

Academic Policies

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.

Contingent upon continuous enrollment, students will be 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.

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). 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.

Class Year Classification

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

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

Freshmen	<i>Students who have earned fewer than 30 semester credits.</i>
Sophomores	<i>Students who have earned at least 30 but fewer than 60 semester credits.</i>
Juniors	<i>Students who have earned at least 60 but fewer than 90 semester credits.</i>
Seniors	<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 Interdisciplinary Studies requirements listed below:
 - a Demonstrating college-level proficiency in each of the required Fundamental Skills areas: reading and writing and math.
 - 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 24 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.

★ A maximum of 3 semester hours from workshop courses may be used towards degree total.

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) – (Excluded courses: SOC335/PSY335)
- World Languages** (CHI, GER, JPS, SPA)

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

** 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.

Students must complete course requirements in the following subject areas:

		Subject Area	Course Name
Required Courses	Fundamental Skills (3 courses)★		College Writing Workshop*
			Reading Workshop*
			Mathematic Workshop*
	Rhetorical Skills (3 courses)		Composition I
			Composition II
		Public Speaking	
Quantitative Skills (1 course)		Intermediate Algebra*	
Interdisciplinary Core (1 course)		Core I: Foundation of Critical Thinking	
Distributional Studies	Art, Music, or Theater (1 course)		Drawing I/Two-D Design/Art History II/Music History and Appreciation/Web Design/Image Editing Photoshop
	World Languages (1 course)		Japanese/Spanish/Chinese**
	History and Politics (1 course)		World History I/World History II/US History I/ US History II /History of Europe/American Government I
	Literature and Writing (1 course)		Humanities I/The Art of Film
	Mathematics (1 course)		Probabilities & Statistics/Pre-Calculus/Calculus I**
	Philosophy and Religion (1 course)		Eastern Religious Traditions/Western Religious Traditions/Religious Diversity in America/Introduction to Philosophy/Ethics/Logic
	Natural Sciences (1 course)		Introduction to Biology (with lab credit)**
	Social Science (1 course)		Macroeconomics/Microeconomics/General Psychology/Introduction to Anthropology/Anthropology of Japan/Introduction to Sociology/Majority & Minority Relations/US-Japan Relations/Intro. to Diversity Studies
	Electives ***		(Various courses available)
TOTAL CREDITS REQUIRED			60 credits

★ Student can only earn a maximum of 3 credits for workshops to be applied to an AA Degree. If a student needs to take more than one workshop class, he/she will receive credit for the course with the highest grade.

*Students who pass the placement exam are exempt from these courses.

** Introduction to Biology, Calculus I and Elementary language courses are four-credit courses. New Media Writing Lab is a one-credit course that can be repeated up to four times.

***Elective courses include: Introduction to Mass Media, Introduction to Business, Hospitality courses...etc.

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. 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 Student Resources page of LUJ web page. First-time students will receive registration materials from the Academic Affairs office during the orientation. Follow these steps for course registration:

1. Check the class schedule for the next semester on the LUJ Web page before the scheduled advising period.
2. Schedule an appointment with your advisor for registration advising.
3. Prepare for your registration advising meeting by considering the plans made at previous advising sessions and by consulting the class schedule.
4. Meet with your advisor to discuss course requests and complete a registration form. Once you have determined your course selections, sign and date the form, and obtain your advisor's signature. 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.
5. Check your registration day through email sent by the Academic Affairs office.
6. On your registration day, log on to my.lakeland.edu in order to register your preferred courses. It is recommended to complete your registration on your registration day in order to have the highest priority in selecting courses.
7. 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 Student Resources of 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 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): Used when students have formally declared that they are taking a course on an audit basis and have completed all work required of audit students by the course instructor. Formal declaration of audit status or withdrawal from an audit must be completed on or before the date announced as the last day to withdraw as indicated on the academic calendar for the relevant term. Failure to meet the instructor's conditions will be recorded as **UAU**; withdrawal from the course will be recorded as **WAU**. These marks are not computed in GPAs. Refer to the section on Auditing a Course for more details.

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 Provost of Lakeland University. 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.

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. **Students with fewer than 24 credit hours will be evaluated by their Academic Advisor if they are qualified to enroll in 200-level courses.**

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.

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.

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.

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 institution for further studies.

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 drop and add courses through the end of the first week of classes. Adding and/or dropping classes may be done in person in the Academic Affairs office. All adds and drops require the approval of the student's faculty advisor. Such approval occurs with the signature of the advisor on an Add/Drop Form. Students are assumed responsible for adding and/or dropping courses^ the accurate completion of the submission of an add/drop form to the Academic Affairs office prior to stated deadlines.

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. Excused absences may be granted at the discretion of the instructor.
 - 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 from all instructors and identifies who has not Commenced Enrollment after the Add/Drop Period.

- The Academic Affairs sends a notice to Student, Student Affairs, Academic Advisor, 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.
3. Administration drops student from the course, and the student's enrollment status may change based on the number of courses dropped.
 4. U.S. Financial Aid refund calculations 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 Newspaper Practicum, which can be taken up to four times with credit earned each time.

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.

FERPA Policy

The Family Education Right to Privacy Act (FERPA) is a U.S. 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. Please refer to our English website for the detailed information. (<http://luj.lakeland.edu/images/acadprog/FERPA.pdf>)

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 terms. 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 Academic Program must also successfully complete a minimum of six (6) semester hours of course work during each of their terms at Lakeland University Japan Campus. 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 Dean will implement the following policies.

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 will be placed on academic probation for the following semester. Students who are placed on academic probation will receive a probation letter indicating their need to improve their overall GPA and must meet with the Academic Advisor to discuss their performance. These students must also meet with student tutors to establish the terms of their probation. 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.

Appeals to the above policy decisions may be made to the Dean.

Dismissal: Students who are readmitted after an academic suspension and fail to meet the appropriate term GPA standard will be academically dismissed. 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 to achieve the required term GPA for students with probational acceptance

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 by the Dean, 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. It is assumed that the work turned in by a student is the student's own work. Cheating, plagiarism, or other kinds of academic dishonesty are considered 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.

Withdrawal from the University

Students in good standing 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 Request form co-signed by a financial sponsor if applicable, clear their financial accounts, and participate in a brief exit interview prior to successfully withdrawing from the school. Failure to complete the withdrawal process may result in Falling 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.

Medical Withdrawal and Family Leave

A request for medical withdrawal or family leave may be made in extraordinary cases where serious physical or mental illness, injury, or another significant personal situation prevents a student from continuing his or her classes, and where incompletes or other arrangements with the instructors are not possible. All applications for withdrawal require the completion of a Withdrawal from the University Form available from the Student Affairs office; thorough and credible documentation of the intervening circumstances; and the approval of the Dean. **Note:** Requests for medical withdrawal or family leave from a single course in a term when several courses are taken will not be granted.

A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury, interfere with class attendance and/or academic performance. The student must have been or currently be under medical care during the current semester and must provide verification from a primary caregiver in order to be considered for a medical withdrawal from all classes. The medical withdrawal policy covers both physical health and mental health difficulties.

A student may request and be considered for family leave when extraordinary personal reasons, not related to the student's personal physical or mental health interfere with class attendance and/or academic performance. Examples include care of a seriously ill parent, sibling, child or spouse, or a death in the student's immediate family. Documentation from appropriate sources must be submitted in order for such a request to be considered.

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 Academic Affairs 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. Successful readmission requires the complete payment of all 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 as well as the best interests of the student and 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

Students who have been suspended 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 will be asked to submit a written request and transcripts for any coursework taken since prior enrollment at Lakeland. Students who were previously suspended will be placed on probation status upon readmission until their coursework merits a return to good academic standing. Students who have been readmitted following a 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. Students who officially withdrew in good standing and are readmitted will return in good academic standing.

Other Enrollment Policies

Other Enrollment Policies are available at

http://luj.lakeland.edu/images/resources/Enrollment_Policies.pdf .

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.

Bachelor's Degree in Wisconsin, USA

Bachelor's Degree Requirements for Lakeland University (Wisconsin, USA)

Lakeland University in Wisconsin, USA (LUW) awards three bachelor's degrees—the Bachelor of Arts (B.A.), the Bachelor of Fine Arts (B.F.A.), and the Bachelor of Sciences (B.S.)—all of which require successful completion of a course of study that includes exploration of the core disciplines of the liberal arts and sciences.

In order to complete the requirements for any bachelor's degree at Lakeland University, each student must:

1. Complete the Interdisciplinary Studies requirement by (for the specific requirements of each Interdisciplinary Studies area, refer to the "Curriculum" section of this catalog):
 - a Demonstrating college-level proficiency in each of the required College Skills areas: reading, writing, and mathematics.
 - b Completing Distributional Studies requirements in Rhetorical Skills, Quantitative Skills, and seven (7) of eight (8) distributional studies areas.
 - c Completing the Critical Thinking Core Sequence requirements: Core I, Core II, Core III; or the Honors Program Sequence.
2. Complete an academic major. For the specific requirements of each major, refer to the "Curriculum" section of this catalog.
3. Complete at least 120 semester credits of college credit, of which no more than 6 semester credits may be from GEN 095 - Foundations of English, GEN 100 - College Writing Workshop, GEN 101 - Reading Workshop, GEN 102 - Mathematics Workshop, GEN 103 - College Success Workshop, and GEN 105 - Learning Skills Development (2 semester credits), or their equivalents.
4. Earn a minimum of 30 semester credits of college credit through Lakeland University. Of the last 30 semester credits credited toward the degree, 24 semester credits must be earned through Lakeland University.
5. Maintain a cumulative grade-point-average of at least 2.0 in the Lakeland major and minor areas, and at least 2.0 in all coursework taken through Lakeland University. Education majors are required to maintain a GPA of at least 3.0 in all the coursework applied to the major, minor, professional sequence, and Interdisciplinary Studies requirements.
6. Complete at least one-third of the coursework required for the Lakeland major(s) and minor(s) through Lakeland University.
7. Attend a total of 24 college-sponsored fine arts and lecture series events. For those entering as transfer students, the number of required events is determined according to class standing at the time of enrollment at Lakeland as follows:
 - A freshman (0-14 semester credits) - attendance at 24 events
 - A second-semester freshman (15-29 semester credits) - 21 events
 - A sophomore (30-45 semester credits) -18 events
 - A second-semester sophomore (46-59 semester credits) -15 events
 - A junior (60-74 semester credits) -12 events
 - A second-semester junior (75-89 semester credits) - 9 events
 - A senior (90 semester credits) - 6 events
 - A second-degree candidate – exempt

Selecting a Major

Students are required to select a major before registering for courses in their junior year. Selecting a major is an important decision, so it is important to spend time researching majors, thinking about your interests, and evaluating career goals.

Requirements for an Academic Major

Major requirements are outlined in the academic catalog, available at the LUW website: catalog.lakeland.edu.

Transferring to LUW

LUJ graduates are guaranteed acceptance to the home campus in Wisconsin, USA. Students enter LUW as junior-year students are guaranteed on-campus housing. The LUJ staff works closely with LUW to ensure a smooth transfer process.

Scholarships

LUJ graduates who transfer to LUW are guaranteed an annual scholarship of \$10,000 – \$16,000 depending on their overall GPA up to previous semester of the graduation. The scholarship is only awarded for full-time students.

GPA 2.00 – 2.49	Success Scholarship	US \$10,000
GPA 2.50 – 2.99	Achievement Scholarship	US \$12,000
GPA 3.00 – 3.49	Dean's Scholarship	US \$14,000
GPA 3.50 – 4.00	Presidential Scholarship	US \$16,000

Transferring to Other Colleges / Universities

Students are not limited to transferring to the LUW campus. Students can also transfer to colleges and universities in the U.S., Canada, or around the world. In general, it is very difficult to transfer to Japanese universities as third year students. LUJ will support students during the transfer process as much as possible.

In December 2010, LUJ signed an agreement with the School of Global Studies, Tama University (Kanagawa, Japan), providing students the opportunity to transfer directly to the School of Global Studies as third-year students. While enrolled at LUJ, students can also take courses and receive credits from Tama University.

Registering for LUW classes

Students planning to continue their studies at LUW will need to pre-select courses. Details will be announced during the "LUW Application Session." Students will need to declare a major before selecting courses (see the "Recommended LUW Majors" section for more information).

In addition to required courses for major studies, non-American students will be required to take a 2-credit course entitled "Transition to America," an introductory class to help non-native students get accustomed to life in the U.S. All transfer students will be required to take two Interdisciplinary Studies courses (one each from the "Core II" and "Core III" categories). Select your LUW courses carefully to ensure that you can complete your general studies and major requirements in a timely manner.