withdraw. If the student is concerned about failing the course, find out what percentage of the grade remains to be earned to help determine if it is possible to turn the grade around with extra work and tutoring. Establish what consequences will result from dropping/withdrawing – prerequisites, health insurance, athletics, Financial Aid, etc. The decision is ultimately the student’s.

5. **What is the process for dropping or withdrawing from a class?** Students with access to BannerWeb may drop a course online within the Add/Drop period. Toward the end of the semester, the academic calendar will indicate the last day to drop to receive a W on the transcript. Once this date passes, if the student is not passing, the student will receive a F grade if the student has not withdrawn. Receiving a WF is generally not possible after that date.

6. **What are the important dates for dropping or withdrawing from a class?** Please visit ltu.edu/registrars\_office/calendar\_final\_exam.index.asp?\_wds=cs.

**Guest Credit**

Once enrolled at Lawrence Tech students may **NOT** take courses at other colleges or universities and expect those credits to transfer without prior approval. Students are expected to complete all courses for a Lawrence Tech degree at the University once they have been admitted. If students wish to seek an exception to this policy they must first obtain the written permission of the Credit Review Committee. This committee meets on a monthly basis to review student requests.

To submit a request to the Credit Review Committee students must first be eligible for guest credit. An eligible student must have a minimum cumulative GPA of 2.0 and have attended LTU for at least 2 semesters, or have earned at least 24 credits at LTU. Once eligibility has been established the student should complete the [Guest Credit Request](https://www.ltu.edu/registrars_office/forms-to-print.asp) and turn it in at the [One Stop Center](https://www.ltu.edu/onestop/index.asp) **at least one month in advance** (preferably at the beginning of the month prior to when a decision is needed). The Registrar will then send a letter to the student informing them of the Committee’s decision.

**Courses taken in violation of this policy will be denied transfer credit.**For those courses approved, the student must receive at least a 2.0 in the course to have it transfer back to LTU. It is the student’s responsibility to have the official transcript from the other institution sent to the Registrar’s Office at LTU. Until the official transcript arrives, the credit will not be placed on the student’s transcript and may prohibit the student from registering in other courses for which the guest credit course is a prerequisite.

In addition, only the course credit will transfer to LTU, not the grade. As such, approved guest credit courses may not be transferred back to LTU to be used in grade point average computation.

Lastly, Guest Credit Requests are generally **not approved** for courses taken at other institutions, unless those courses cannot be completed at the University.

**Registration Holds**

Various departments may place holds on students’ accounts to prevent them from registering.

Frequently asked questions about holds:

1. **What is a hold?** A hold can be placed on any student’s record to stop a process from taking place until a student takes a specific action. For example, a college might request an advising hold to prevent a student from registering until he or she meets with an advisor.

2. **What type of holds can a student have?** Possible holds include academic, advising, disciplinary, financial aid, library, etc. Holds can be put in place by the Registrar, the colleges, academic departments, Accounts Receivable, Campus Safety, Financial Aid, Dean of Students Office, Admissions etc. Holds have start dates and end dates. Holds might require students to students to see their advisors, pay parking tickets, pay overdue balances, return laptops, provide transcripts, etc.

3**. How do I figure out what kind of hold a student has?** If a red “stop sign” hold appears when accessing the student record on BannerWeb, the student has a financial hold. This hold stops the student from accessing Banner Web and registering or looking at their transcript. This is the only hold that appears on Banner Web. All additional holds would need to be looked at and accessed through BannerForms (special access is required for this function). Under SOAHOLD, enter the student ID and you can see a list of additional holds the student may have. If you do not have Banner Forms, call the One Stop Center to inquire about the hold.

4. **What do I do if a student has a hold?** Direct the student to clear the hold, if possible (obviously an academic hold can only be cleared once the GPA increases). An advisor can e-mail advisor@ltu.edu and ask for or advising hold to be advanced for a specific amount of time (usually one week) or ended. Admissions will sometimes 'push' a start date for an admissions hold to allow the student to register, but this is done one time only, on a case by case basis. Call the One Stop Center for more information.

5**. How does a student check for a hold on his or her record?** Advisors should let their students know how to check for holds on their records. The student does this by accessing BannerWeb, logging on and looking under student information, then selecting CHECK FOR HOLDS. All holds are listed there for the student to see; faculty and staff can view holds in the Student Success Profile.

6. **Who do I contact to remove a hold?** Contact the One Stop Center when dealing with academic and financial aid holds. For all other holds, contact the department that issued the hold and see if it is eligible to be ended.

**Readmission after Absence from the University**

Students who have not enrolled for more than two consecutive semesters (but less than 3 years), in good academic standing, have not taken classes at another college or university, and wish to return to the same program in which they had been enrolled need only notify the Registrar and contact the department chair to be assigned to an advisor.

A student who has not been enrolled for 3 years must reapply to the Admissions Office.

A student who has been dismissed must follow the procedures outlined as conditions for return, usually filing a petition to return through the Academic Standing Committee in the Office of Student Affairs.

 Courses taken while absent for less than 3 years from the university are eligible for transfer credit only if the student received specific Guest Credit permission to take those particular courses. Students who took courses without guest credit permission should be referred to the Registrar’s Office to clarify their situation.

**Grades**

**Grade Recomputation**

**Undergraduate Students:**

Students may repeat a course to improve the grade earned in a prior attempt, the course must be completed at Lawrence Tech. **Students should be aware that the most recent grade will be the grade of record whether or not it is the highest grade earned.**

Until a passing grade is achieved, all grades for earlier attempts in a course will appear on the transcript and will be computed into the grade point average. Once a course has been passed, only the credit hours and grade for the latest attempt will be reflected in the grade point average.

In order for the grade point average to be recomputed, the latest attempt must be in the same course as the one originally shown on the transcript. Directed study or special topics courses may not be eligible for the repeat process as the topic of study may vary from one course to another.

Students who have been found in violation of the Academic Honor Code and receive an inclusive final grade of “F” for that course are not eligible for the repeat process.

The University does not guarantee that a course will be offered in the future. Therefore, students will not be eligible for recomputation of a course no longer offered by the University.

The recalculation of the grade point average is an automated process within Enrollment Services/Office of the Registrar; the student is not required to submit any paperwork.

**Graduate Students:**

Graduate students can repeat one course during their academic career and have the grade removed from the grade point average. The following grades may be repeated and the grade point average recalculated at the graduate level: B-, C+, C, C-, D+, D, D-, F and WF. The latest attempt must have resulted in a passing grade. Until that point, all grades will appear on the transcript and will be included in the grade point average.

The repeat process at the graduate level is not automatic and requires departmental approval. A request for a repeated course to be removed from the grade point average should be submitted to your department chairperson. You can obtain the form by clicking here.

To be recomputed, the latest attempt must be the same course as the first and must be part of the University’s normal course offerings. Directed study or special sections may not be used for recomputation purposes.

The University does not represent that a course will be offered in a future semester and may be deleted from the curriculum which subsequently may not be recomputed.

When the recomputation is completed, only the credit hours and grade for the latest attempt will be reflected in the grade point average (assuming the grade received is passing). Courses that are not counted in the grade point average are indicated by an “E” (for exclude) in the column that is labeled “R” (for repeat). The passing course will have an “I” (for include) in the same column.

**Zero / GPA Reset Option**

Students transferring between dissimilar programs within Lawrence Tech may be eligible for the 0.0 GPA reset option. Accepting this option means that the student’s cumulative GPA is reset to 0.0 and all previous Lawrence Tech course work is evaluated as if the student were transferring from outside the university. As a result, only courses for which they earned a “C” (2.0) grade or better are accepted for “transfer” and eligible for credit within the new degree program. The student’s transcript will show this with the list of accepted transfer credits and a starting GPA of 0.0 for the semester in which the change is made. This may only be done once in a student’s career at Lawrence Tech. Consultation with an advisor is critical since this option, while appealing, may NOT be in the student’s best interest. Please consult with the registrar’s office with any questions.

**Dean’s List / Honors**

A student who carries at least 6 semester credits and achieves a 3.50 GPA in any given semester will be identified as being on the Dean’s List.

Diploma honors (cum laude, magna cum laude, summa cum laude) are granted to undergraduate students who have an overall GPA of 3.25, 3.50, 3.75 respectively. Associate degree students must have completed at least 30 semester hours and baccalaureate degree students 60 semester hours at Lawrence Tech to be eligible for honors. There are no special honors awarded for graduate students. Check Requirements for Graduation posted on the Registrar’s Office web page for details.

**Dispute of Grades**

Students who wish to dispute their grades have one (1) semester to address the issue. The appropriate procedure for disputing grades, along with any other aspect of a course, is as follows:

1. The student must first speak with the instructor of the course;
2. If the resolution is not what the student hopes to achieve, the next course of action is to speak with the department chairperson for the course;
3. Again if the outcome from addressing the issue with the department chair is not what the student hopes to achieve, the student should then address the issue with the Dean of the college of the course;
4. 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 no longer disputable by the student.

**Graduation**

In order to graduate, students must submit a completed Petition to Graduate form to the Registrar’s Office. Deadlines are published on the web (Registrar’s Office) and on the form. The Petition to Graduate form has two parts. Both must be submitted to the Registrar. Students should be advised to petition as early as the summer preceding the academic year they plan to graduate. The form may be downloaded from the Lawrence Tech web site (under Registrar’s Office).

Two dates must be met: a deadline to petition to graduate and a deadline by which the student must notify the Registrar of intent to be at the commencement ceremonies. Both dates are published by the Registrar’s Office.

**Additional Questions**

**If you have any additional questions on the Academic Advising Policies and Procedures, please contact Leslie Michalik or Colette Sherfey at** **advisor@ltu.edu**