

## ***Enrollment Policies – Academic Program***

Lakeland University Japan Campus 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 last 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 Re-Entry form is available at the Student Affairs office.

### ***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 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 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, 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 must be made 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.