

# LUJ ACADEMIC HANDBOOK

## ***Academic Rules, Policies, & Information***

The following policies derive from Lakeland University Wisconsin as LUJ is a branch campus. By this to view the full Academic Catalog, please refer to [catalog.lakeland.edu](http://catalog.lakeland.edu).

Contingent upon continuous enrollment, students are allowed to complete any degree program offered by Lakeland University on the date of their first enrollment in the university, provided no substantive curricular changes have been made. At times, Lakeland University may sunset specific degree programs with notice to students and identify a deadline date by which the major, minor, emphasis or other credential must be completed in order to be conferred.

- Lakeland's academic policies all assume that the basic credit unit is the semester hour. One Lakeland semester hour is equivalent to 1.5-quarter hours. Unless designated otherwise, all Lakeland courses carry three semester hours of credit.
- To be considered "full-time," a student must be enrolled in courses with a minimum of 12 credits (four 3-credit courses). Students who have maintained a grade-point-average (GPA) above 3.5 or who have approval from the Dean may enroll for more than 14 semester credits during a term. Students who wish to reduce their workload below 12 semester credits must be permitted by Academic Affairs to do so.
- Those students who need fewer than 12 credits to graduate may take fewer courses in the last 2 semesters. Student visa holders must be enrolled full-time for all semesters. If students holds visa sponsored by the GI Bill, 9 credits must be maintained.
- A semester hour represents not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week, for approximately fifteen weeks, or an equivalent amount of hours worked over a different span of time, or the equivalent amount of hours worked during other activities established by the University including but not limited to internships, practica, research studies, cooperative placements and other academic work leading toward the awarding of semester hours.

### ***Class Year Classification***

The following sections state some of the specific criteria used for identifying Lakeland students in class level categories. In several cases, the sections include policies that apply only to the students classified in a specific category.

All students officially accepted by the university as candidates for the associate's and the bachelor's degree will be classified as freshmen, sophomores, juniors, or seniors according to the following criteria:

<b>Freshmen</b>	<i>Students who have earned fewer than 30 semester credits.</i>
<b>Sophomores</b>	<i>Students who have earned at least 30 but fewer than 60 semester credits.</i>
<b>Juniors</b>	<i>Students who have earned at least 60 but fewer than 90 semester credits.</i>
<b>Seniors</b>	<i>Students who have earned 90 or more semester credits.</i>

### ***Associate of Arts (A.A.) Degree Requirements\****

In order to complete the requirements for LUJ's associate's degree, each student must:

1. Complete the degree requirements listed below:
  - a. Demonstrating college-level proficiency in each of the required Fundamental Skills areas: reading and writing and mathematics. ★
  - b. Completing the requirements in Rhetorical Skills and Quantitative Skills.
  - c. Completing the requirement in Critical Thinking Skills.

- d Completing seven (7) of eight (8) Distributional Studies areas.
2. Complete at least 60 semester credits of college credit ★
  3. Earn a minimum of 15 semester credits of college credit through Lakeland University Japan Campus.
  4. Maintain a cumulative grade-point-average (GPA) of at least 2.0 in the Lakeland Associate's Degree curriculum.
  5. Students, who are non-native English speakers or entered LUJ with TOEFL/IELTS score, are required to take an exit TOEFL test for their last semester.

\* This curriculum applies for the students enrolled in the program prior to the Fall 2021.

★ A maximum of 3 semester hours from workshop courses may be applied to an A.A. degree total. If a student needs to take more than one workshop class, he/she will receive credit for the course with the highest grade.

Under the Distributional Studies areas, students must take at least one course each in seven subject areas out of eight subject areas. Students may opt to omit one subject area. If students are exempt from a subject area, they can count this as having met the requirement for that subject area. The eight subject areas are:

- Art, Music, or Theater (ART, GDN, MUS, THE)
- History & Political Science (HIS, POL)
- Literature and Writing (ENG, WRT) – (Excluded courses: ENG230; WRT211; WRT212)
- Mathematics\* (MAT) – (Excluded courses: MAT130; MAT150)
- Natural Sciences (BIO, CHM, PHY)
- Philosophy and Religion (PHI, REL)
- Social Sciences (ANT, CRJ, DVS, ECN, PSY, SOC)
- World Languages\*\* (CHI, GER, JPS, SPA)

\* The math course must be above Intermediate Algebra, such as Probability and Statistics, Pre-Calculus.

\*\* Please note that students who enter the university based on a TOEFL test score or other language certificate can be exempt from this category if they are fluent in a language other than English.

### **Academic Terms**

Japan Campus' academic calendar consists of summer, fall, and spring terms. Each of the terms includes 12-13 weeks of class sessions and a one-week exam period.

Summer term: early May - early August

Fall term: early September - early December

Spring term: early January - early April

### **Summer, Fall, and Spring Term Policies**

Enrollment in four courses (12-14 semester credits) is the normal full-time student workload during the summer, fall, and spring terms. Students who have maintained a grade-point-average (GPA) above 3.5 or who have approval from the Dean may enroll for more than 14 semester credits during a term. Students who wish to reduce their workload below 12 semester credits must be permitted by Academic Affairs to do so. The students pay the tuition based on the number of credits for which they register.

### **Registration**

Students must be officially registered for all courses for which they intend to earn credit. Registration dates are included on the academic calendar available at the LUJ web page. First-time students, upon admission, receive registration information from the Admissions Office and register with Academic Affairs.

Registration for each term beyond the first-time registration involves these essential steps:

1. Check the class schedule for the next semester on the LUJ Web page before the scheduled advising period.
2. Rectify any financial obligations or holds through the Financial Affairs office.
3. Schedule an appointment with your advisor for registration advising.
4. Prepare for your registration advising meeting by considering the plans made at previous advising sessions and by consulting the class schedule.

5. Meet with your advisor to discuss course requests and demine your course selections. Be sure to arrange an appointment early in the advising period as your advisor may be unable to see you if you wait too long.
6. Check your registration day through email sent by the Academic Affairs office.
7. On your registration day, log on to my.lakeland.edu in order to register the courses your advisor has approved for. It is recommended to complete your registration on your registration day in order to have the highest priority in selecting courses.
8. Check your registration status through my.lakeland.edu if your reserved courses are approved by the advisor.

The Dean may need to make significant changes to the class schedule in order to accommodate student needs and teacher availability. The revised Schedule of Courses may be found on the LUJ Web page.

### **Resources for Students**

Students have access to numbers of important information in order to thrive for academic success through the Student Affairs office.

The college experience presents many opportunities for personal and academic growth. While students' academic advisors help with their academic paths, students will also have the Student Affairs office dedicated to helping them to navigate the overall college experience. This team will help students with the multiple issues they face as they transition to Lakeland University, as they develop their collegiate path and focus, and as they transition out of college to start a career or to obtain further education.

### **Syllabi**

Students are expected to carefully read the syllabus for each course. The course syllabus contains essential information, including course descriptions, outcomes, requirements, class policies, grading criteria and the professor's office hours. For transfer purposes, students should always keep a copy of each course syllabus. You can request a paper or electronic version of any course syllabus from the Student Affairs office for a ¥200 fee.

### **Grading**

Letter grades are converted to numbers to obtain a Grade Point Average (GPA). The cumulative (overall) GPA is calculated by adding the grades together for terms completed and dividing by the number of credits taken. Transfer credits are not included in the GPA calculation.

The grades of A, AB, B, BC, C, CD, D and F are used to indicate the following:

Letter Grade	Quality Points	Standard
A	4.0	Superior Work
AB	3.5	Intermediate Grade
B	3.0	Above Average Work
BC	2.5	Intermediate Grade
C	2.0	Satisfactory Achievement
CD	1.5	Intermediate Grade
D	1.0	Course Requirements were satisfied at a minimum level
F	0.0	Course Requirements were not satisfied

The grades/notations of I, P, \*, W, AU, UAU, WAU, X, and NR are also used as follows:

**I** = Incomplete: Indicates that the student has the prior consent of the instructor to complete required coursework after the end of the regular term. An "incomplete" grade will not be entered in the student's record without a signed contract between the student and the instructor. This contract must be submitted on or before the last day of final exams for the relevant term. This form is available to the instructors through Dean's Assistant upon an approval of the Dean. Incomplete grades, if not resolved, are changed to the grade recorded on the incomplete contract in accord with the following rules:

- Fall term "Incomplete" must be completed by the end of the following spring term.
- Spring term "incomplete" must be completed by the end of the following summer term.
- Summer term "incomplete" must be completed by the end of the following fall term.

*Incomplete grades may not be awarded to international students during their final term at Lakeland University.*

**P** = Pass: Given in courses which are graded on a pass/fail basis.

**\*** = Repeated: Indicates a repeated course along with the original grade received.

**W** = Withdraw: Indicates that the student has formally withdrawn from a course.

*Formal withdrawal must be completed before the published withdrawal dates for all terms.*

**AU** = Audit (not offered at LUJ)

**NR** = Not Reported: This is a temporary mark. It indicates that the grade for the course had not been received by the Registrar at the time the grades were reviewed.

**X** = Fundamental skills course semester hours and quality points removed. Only three semester hours of these courses allowed toward Associate's degree.

*Semester hours and quality points indicated as X grade on the transcript (example: XBC is entry if the BC grade was removed from these calculations).*

### **Grade Reports**

Midterm and final grade reports are available at my.lakeland.edu at the end of each grading period. Printer-friendly versions are also available on this website. Although parents may provide a major portion of the financial support for a student's education, they will not automatically receive college grade reports. Legally an adult, the student must authorize the release of grade report information to parents by signing a waiver form. Waiver forms are available at the Academic Affairs office. Parents of dependent students who wish to receive grade reports should ensure a completed FERPA waiver form is in the student's academic file.

### **Grade Changes**

Once grades have been submitted to the university, changes of grades must be approved by the Vice President of Academic Affairs at Lakeland University Wisconsin. Faculty may initiate a grade change if an error was made or when no grade was entered upon initial grade entry. If a student identifies an error in the final grade, the student must first contact the instructor to resolve the issue, and if the issue cannot be resolved between the instructor and student, the student may submit a grade appeal following the procedure outlined below. Students are responsible for monitoring grades during and at the conclusion of a course, and addressing concerns as they arise during the course. Changes of grades will not be permitted on the basis of work submitted after the end of the semester.

### **Grade Appeal Policy**

At the end of the semester, final, official grades are available to students on my.lakeland.edu. If a student identifies an error in calculation or has reason to believe the grade posted on my.lakeland.edu differs from the grade earned, the student may initiate a grade appeal. Students with questions about their grades must first contact the instructor. If the student is not able to resolve the concern with the instructor, the student may submit a written grade appeal to the Dean through the Academic Affairs. Grade appeals may be appropriate when there is a miscalculation or error on the part of the instructor or when the student is not held to the criteria identified in the course syllabus. Grades cannot be appealed on the basis of work that was submitted after the end of the semester or after an "incomplete" due date, or for work that was not submitted as directed by the instructor.

Grade appeals must be submitted no later than three (3) weeks after the university posts the official grade. Students submitting a grade appeal must include a written letter of appeal, a completed Grade Appeal Form available through the Academic Affairs office, and all appropriate documentation. If necessary, the Dean may form an Appeal Committee to investigate and review the appeal. A final decision will be made by the Dean no later than one (1) week after the appeal submission due date. The decision of the Dean or the Appeal Committee will be final.

### **Medical Withdrawal and Family Leave**

Students may withdraw from one or more courses up to the published withdrawal deadline date. (See Withdrawing from a Course and Withdrawal from the University) If an extraordinary situation related to the physical or mental health of the student or an immediate family member emerges after the withdrawal deadline expires, a student may submit a request for medical withdrawal or family leave.

Students seeking **medical withdrawal or family leave** must submit an application to the Dean within six (6) months of the last day of the term for which the leave is requested. Applications must include two things:

- A letter from the student outlining his/her situation and
- credible documentation from supervising physician, caregiver, or authorized professional that includes

- dates and duration of student or family member's condition and accompanying treatment;
- assessment of whether the condition or treatment of it reasonably interfered with the student's ability to attend classes or complete coursework

**Notes:**

- Successful applications for medical withdrawal or family leave require withdrawal from all courses within the term. Students may not seek medical withdrawal or family for a single course when enrolled in multiple course.
- Incomplete applications will require additional time to process, which can delay applications for readmission or resolution of academic standing issues.

**Course Guidelines/Numbering/Policies**

**Lower-Level Courses-100's**

These are courses with no prerequisites which are generally taken during the freshman year. These courses introduce students to the field at large, including common terms and specialized languages in the field, central strategies and methods of investigation in the field, and/or basic facts and concepts within the field.

**Lower-Level Courses-200's**

These courses are generally taken during the freshman or sophomore years and have no prerequisites, but expect that the student has some college experience. These courses introduce students to content within the field or sub-fields, including post-introductory-level language, methods, and concepts (building on 100-level); the application of concepts and methods within a major area of the field (surveys); beginning research skills; and/or critical thinking about the field and how it works.

**Intermediate-Level Courses-300's**

These courses are generally taken during the sophomore or junior years and are usually the first within a professional/pre-professional sequence. These courses explore particular problems, topics, or techniques within the field and emphasize the application of basic skills to explore these topics and problems. "Student-as-Practitioner" strategies are used within the classroom, including research and the exploration of research methods. Also, included are the following: an examination of problems and debates within the professional field; engagement in those debates and in that study; initial participation within the field of scholars/professionals; and/or instruction based on modeling, case studies, and mentoring.

Courses at the 300 and 400 levels are generally for students at the junior and senior level and these courses often have prerequisites.

**Academic Advising**

The core of academic life at Lakeland is the relationship between its faculty and its students. While rules and policies are necessary, they are never an effective substitute for the personal interaction between an inquisitive learner and a willing teacher. Lakeland University strongly encourages positive and productive relationships between students and faculty, both in and out of the classroom.

In the LUJ Academic Program, students are matched with a faculty advisor during their first semester. Advisors help students (a) adjust to University life and University procedures; (b) make responsible choices regarding the opportunities offered in the LUJ curriculum; (c) select the proper courses that will allow students to graduate in a timely manner; and (d) help students select a major and to choose an appropriate pathway for further studies.

While students are expected to be responsible for their own academic decisions and curricular requirements, they will find that the one sure source throughout their Lakeland academic careers of friendly concern, supportive encouragement, and accurate academic advice is their faculty advisor.

The college experience presents many opportunities for personal and academic growth. While students' academic advisors help with their academic paths, students will also have a team dedicated to helping them to navigate the overall college experience. This team will help students with the multiple issues they face as they transition to Lakeland University, as they develop their collegiate path and focus, and as they transition out of college to start a career or to obtain further education.

To keep students on track to graduation and to assist students to lead a life of personal, professional success and fulfillment, Lakeland University has the office of Student Affairs. Student Affairs office helps students connect to existing university resources (academic, health, financial aid, student organizations, etc.), reinforce

habits and aptitudes that lead to successful collegiate level academic performance, and encourage students to become actively engaged in all facets of the college experience.

Students are encouraged to contact the Student Affairs when they are seeking advice, assistance, or have any issue of concern.

### ***Faculty Office Hours***

A strong relationship between faculty and students is at the core of academic life. Teachers set aside special times each week to meet with students; this time is called "office hours." Students should use this time to ask for clarification of class lectures, to discuss assignments and to clear up misunderstandings. Students are responsible for scheduling meetings accordingly, or for asking professors for a special appointment outside of the designated office hours.

### ***Class Attendance***

Students are expected to be present punctually and actively engaged in all class sessions. Individual course instructors are responsible for clearly notifying students of their unique and specific class attendance policies.

Absences for illness or injury may not be excused without a physician's note and students must submit the doctor's notes to their instructors within two days of returning to school. Instructors decide whether to accept such excuses. Tardiness due to transportation problems also may not be excused without a delay slip from the train company, which must be submitted that same day to the instructor.

### ***Adding or Dropping Courses***

- Students may add and drop courses in accordance with the published add/drop deadline schedule each term. Adding and/or dropping classes can be done via my.lakeland.edu or in person in the Academic Affairs office. All adds and drops require the approval of the student's faculty advisor. Such approval occurs through my.lakeland.edu or with the signature of the advisor on an Add/Drop Form.
- Students are responsible for adding and/or dropping courses and accurate completion of the submission of an add/drop form to the Academic Affairs office prior to stated deadlines.
- A student receives no grade for a dropped course.

### ***Withdrawing from a Course***

- A student who wishes to withdraw from one, some or all courses must do so in accordance with the withdrawal dates published for each term.
- Official withdrawal from course(s) requires the student secure approval from their academic advisor and course instructor and completion of the add/drop/withdrawal form.
- Additional signatures/approvals is needed for international students, or those individuals receiving military benefits as withdrawn course may affect a student's monetary benefits or enrollment eligibility status.
- Add/drop/withdrawal form is available through the Academic Affairs office.
- Students bring the approved form to the Academic Affairs office for processing.
- Students are responsible for withdrawing from courses within the stated deadlines.
- Courses from which students have withdrawn appear as a "W" on the student's permanent academic records, but the W grade does not affect a student's overall GPA

### ***Administrative Drops for Non-Attendance***

1. Lakeland University reserves the right to administratively drop a student from any class during the semester for failure to attend classes or commence enrollment during the first part of the term without an approved excuse.
  - An instructor may excuse a student at their discretion.
  - The instructor and student make agreed upon arrangements to submit assignments.
2. If the student fails to commence enrollment the following process is followed:
  - The Academic Affairs collects the attendance records after the Add/Drop Period from all instructors and identifies who has not commenced enrollment.

- The Academic Affairs sends a notice to Student, Student Affairs, Academic Advisor, Financial Affairs, and Financial Aid office at the main campus.
- The Academic Affairs verifies by reviewing any subsequent course participation by contacting the instructor directly.
- If enrollment activity has since taken place, the student remains in the course.
- If the student fails to initiate the drop process or participate by the end of the add/drop deadline for the term or session, an administrative drop is completed.
  - Administration drops student from the course who no longer has access to the Blackboard platform or right to attend the class.
  - The student's enrollment status may change based on the number of courses dropped.
  - U.S. Financial aid refund calculation will commence following the policies in place on the day prior to the start of the term/semester.

### ***Repeating a Course***

Students may repeat a course up to two times, but will receive credit for the course only once. Lakeland uses the highest grade received to compute cumulative grade-point-average (GPA). If a student repeats a required course three times and fails, he/she will be considered non-matriculating students and international students will lose their eligibility to enroll at LUJ. All attempts of repeated courses, including the grades received, will remain on the transcript even though only the highest grade is included in the cumulative GPA. The only exception to this rule is New Media Writing Lab (1cr.), which can be taken up to four times with credit earned each time.

A student who fails a Core II course or a Core III course may take a different Core II course or Core III course to fulfill his/her graduation requirements. A passing grade in the subsequent course will replace the failing grade of the previous Core II or Core III attempt.

### ***Study Groups / Tutoring Services***

Students are encouraged to exchange contact information and form study groups. Students are also encouraged to visit the Learning Center for tutoring assistance.

## ***Academic Standing***

Academic standing categories are used to identify students who are doing exceptional work, those who are performing satisfactorily, and those who are not meeting Lakeland's minimum achievement expectations. While consistently exceptional performance over the full academic career is required to earn graduation honors, exceptional performance for one term may earn a place on the dean's list. Lakeland's academic standing categories are fully described in the following sections.

### ***Outstanding Student Awards***

Superior students are recognized through the award of Outstanding Student honors which are presented at the Japan Campus' summer graduation ceremony.

### ***The Dean's List***

A dean's honor list is prepared at the close of each summer, fall, and spring term. The dean's list includes those full-time students who have attained a grade-point-average of 3.5 or better for the term. Grades earned in courses transferred from another college are not included in the Lakeland grade-point-average.

### ***Standards for Academic Good Standing***

Students must maintain a minimal grade-point-average (GPA) during each of their terms at Lakeland University. These term GPA and cumulative GPA standards are as follows: freshmen—1.75, sophomores—2.0, juniors—2.0, and seniors—2.0. In addition, students classified as students with more than 24 earned credits or higher must maintain a minimum cumulative GPA of 2.0 due to the difference in the earned semester hours per year from the main campus' traditional program. Students who fail to meet these minimum term and/or cumulative GPA standards face academic probation, suspension, or dismissal from the university.

All full-time students in the Undergraduate Program must also successfully complete a minimum of six (6) semester hours of course work during each of their terms at Lakeland University Japan. Students who fail to pass the required number of semester hours also face academic probation, suspension, or dismissal from the Lakeland University.

**Summary of Standards for Academic Good Standing** (minimum requirements for each class standing)

Class Standing	Required Minimum Term GPA	Required Minimum Cumulative GPA	Required Minimum Number of Credits Successfully Completed Each Term
Students with fewer than 24 earned credits	1.75	1.75	6 credits
Students with more than 24 earned credits	2.0	2.0	6 credits

The intent of these minimum performance standards is to encourage students to strive to excel in their college classes, thereby enhancing their own future opportunities for employment and the timely completion of their college degree programs. Maintenance of good academic standing and minimum academic progress is also required in order to retain eligibility for future financial aid awards.

The Dean will review each student’s term GPA at the end of regular semesters, in collaboration with his or her designees, including but not limited to the Academic Affairs. Based on the findings of this review, the following academic actions occur.

**Academic Probation, Suspension, and Dismissal**

**Probation:** Students whose term GPA falls below the minimal standard or who fail to pass the required number of semester hours are on academic probation for the following semester. In addition, students whose cumulative GPA does not meet the minimum requirement will be placed on academic probation for the following semester. Students who are placed on academic probation should meet with the Academic Advisor to discuss their performance. Students must fulfill the terms of their probation and improve their overall GPA each term until they have earned a return to good academic standing.

**Suspension:** Students who fail to fulfill the terms of their academic probation or who fail all of their courses in a single term will be suspended for one semester. Students from outside Japan on a student visa must leave Japan for the suspension period. After a suspended student has been away from Lakeland University for one semester, he or she may apply for readmission through the Academic Affairs. A student who has been readmitted to the university after a period of academic suspension will return on academic probation.

Students who wish to appeal do so, to the Dean about any of these policies.

**Dismissal:** Readmitted students after an academic suspension and fail to meet the appropriate term GPA standard results in academic dismissal. Students who are admitted on probational acceptance but who fail to achieve the required term GPA in their first semester may also be dismissed. Dismissed students who are on an LUJ-sponsored student visa must leave Japan.

Dismissed students may no longer enroll in Lakeland University coursework, are ineligible for readmission to Lakeland University, and may not appeal this determination.

**Summary of Academic Probation, Suspension, and Dismissal Rules**

**Probation**

Students with fewer than 24 semester credits:  
If term or cumulative GPA falls below 1.75

Students with more than 24 semester credits:  
If term or cumulative GPA falls below 2.0

**Suspension**

Failure to meet the terms of probation or failure of all courses in a single term

**Dismissal**



After readmission following suspension, failure to meet the appropriate term GPA standard, or failure of achieve the required term GPA for students with probational acceptance

### ***Mid-term Suspension or Dismissal***

Where judged appropriate by the Vice President of Academic Affairs, students who have earned unsatisfactory grades in all courses (D/F/W) on the mid-term grade report may be immediately suspended or dismissed from the university. Students who earn unsatisfactory grades in all courses and who are not suspended or dismissed have course performance monitoring throughout the remainder of the term and may be suspended or dismissed from the university before the end of the term.

### ***Behavioral Suspension or Dismissal***

Students who have violated established rules of the Lakeland University community, as published in the university's Student Handbook, may be immediately suspended or dismissed from the university. Unless other action is specifically approved, behavioral suspensions will result in the award of failing grades in all enrolled classes.

### ***Plagiarism and Cheating***

Lakeland University expects academic honesty from all of its students. Assumption is made all work turned in by a student is the student's own work. Cheating, plagiarism, or other kinds of academic dishonesty are violations of established university expectations and may result in penalties ranging from failure of an assignment to dismissal from the university, dependent upon the severity of the offense. It is the student's responsibility to understand and avoid plagiarism and cheating. Students who believe they have been unfairly accused or penalized may submit a written appeal, stating the specific details of their situation, to the Dean by submitting it to the Academic Affairs office. Where appropriate, the Dean may take such appeals to the Academic Appeals Committee for a formal hearing and decision. In matters of plagiarism and cheating, the decision of the Dean and the Academic Appeals Committee is final.

### ***Readmission to the University***

Students who have withdrawn, fallen out of enrollment, or who have been suspended from the university must apply for readmission to the Admissions Office or the Academic Affairs, respectively, in order to be re-enrolled in Lakeland classes. Application for readmission should be made at least two months prior to the date on which the student wishes to begin coursework. Readmission requires the complete payment of any prior balances due to the university, and the approval of the Dean or his/her designee. Students who were suspended or who were not in good academic standing at the time they left the university will be asked to submit grades from any college-level coursework they may have completed elsewhere and/or letters of recommendation from any employers or supervisors who observed their work during the time they were absent from Lakeland.

An overall review of the student's records relating to his or her prior experience at Lakeland University will occur. This review will include academic performance, conduct, participation in campus community life, compliance with financial obligations, and any other factors deemed relevant. The university reserves the right to make the readmission decision based on any combination of the above factors in the best interests of the student as well as the university community. The policy applies to all readmissions regardless of the reasons for the student's initial withdrawal or suspension from the institution.

Readmitted students are subject to the degree requirements in effect at the point of their re-entry to the university. Students readmitted after suspension are placed on academic probation for their first term of re-enrollment and must meet the terms of probation in order to be eligible for continuing enrollment.

### ***Readmission Following Suspension***

Suspended students may apply for readmission after one academic semester has elapsed. Successful readmission requires the complete payment of all prior balances due to the university, and the approval of the Dean. Students may initiate their request to return through the Academic Affairs office. They should submit a written request and transcripts for any coursework taken since prior enrollment at Lakeland. Students previously suspended re-enter on probation status upon readmission until their coursework merits a return to good academic standing. Readmitted students after suspension must improve their overall GPA each term until they have earned a return to good academic standing. Failure to earn a return to good standing will result in dismissal from the university.

### ***Readmission Following Withdrawal***

Students who have voluntarily withdrawn may apply for readmission under the same procedures listed above

for readmission to the university. Readmitted students who officially withdrew in good standing and are readmitted will return in good academic standing.

## ***A.A. Degree Graduation Policy***

The official graduation dates are the day of grade submission. The official graduation dates are published on transcripts and diplomas to indicate the day on which graduation requirements have been completed.

### ***General Graduation Policies***

Financial obligations to the university, including the payment of all fines, must be met prior to the granting of a diploma. Students who have not met their financial obligations by their proposed date of graduation will receive their diplomas and requested transcripts when satisfactory arrangements for financial obligations have been completed.

Outstanding transcripts from other institutions that contribute to the completion of degree requirements must be received in the Academic Affairs office at least two months before the official date of graduation. If such transcripts are late in arriving, final granting of the diploma will be delayed until all transcripts have been received and processed.

Diplomas will be issued to graduates after the term in which all graduation requirements are completed and financial obligations to the university have been met. Eligible students are encouraged to attend the commencement ceremony to celebrate accomplishments. Transcripts noting the completion of degrees will be available within one month after all graduation requirements have been completed.

## ***FERPA***

### ***What is FERPA?***

**The Family Education Right to Privacy Act (FERPA)** is a federal law (also referenced as the Buckley Amendment) designed to protect the education records of students at all educational levels. In the university setting, it gives the enrolled student, regardless of age, control of their records held by the university. Students have certain rights with respect to their education records to include:

- A right to inspect and review their educational records **within 45 days** after the Academic Affairs or Student Affairs office receive a request for access. A valid photo ID should be presented to verify identity.
- A student may request to correct their individual education record if the student believes items are inaccurate or misleading.
- Ability to consent to disclosures of personally identifiable information contained in the student's education records, except in instances where FERPA authorizes disclosure without consent.
- Ability to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.
- Ability to restrict the release of Directory Information to third party requestors, except to school officials with legitimate educational interests and others as indicated above.
- *\*University personnel may disclose information deemed as Directory Information; without a student's prior written consent.*

### ***Who is considered a student?***

Lakeland University defines a student as any individual who is currently enrolled or was enrolled in a credit-bearing course at the institution.

Any individual who meets this definition is afforded all the rights to privacy as defined by FERPA. This includes online or in-person credit-bearing courses. Individuals who are admitted but not yet enrolled in a credit-bearing course are not protected under FERPA.

### ***What is an education record?***

FERPA defines an education record as any record directly related to a student career which contains personally identifiable information. This can include application for admission, and academic transcript data such as enrollment (credits and enroll status), grades and GPA information, transfer credits and degrees, major(s), honors earned or any other relevant data maintained by the university or a party acting on behalf of the university.

In accord with the Rights and Privacy Act, transcripts are considered confidential and will not be released to a third party, other than authorized university personnel, without the written permission of the student.

Requests for official transcripts should be submitted online through the National Student Clearinghouse with advance notice of at least one week. All transcript requests must include the student's signature, social security number, and name while attending Lakeland University. The cost of each transcript is \$8.00. A request for a rush transcript, to be fulfilled in two business days or less, carries a \$10.00 charge. Please note that all financial obligations to the university, including the full payment of all fines, must be arranged to the satisfaction of the Financial Affairs office before official transcripts will be released or sent.

Such records are available for review by the student by submitting a written request to the office or department responsible for the maintenance of the record or accessing the unofficial transcript via [my.lakeland.edu](http://my.lakeland.edu).

Records reviewable under FERPA can be maintained by office staff in student service areas of Financial Aid and Financial Affairs, Registrar and Academic Affairs, and Student Affairs.

Records not considered part of the academic record are medical records, security and/or law enforcement records, sole possession records (written documentation that has not been shared with any other party); course assignments graded by a peer before they are collected and recorded by an instructor, alumni data, confidential letters of recommendation if the student has waived his or her right of access in writing, financial records of the student's parents, admission application/admittance records for a student who does not officially attend the program of admission.

#### ***Definition of Need to Know***

FERPA allows disclosure of education records without the student's consent to school officials with a demonstrated need to know. A school official is a person employed by the university in an administrative, supervisory, academic, or support position (including security personnel and student life staff); or a person or company with whom the university has contracted. A school official meets the definition of a need to know if review of the student's education record is necessary to fulfill his or her professional job responsibility.

Other reasons Lakeland University may disclose education records include:

- Compliance with a judicial order or a lawfully issued subpoena;
- Health or safety emergency;
- Transmission of transcripts, upon request, to officials of another school in which a student seeks or intends to enroll, or is currently enrolled;
- Fulfillment of a student's request for receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- Compliance with officials of the U.S. Attorney General, the U.S. Comptroller General, U.S. Department of Education to state and federal educational authorities, in connection with certain state or federally supported education programs;
- Request from representatives of accrediting organizations to carry out their functions;
- Any organization or third party conducting data studies for or on behalf of the university;
- Institutional disciplinary proceedings that allow records to be released to the alleged student victim of that crime with respect to that crime;
- Parental requests, as allowed by the Internal Revenue Service if the student meets the criteria of dependency as defined by Section 152 of the Internal Revenue Code of 1986. In cases of divorce or separation, when relying on dependency as the basis for communication, the university reserves the right to communicate with both parents unless provided with evidence that one parent's rights have been legally revoked or otherwise limited. (must provide documentation of proof);
- Parental requests when a student under 21 violates law regarding alcohol or drug abuse;
- In connection with notifications received under a state community notification program for a student required to register as a sex offender.

**Directory Information**

FERPA allows for the university to define some basic information which may be released without a student’s prior consent. This is referred to as **Directory Information**. The university has defined the following as student directory information at Lakeland University:

- Student name
- Address (local, permanent residence)
- Email address (Lakeland University email)
- Telephone number
- Class level
- Major field(s) of study, including minors and emphases or concentrations
- Participation in officially recognized student activities, including athletics and Commencement
- Weight/height (athletic teams)
- Dates of attendance
- Enrollment status (full-time, part-time, or not enrolled)
- Date of graduation
- Degrees, awards and honors received and where received
- Most recent educational institution attended

**Note:** Student photos may be released without consent, in situations where health and safety concerns exist.

**Third Party Requestors** may present themselves to obtain directory information.

- Requestors are required to enter a written request via mail or email identifying data sought listed above and remit a \$150 processing fee.
  - A confirmation will be sent validating receipt of payment and will affirm the data request can be fulfilled or not and decline issuance of any restricted data, that is not considered directory information.
  - A secure, password protected document will then be mailed to the recipient upon receipt of fees.
- Under the Solomon Amendment, U.S. Military personnel may request directory information for recruiting purposes as described above.
  - Lakeland will not assess the \$150 fee for this information.

**Opt out of disclosure**

Students may opt to withhold directory information. If selected, all requests for information will be refused, including verification of enrollment or degree earned to any third party requestor. Students choosing to withhold directory information should contact the Academic Affairs at (03) 3225-0426 to request this information restriction.

**Confidential Information**

Information that **is not considered releasable under FERPA** as directory information can be, but is not limited to:

Student ID number	Attendance records
Any portion of a Social Security number	Academic status (i.e. Probation status)
Marital status	Academic Advisor’s name
Any previous name	Student misconduct investigations or sanctions
Parent’s name and address	Racial identity
High school academic information	Foreign student or visa status
Transcript information from another university or college	Military status
Courses completed	Notes maintained by university staff within the student information system
Grades, credits earned or GPA	Student photos *(see note about health and safety emergencies)
Grades of current courses in progress	

### ***Disclosing Confidential Information***

Students may choose to release personally identifiable information to a third party via written request. Students should contact Academic Affairs to obtain direction on making a request for disclosure to an identified party. If grades, enrollment by specific course, grade point data (term or cumulative GPA), degree and honors information is reflected on the academic transcript, which can be ordered via the institutional web site at <https://lakeland.edu/Academics/registrar-s-office>.

Lakeland University will maintain a record of all requests for and disclosures of information from a student's record. An electronic signature may substitute for a written one. Lakeland University's student email account access satisfies the requirements for an electronic signature since the student must authenticate their access to the account with issued USER ID and password; thus, an e-mail note from a student's @japan.lakeland.edu e-mail can be accepted. Other systems are not as secure; personal e-mail requests from Gmail, Yahoo, AOL and other accounts will not be accepted.

### ***Correction of Education Records***

Students have the right to request the correction of education records they believe are inaccurate or in violation of their rights. To correct an education record, a student must take the following steps:

1. Contact the office responsible for the oversight of the record, i.e. the Office of Academic Affairs or Student Affairs.
2. The student must identify in writing what part of the record is inaccurate, why it is inaccurate and how it should be amended. Supporting documentation should be submitted if such exists.
3. After a thorough review of the record, the appropriate party will determine if a correction is warranted. If so, the student will be notified of the correction in writing. If not, the student has the ability to appeal the decision.
4. To appeal, the student must request the appeal in writing. The appeal will be reviewed by a party, who may be an Official of the University, who is not part of the office responsible for the student record.
5. The university official will render a decision on the student's request for record correction based on evidence provided by the student during the appeal process.
6. Should the student disagree with the outcome of the hearing, he/she may include a statement contesting the result in his/her official file.

**Note:** Grades may be appealed in this process only on the accuracy of their transcription.

Lakeland University reserves the right to review and modify its procedures under the Family Educational Rights and Privacy Act at any time.

### ***Students with Disabilities***

Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require that colleges and universities do not discriminate against otherwise qualified applicants and students with documented disabilities. Lakeland University will provide reasonable accommodations for students who have presented appropriate documentation of their disabilities and limitations. Students seeking such consideration should contact the Student Affairs.

### ***HIPAA and FERPA***

HIPAA (Health Insurance Portability and Accountability Act) applies to health care providers, private benefit plans, and health care clearinghouses. It does not apply to other types of organizations whose receipt or maintenance of health records is incidental to their normal course of business. FERPA does not limit what records a college may obtain, create or maintain; rather, it provides safeguards for educational records.

The Accommodation Committee and Student Affairs are committed to ensuring all information and communication pertaining to a student's disability or health related documentation is maintained as confidential as required or permitted by law. The following guidelines about the treatment of such information have been adopted as follows:

- No one will have immediate access to student accommodation, health or counseling records unless it relates directly to their employment and work with students on campus in these service areas. Any

information regarding a student's disability is protected by the Family Educational Rights and Privacy Act (FERPA) and will only be disclosed as permitted or required by FERPA.

- Sensitive information in disability accommodation or health records will not be released except in accordance with federal and state laws.
- A student's accommodation or health records may be released pursuant to a court order or subpoena.
- If a student wishes to have information about his/her disability shared with others, the student must provide written authorization to the service providers to release the information. Before giving such authorization, the student should understand the purpose of the release and to whom the information is being released.
- A student has the right to review his/her own accommodation or health record with reasonable notification.

Please refer to the LUJ student handbook for the details.

### ***Compliance Complaint Process***

Lakeland University makes available to the public, upon request, all consumer information required by the United States Office of Education. Consumer information includes, but is not necessarily limited to, the following: academic programs, academic progress requirements, career planning services, educational costs, financial aid, job placement outcomes, and student retention. This information is available from the Office of the Registrar.

Lakeland University ensures student access to official education records and placement files and maintains the confidentiality of personally identifiable information in accord with federal law.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged compliance issues on the part of Lakeland University. The contact information is as follows:

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

### ***FERPA Policy Updates***

The university's FERPA policy will be published annually in the web based traditional and evening, weekend, online and undergraduate/graduate academic catalogs and on the lakeland.edu web site.

## ***Enrollment Policies – Undergraduate Program at LUJ***

Lakeland University Japan recognizes its students enrollment when the students satisfies all of the following

- Students' admission and enrollment are approved by the university
- Students are currently registered and attending for courses offered at Lakeland, are officially on Leave of Absence, or are on Academic Suspension
- Students have no overdue school fees
- Students have eligibility to study in Japan

### ***Leave of Absence (LOA)***

Students in good standing who wish to take a Leave of Absence (LOA) from LUJ must contact the Student Affairs to receive a brief advisory session with a Student Affairs official. If the students wish to take LOA during the middle of the term, they must submit the LOA form by Withdrawal Deadline of the semester. The students who wish to take LOA after completing their current coursework must submit the LOA form before the term ends. Students must clear their financial accounts and submit the LOA request form prior to being placed under the LOA status. The LOA Administration Fee applies each term as well as the annual fees for every summer term, and the LOA can be taken up to three semesters including the term from which the students requested the LOA. Returning students are subject to the degree requirements in effect at the point of their re-entry to the university.

### ***Returning from a LOA***

To re-enter the university, students have to fill out the Return from LOA form and submit it prior to a month before the intended term of return. Students on LOA must complete the process before they proceed with the Registration procedures, including receiving advising and registering for courses online through My.Lakeland. Any registration without submission of the form will be administratively dropped by their academic advisors or the Academic Affairs officials. The Return from LOA form is available at the Student Affairs office.

### ***Withdrawal from the University***

Students who wish to withdraw from LUJ either during the middle of the term or after completing their current coursework must contact the Student Affairs office. Students must receive an advisory session with a Student Affairs official, submit the Withdrawal from the University form co-signed by a financial sponsor, if applicable, clear their financial accounts, and participate in a brief exit counseling prior to successfully withdrawing from the school.

Using the Withdrawal from the University form consult with and collect the additional signatures/approvals needed from:

- Academic Advisor – exit counseling on academic impact
- Financial Affairs – in order to clear student account
- Financial Aid or Veteran's Coordinator – regarding impact on eligibility and current term benefits
- International Official – regarding Student visa status issues
- Library Services – to return materials

Failure to complete the withdrawal process may result in Fallen out of Enrollment or Dismissal and in some cases the withholding of the student's records. U.S. students who are receiving financial assistance from the main campus are strongly encouraged to consult with a representative from Financial Aid to identify and understand the financial assistance/monetary implications of withdrawing. International students with student visas must consult with the Student Affairs official to discuss the serious immigration consequences that may result from withdrawing from Lakeland.

Students receive a W grade for a withdrawn course if completed prior to the Withdraw Deadline.

### ***Fallen out of Enrollment***

Students who leave the school without following official procedures will be processed with the status of Fallen out of Enrollment. Students who wish to resume studies at LUJ must complete a readmission process in order to register for the courses. Readmitted students are subject to the degree requirements in effect at the point of their re-entry to the university. Students will lose the privileges including, but not limited to, accessibility of their LUJ Google Account, right to participate in the school events, and use of the school facilities.

International students will be reported to the Immigration Bureau, which may have an effect on their visas.

### ***Dismissal from the School***

Students who are admitted on probational acceptance but fail to achieve the required terms of condition will be academically dismissed. Others may be dismissed under disciplinary decisions made by the university such as failing to meet academic requirements. Dismissed students may no longer enroll in Lakeland University coursework and are ineligible for readmission to Lakeland University.

International students will be reported to the Immigration Bureau, which may have an effect on their visas.

### ***Readmission***

Students who have withdrawn or fallen out of enrollment must apply for readmission to the Admissions Office in order to be re-enrolled in Lakeland classes. Students who have been suspended from the university must apply for readmission to Academic Affairs in order to be re-enrolled in Lakeland classes.

Students who have withdrawn, fallen out of enrollment, or who have been suspended from the university must apply for readmission to the Admissions Office or the Academic Affairs, respectively, in order to be re-enrolled in Lakeland classes. Application for readmission should be made at least two months prior to the date on which the student wishes to begin coursework. Readmission requires the complete payment of any prior balances due to the university, and the approval of the Dean or his/her designee. Students who were suspended or who were not in good academic standing at the time they left the university will be asked to submit grades from any college-level coursework they may have completed elsewhere and/or letters of recommendation from any employers or supervisors who observed their work during the time they were absent from Lakeland.

An overall review of the student's records relating to his or her prior experience at Lakeland University will occur. This review will include academic performance, conduct, participation in campus community life, compliance with financial obligations, and any other factors deemed relevant. The university reserves the right to make the readmission decision based on any combination of the above factors in the best interests of the student as well as the university community. The policy applies to all readmissions regardless of the reasons for the student's initial withdrawal or suspension from the institution.

Readmitted students are subject to the degree requirements in effect at the point of their re-entry to the university. Students readmitted after suspension are placed on academic probation for their first term of re-enrollment and must meet the terms of probation in order to be eligible for continuing enrollment.