

# 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 3.0 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 hold visa sponsored by the school 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, practicums, 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. Of the last 15 semester hours credited towards the degree, 12 semester hours must be earned through Lakeland University.
5. Maintain a cumulative grade-point-average (GPA) of at least 2.0 in the Lakeland Associate's Degree curriculum.

★ Under the Rhetorical Skills, students need to complete the following courses to meet the requirements.

- GEN110 Composition I
- GEN112 Composition II
- COM111 Public Speaking **or** GEN3XX Core II

★★ 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, the student will receive credit for the course with the highest grade.

Under the Distributional Studies areas, students must complete at least three semester hours of coursework 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 (CRW, ENG, WRT) – (Excluded courses: ENG230; WRT211; WRT212)
- Mathematics\* (MAT) – (Excluded courses: MAT140, MAT120; \*prior courses: MAT130, MAT150)
- Natural Sciences (BIO, CHM, PHY) – (Excluded courses: CHM 140)
- Philosophy and Religion (PHI, REL, SJS)
- Social Sciences (ANT, CRJ, DVS, ECN, PSY, SOC)
- World Languages\*\* (CHI, GER, JPS, SPA)

\* The math course must be above Quantitative Skills' courses, 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.

### ***Bachelor of Arts (B.A.) Degree Requirements***

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

1. Complete the Interdisciplinary Studies requirement by:
  - a. Demonstrating college-level proficiency in each of the required College Skills areas: reading, writing and mathematics.
  - b. Completing the requirements in Rhetorical Skills and Quantitative Skills.
  - c. Completing the Critical Thinking Core Sequence requirements: Core I, Core II, Core III.
  - d. Completing seven (7) of eight (8) Distributional Studies areas.
2. Complete an academic major.
3. Complete at least 120 semester credits of college credit
4. Earn a minimum of 30 semester credits of college credit through Lakeland University. Of the last 30 semester hours credited toward the degree, 24 semester hours must be earned through Lakeland University.
5. Maintain a cumulative grade-point-average (GPA) of at least 2.0 in the Lakeland major and minor areas and at least 2.0 in all coursework taken through Lakeland University.
6. Complete at least one-third of the coursework required for the Lakeland major(s) and minor(s) through Lakeland University.

### **Interdisciplinary Studies**

1. College Skills
  - GEN 100 College Writing Workshop
  - GEN 101 Reading Workshop

2. Rhetorical Skills

- GEN 110 – Composition I: Academic Writing
- GEN 112 – Composition II: Argumentation and Research
- At least three semester hours of writing-intensive(WI)\* coursework in the student’s major
- At least three semester hours of writing-intensive(WI) coursework in the Critical Thinking Core Sequences

\*Writing Intensive Coursework (WI): offer students additional opportunities to improve their writing skills through peer editing sessions, student-faculty conferences, and in-class instruction. All writing intensive courses are labeled in the catalog/this handbook with a **(WI)** designation.

3. Quantitative Skills: students must earn an ACT mathematics score of 24 or above or pass one of the following courses:

- MAT120 – Quantitative Reasoning
- MAT140/MAT140W – Advanced Algebra/Advanced Algebra Workshop

4. Distributional Studies: to complete this requirement, students must take at least three semester hours of coursework within any seven of the following eight categories. Although listed course prerequisites still apply, all courses with the parenthetical programs designations are acceptable unless specifically excluded below. 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.

- Art, Music, or Theater (ART, GDN, MUS, THE)
- History & political Science (HIS, POL)
- Literature and Writing (CRW, ENG, WRT) – *(Excluded courses: ENG230; WRT211; WRT212)*
- Mathematics (MAT)\* – *(Excluded courses: MAT120; MAT140/MAT140W; prior courses:MAT130, MAT150)*
- Natural Sciences (BIO, CHM, PHY) - *(Excluded courses: CHM 140)*
- Philosophy and Religion (PHI, REL, SJS)
- Social Sciences (ANT, CRJ, DVS, ECN, PSY, SOC)
- World Languages\*\* (CHI, GER, JPS, SPA)

\* The math course must be above Quantitative Skills’ courses, 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.

5. The Critical Thinking Core Sequences: Students hone sets of self-reflexive skills as they apply perspectives from their distributional studies coursework to a range of complex questions and problems. Across three integrated courses, students learn to think with increasing sophistication, beginning with basic notions of fact and evidence and ending with applying those skills to topics of vital global importance.

- GEN 130 - CORE I: Foundations of Critical Thinking
  - First in a sequence of three courses designed to teach students progressively more complex forms of reasoning and problem-solving. Through work with a range of text and ideas, students learn to distinguish fact from interpretation and to identify and search for both confirming and disconfirming evidence.
  - A discussion-based format invites students to ask and answer key questions that assess arguments and perspectives.
- GEN 3XX – CORE II: Exploring the Human Condition
  - This sophomore-level course takes the questions, perspectives and critical-thinking skills of Core I and expands their historical and cultural range, examining persistent questions about the human condition. By focusing on a single “central theme,” students note how such topics have been addressed and readdressed throughout history, across cultures, and within different fields of knowledge.
  - Class discussions and presentations develop critical thinking, reading, and writing skills by exploring effective strategies for argumentation, evaluating evidence and comparing and contrasting points of view
- GEN 4XX – Core III: Shaping the Future

- Final and last in the Core sequences courses asks upper-level students to apply their understanding of individuals and the human condition to a contemporary societal problem.
- Looks to the future, using current events and cross-cultural challenges as a springboard for discussing the costs and benefits of potential policies, decisions and choices.
- Is a "writing-intensive" (WI) course, and focuses on the ability to research and revise one's idea, and requires students to explore and communicate ethical proposals for change.

Note: Most students are required to complete all levels of the Critical Thinking Core Sequence. Intermediate and upper-level transfer students, however, are exempt from some Core requirements. Students entering with 30-74 semester hours in transfer credit must complete a Core II and Core III course, while students entering with 75 or more semester hours in transfer are only required to complete a Core III course.

### ***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 3.0 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 determine 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.

### ***Sequential Enrollment in Writing Courses***

Students must enroll in their first required writing course (GEN100, GEN110, or GEN112) in their first semester as an undergraduate, and then to take the remaining required course(s) in successive semesters after each course is successfully passed.

### ***Credit Limit Policy***

A student in good academic standing at LUJ be allowed to enroll in up to 18 semester hours per term, as long as those semester hours fall within these parameters.

- No more than 14 semester hours of non-experiential learning coursework (i.e. any courses except cooperative education courses) unless they have either a GPA of 3.0 or greater or permission from the Dean.
- No more semester hours of cooperative education that exceed a total work-hour commitment greater than 480 hours
  - NOTE: 1 semester hour is equivalent to 40 work-hours of a cooperative education experience.

NOTE: Visa status may also limit the number of work-hours allowed for a student.

### **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/SA, UAU/UAL, WAU/WAL, X, NC 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. To be eligible for an "incomplete", a student must meet the following criteria:

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 Academic Affairs 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 where grading occurs on a pass/fail basis.

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

**NC** = No Credit: Progress was made in the course, but not completed. No credit or quality points awarded.

**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/SA = Audit (not offered at LUJ)** Grade assigned for students who have formally declared an audit-based grading basis and have successfully completed coursework assigned by the course instructor.

- UAU/UAL (not offered at LUJ): Grade assigned if student fails to complete coursework assigned by instructor.
- WAU/WAL (not offered at LUJ): Students who withdrawal from an audited course receive this grade.
- Audited coursework is not included in grade point calculations.
- SA/UAL/WAL audit grading is in use for Life and Career Studies program.
- Formal declaration of audit status or withdrawal from an audit must take place on or before the withdrawal deadline date indicated on the academic calendar each semester.
- Refer to the Auditing a Course section 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**

Printer-friendly versions of midterm and final grade reports are available at my.LAKELAND at the end of each grading period. Although parents may provide a major portion of the financial support for a student's education, they will not receive college grade reports. Legally an adult, the student must choose to share the grade report information to parents.

### **Grade Changes**

Once grades have been submitted to the university, changes of grades must be approved by the Vice President for 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 during the grading period by emailing the Academic Affairs. After grading period is closed, submit the grade change form for approval to the Vice President for Academic Affairs. 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 based on 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.

Grade appeals must be submitted no later than three (3) weeks after the official grade is posted. 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 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 the student's 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.

#### **Upper-Level Courses-400's**

These courses are normally expected to be taken during the junior and senior years, providing the undergraduate "capstone" experience within the major. These courses intensely explore specialized content (e.g., reading-intensive course) and require students to create or synthesize knowledge using previously learned skills. These courses also provide authentic "Student-as-Practitioner" experiences; specialized, independent thinking within the field; vocational training (internships); and/or independent research.

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.

As part of these policies, course instructors may request verification from students for a stated medical absence. It will be at each instructor's discretion to determine whether absences to be excused. 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.

If students need special accommodations for religious purposes, please inform course instructors.

### ***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](http://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](http://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 students repeat a required course three times and fails, they 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 The Mirror: Newswriting (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 their graduation requirements. A passing grade in the subsequent course will replace the failing grade of the previous Core II or Core III attempt.

### ***Retroactive Credit for World Language Study***

Students who complete a Lakeland University world language course above the first-semester level with a grade of "B" or better will also receive credit for all world language courses that are the prerequisite to that course. A student can earn retroactive credit who is studying a language that is not their native language. A student may earn a maximum of 14 semester hours, not including the completed course. The course taken to earn retroactive credit must be the student's first college course in the language.

### ***Taking Courses at Other Colleges***

Lakeland students who wish to take a course at another college while enrolled at Lakeland must receive written permission prior to taking the coursework if the credits are to be applied to a Lakeland degree. Forms for obtaining such advance written permission are available from the Academic Affairs. If a student is taking coursework at another college concurrently with their enrollment in Lakeland courses, the total course load may not exceed 18 semester hours in any term. Registration for more than 18 credits may occur with an approved petition to overload, if the student has a 3.0 GPA and if other conditions make the overload advisable. Only grades of "C" or better will transfer. Coursework taken through other colleges will not be included in the Lakeland GPA.

### ***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 recognizes students enrolled in a minimum of 12 graded semester hours (quality points earned) 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)**

| <b>Class Standing</b>                      | <b>Required Minimum Term GPA</b> | <b>Required Minimum Cumulative GPA</b> | <b>Required Minimum Number of Credits Successfully Completed Each Term</b> |
|--|----------------------------------|--|--|
| 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 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, the student 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 for 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 its students. We assume 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, depending upon the severity of the offense.

Plagiarism includes but is not limited to

a.) the intentional or unintentional use of another person's work without acknowledging that source through formal citation

b.) the use of materials prepared by another person or agency engaged in the selling of essays or other academic materials

c.) the unauthorized assistance of Artificial Intelligence (A.I.) or Multilingual and Natural Language Processing (NLP) software.

It is the student's responsibility to understand and avoid plagiarism and cheating; students also are responsible for understanding their instructor's policy on self-plagiarism, the "recycling" of one's previous work. Students who believe they have been unfairly accused or penalized may submit a written appeal, stating the specific details of their situation, to the Vice President for Academic Affairs. Students at Japan campus should direct their appeals to the Dean of Lakeland University - Japan (LUJ) through Academic Affairs. Where appropriate, the Vice President for Academic Affairs or the LUJ Dean may take such appeals to the appropriate committee for a formal hearing and decision. In matters of plagiarism and cheating, the decision of the Vice President for Academic Affairs or the LUJ Dean 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 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 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.

## ***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.

### ***Request for Degree Conferral***

- **Student should notify Academic Affairs of the intention to graduate by filling out and submitting an application for graduation.**

- Student should apply once they have earned a minimum of 84 semester hours for Bachelor of Arts degree and 36 semester hours for Associate of Arts degree.
- Application forms will be available on my.LAKELAND (Request for Degree Conferral).
- Should graduation plans change, the student must inform Academic Affairs immediately.
- Students who reach graduation eligibility without having submitted the form risk exclusion in the graduation ceremony and delay in receiving their diploma.
  - Students will incur a diploma fee for their first-time diploma for each program.
- The Request for Degree Conferral is the official request for degree conferral by Academic Affairs, NOT an RSVP to attend the ceremony.
  - In order to participate in the commencement ceremony, a student must complete a separate reservation process to attend their ceremony via Student Affairs.
  - Students should check their Lakeland University Japan email and check the updates from Student Affairs to determine the deadline dates related to ceremony registration and academic attire orders.

### ***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.

### ***Graduation Honors***

Classifications:

- To be eligible for graduation honors, a student must complete a minimum of 48 semester hours through Lakeland University. Lakeland grade-point-average calculations use the quality points earned in Lakeland courses. A student is eligible for Lakeland graduation honors based on the following cumulative GPA criteria.
  - Summa Cum Laude = 3.80-4.00
  - Magna Cum Laude = 3.60-3.79
  - Cum Laude = 3.50-3.59
- Associate Degree students are not eligible for honors.

### ***Undergraduate Honors Policy***

- Determination of Honors at the graduation ceremony is reflective of the cumulative GPA for all coursework completed by the final day of a semester before the graduating semester and may include the entered or in-progress semester hour calculation of the individual student.
- Final Official University academic honors determinations occur once all course grade entry is complete.
  - Once a final academic assessment occurs, a student may earn new honors designations or increase their level of honor.
    - ✧ Conversely, staff may rescind an honors designation or decrease the student's level of honor.

Transcription of official honors designations are on the permanent academic transcript and diploma.

# 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 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.

Students request transcripts online through our website with our third party provider Parchment. All transcript requests must include the student's signature, social security number or Lakeland student ID number (LUW student ID number), and name while attending Lakeland University. The cost of each transcript is \$12.00. Additional shipping fees apply for any international orders. Students transcripts are on hold until all financial obligations to the university, including the full payment of all fines, should be satisfactorily resolved with Financial Affairs.

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 Cooperative Education & Career Services, Financial Aid and Financial Affairs, 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 the 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) 6240-4289 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, the student may include a statement contesting the result in the 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 students wish to have information about their disability shared with others, they must provide written authorization to the service providers to release the information. Before giving such authorization, students should understand the purpose of the release and to whom the information is being released.
- Students have the right to review their 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 Kellett undergraduate/graduate academic catalogs and on the lakeland.edu website.

## ***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 two months 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
- Student Affairs – 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 Services Agency of Japan, 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 Services Agency of Japan, 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 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 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.

# ***Business Administration***

Successful businesses, no matter what they sell, have at least one thing in common: they need to be well managed. Successful management, however, is not a narrow set of skills. Business professionals must be able to analyze economic opportunities, predict outcomes, and implement business decisions. They need to be literate in the worlds of accounting, economics, finance, law, ethics, and information technology—all to navigate an ever-changing business world.

The business administration major, the central program of the J. Garland Schilcutt School of Business, Science and Technology, produces graduates with this wide range of skills and expertise. Its core set of classes introduces students to the major fields within business and economics, while requiring students to “focus” on a particular area of business through their choice of emphasis. Students thus graduate with essential competencies in business administration, as well as focused understanding of at least one key area. Emphasis options include Business Economics, Communication, Cooperative Education, Digital Marketing, Entrepreneurship, Finance, Forensic/Fraud, Healthcare Management, Hospitality Management, Human Resource Management, Insurance, International Business, Management, Nonprofit Management, Retail Management, Sales Management, and Sport Management. A Student Designed option is also available.

This combination of broad-based and specific knowledge in business opens doors into marketing and finance, as well as leadership positions in private industry, government, and nonprofit organizations. In its comprehensiveness and commitment to developing problem-solving and decision-making skills, the business administration program is designed to help its graduates succeed anywhere.

Successful businesses, no matter what they sell, have at least one thing in common: they need to be well managed. Successful management, however, is not a narrow set of skills. Business professionals must be able to analyze economic opportunities, predict outcomes, and implement business decisions. They need to be literate in the worlds of accounting, economics, finance, law, ethics, and information technology—all to navigate an ever-changing business world.

Students who have successfully completed a B.A. in Business Administration from Lakeland University should be able to:

- Explain the major concepts in the functional areas of accounting, economics, marketing, finance, management, leadership, and management information systems.
- Construct and present effective oral and written forms of professional communication
- Identify the key legal and ethical issues related to contemporary business conduct
- Demonstrate responsible and effective workspace behavior skills and traits in a professional business environment.

## **Business Administration Major (B.A.) Requirements (51-54 semester hours)**

### **Core requirements**

- ACC 210 – Financial Accounting Principles
- ACC 220 – Managerial Accounting Principles
- BUS 150 – Pathways to Success: An Introduction to Business
- BUS 265 – Personal Finance (required only for students enrolled or re-enrolled in Fall 2023 or later)
- BUS 301 – Management Information Systems
- BUS 330 – Management Principles
- BUS 340 – Principles of Business Finance
- BUS 410 – Business Law I
- BUS 491 – Business Policy and Strategy (WI)
- ECN 230 – Principles of Microeconomics
- ECN 235 – Principles of Macroeconomics
- MAT 220 – Probability and Statistics
- MKT 350 – Marketing Principles

Students should complete at least one emphasis designated for the Business Administration Major:

✧ **Communication (12 semester hours)**

- COM 212 – Team-Based and Group Communication
- COM 330 – Strategic New Media and Digital Communication
- WRT 201 – News Writing
- WRT 330 – Advertising and Public Relations Writing

✧ **Hospitality management (12 semester hours)**

Choose 4 of 5:

- BUS 380 – Human Resource Management
- EXP 100 – Professional Protocol ( 1 semester hour) AND HSP 407 – Hospitality Internship (4 semester hours)
- HSP 211 – Introduction to Hospitality Management
- HSP 315 – Food and Beverage Management
- HSP 316 – Accommodations Management

✧ **International Business (15-16 semester hours)**

- BUS 284 – Principles of International Business

Choose 4 of 8:

- BUS 335 – Study Abroad in Business
- BUS 366 – Global Financial Markets
- COM370 / BUS 370 – Intercultural Communications
- MKT 469 – Global Marketing and Management Strategies
- BUS 474 – International Laws and Regulations
- ECN 365 – International Economics
- EXP 100 – Professional Protocol (1 semester hour) AND BUS403 – Internship in International Business (1-12 semester hours)
- JPS 100 – Basic Japanese for Business or SPA 100 – Basic Spanish for Business or 3 semester hours of EFL

**Degree Restrictions**

If you are planning to study at LUW, please make sure to read the “Degree and Major/Minor/Emphasis Restrictions” section in the Academic Catalog carefully.

## Course Descriptions

The university reserves the right to add, remove, and modify the courses in its curriculum. All courses listed are three-semester-hour courses unless indicated otherwise. Courses marked (WI) are Writing-Intensive courses.

### **Accounting (ACC)**

#### **ACC210 - Financial Accounting Principles**

Semester Hours: 3

This course introduces students to the principles of financial accounting. Topics include the basic accounting cycle, the preparation and analysis of financial statements, and applying Generally Accepted Accounting Principles to the recording of merchandise inventories, cash, receivables, long-term assets, current and long-term liabilities, and stockholders equity.

Pre-requisites: MAT120 - Quantitative Reasoning or MAT140 - Advanced Algebra

#### **ACC220 - Managerial Accounting Principles**

Semester Hours: 3

This course introduces students to the relevance, use, and interpretation of accounting information for decision making in support of business strategy. Topics include product costing, cost-volume-profit analysis, budgeting, variance analysis, performance measurement, capital budgeting, and short-term decision-making.

Pre-requisites: ACC210 - Financial Accounting Principles

### **Anthropology (ANT)**

#### **ANT110 - Introduction to Anthropology**

Semester Hours: 3

An introduction to the "science of humanness."

There will be a general overview of each of the five subfields of anthropology stressing both the unity and diversity of the field. Emphasis will be placed on the evolutionary and cultural contributions to understanding the human condition.

#### **ANT280 - Anthropology of Japan**

Semester Hours: 3

The main goal of this course is to develop an understanding of specific features of contemporary Japan from an anthropological perspective. We explore Japanese cultural patterns and processes of change over time in relation to the major theories and sub-fields of anthropology: physical anthropology, archaeology, linguistics, and cultural anthropology, and the methodologies of fieldwork and ethnography. We examine historical sources and precedents, as well as discourses of 'Japaneseness' and what it means to be Japanese through themes including narratives of pre-history and national origin, family organization and community structure, education, work and business practice, language, gender, minorities, religion and ritual, law, the arts, and popular media and culture. Students have an opportunity to develop their own ethnographic research interests and to experience anthropological fieldwork in Japan.

### **Studio Art (ART)**

#### **ART101 - Drawing I**

Semester Hours: 3

Isolates and explores the drawing component of line as a means of creating a visual sense of spatial depth, volumetric form, and weight. Emphasis is placed on correct seeing and accurate drawing

through various exercises, techniques and subject matter. Various mediums are explored.

#### **ART151 - 2-Dimensional Design**

Semester Hours: 3

An investigation of the elements of art: line, shape, value, texture and space. Emphasis on creativity and craftsmanship. Various mediums are explored.

#### **ART264 - Art History II**

Semester Hours: 3

This course examines historical developments of a variety of artistic styles, eras and artworks by artists from around the world, dating from the European Renaissance to contemporary developments around the world.

### **Biology (BIO)**

#### **BIO100 - Introduction to Biology**

Semester Hours: 4

An introduction to the key principles and concepts of human biology for non-biology majors. This course includes a laboratory.

### **Business Administration (BUS)**

#### **BUS150 - Pathways to Success: An Introduction to Business**

Semester Hours: 3

This course is designed to provide students contemplating careers in business with an overview of the business-economics workplace and an appreciation for the work, people, and personal skills essential for success in it. Through classroom and directed "Student-As-Practitioner" activities, the student will become acquainted with the economic environment in which business operates, the organizational structures, functional areas, career options, terminology, ethics, and protocols of business. The students in this course will also begin the process of résumé generation and portfolio development.

#### **BUS265 – Personal Finance**

Semester Hours: 3

An overview of personal financial literacy by taking a practical approach to helping individuals manage their own finances. The content of this course will emphasize wealth building strategies, debt management strategies, and advice on common personal finance decisions. Topics include: saving, budgeting, banking, types of credit, credit scores and reports, investing, insurance, retirement accounts, vehicle purchases, housing decisions, and taxes

#### **BUS284 - Principles of International Business**

Semester Hours: 3

An introduction and overview of the principal disciplines of business, such as accounting, finance, management, and marketing, as they apply to international business situations. International economics, government, and intercultural communications.

**BUS285 - Special Topics in Business**

Semester Hours: 3

An opportunity to study topics in business of special interest and importance.

Pre-requisites: will be announced in conjunction with topic selected.

**BUS301 - Management Information Systems**

Semester Hours: 3

An introduction to management information systems and computer applications used in business. Designed to provide the business student with the background needed to interface with information technology. Course will include spreadsheet applications, database systems, protection of data and information, and legal and ethical issues in information systems. May also discuss e-commerce and enterprise information systems.

Pre-requisite: MAT120 - Quantitative Reasoning or MAT140 - Advanced Algebra

**BUS330 - Management Principles**

Semester Hours: 3

The major approaches and techniques of management, including the administrator's task of organizing, planning, leading, and controlling the organization, its people, and its resources.

Pre-requisite: ACC210 - Financial Accounting Principles

**BUS340 - Principles of Business Finance**

Semester Hours: 3

Acquisition and use of short- and long-term funds by business. Concepts covered include cost of capital, ratio analysis, cash budgets, capital budgeting, debt, and equity financing.

Pre-requisite: ACC210 - Financial Accounting Principles

**BUS366 - Global Financial Markets**

Semester Hours: 3

Application of financial theory to the operations of multinational firms; survey of the international financial environment; determinants of international portfolio and direct investment capital flows; management of foreign exchange positions and hedging strategies; evaluation of foreign investment projects (multinational capital budgeting); international financial structure decisions; multinational credit institutions and capital markets; taxation of international business.

Pre-requisite: BUS340 - Principles of Business Finance

**BUS370 - Intercultural Communications**

Semester Hours: 3

A survey of the norms, values, and beliefs that differentiate regions of the globe, and their application by domestic concerns not only to enter and succeed in the economic market of those regions, but also to acquire a better understanding of the people functioning within such contexts.

Pre-requisites: Sophomore Standing (30cr+)

**BUS380 - Human Resource Management**

Semester Hours: 3

This foundation course covers the challenging environmental changes taking place: globalization of business which calls for multinational workforces; rapid change in products; technology and work methods which call for management of organizational change; increased diversity of the American labor force; and evolving work and family

roles which call for innovative programs to accommodate these changes and ensure that organizations have effective workforces.

Pre-requisite: BUS330 - Management Principles

**BUS400 – Business Internship (1-12 semester hours)**

Semester Hours: 1-12

An internship in a business-related field arranged in advance by the student in consultation with the faculty advisor and the Cooperative Education & Career Service. Students are expected to participate extensively in the work and activities of the firm. Student may complete internships in finance, insurance, international business, marketing, management, sports management, nonprofit management or other fields as approved by the faculty advisor.

Pre-requisites: Sophomore Standing (30cr+)

**BUS403 – Internship in International Business (1-12 semester hours)**

Semester Hours: 1-12

An internship in a business-related field arranged in advance by the student in consultation with the faculty advisor and the Cooperative Education & Career Service. Students are expected to participate extensively in the work and activities of the organization.

Pre-requisites: EXP100 – Professional Protocol (1 semester hour).

**BUS410 - Business Law I**

Semester Hours: 3

The nature of the American legal system and its operations. Subjects include principles of the law of contracts as applied to selected business transactions and relationships; court structure, jurisdiction and civil procedures; and crimes and torts.

Pre-requisites: BUS330 - Management Principles and Junior Standing (60cr+)

**BUS491 - Business Policy and Strategy (WI)**

Semester Hours: 3

Students learn to systematically analyze a firm's internal and external environments and to apply concepts and theories related to the formulation and implementation of business-level and corporate-level strategies. The influence of other functional areas (marketing, finance, accounting, etc.) on strategic thinking is emphasized in teaching students the linkage between strategic problems, management interpretations, solutions, and firm performance. Oral and written business communication skills will be emphasized throughout the course.

Pre-requisites: GEN112 - Composition II, BUS330 - Management Principles and Junior Standing (60cr+)

**Chinese (CHI)****CHI101 - Elementary Chinese I**

Semester Hours: 4

An introduction to the Chinese language with special emphasis on the acquisition of speaking skills. Students will begin analyzing the fundamental similarities and differences between Chinese-speaking countries and the United States. Students will have a rudimentary grasp of the geography of Chinese speaking countries. Students are required to participate in a language laboratory each week.



### **CHI102 - Elementary Chinese II**

Semester Hours: 4

This course is a continuation of CHI 101 - Elementary Chinese I with lab (4 semester hours). Students are required to participate in a language laboratory each week.

Pre-requisites: CHI101 - Elementary Chinese I

### **Communication (COM)**

#### **COM111 - Fundamentals of Public Speaking**

Semester Hours: 3

As the study and application of the basic techniques of researching, constructing, and delivering a speech, this course helps students develop these skills through classroom performances on a variety of speaking topics in various situations.

#### **COM130 - Introduction to Mass Media**

Semester Hours: 3

A survey of the history of newspapers, magazines, book publishing, radio, television, and film. Mass media theory and contemporary media issues are discussed in detail.

Pre-requisites: GEN110 - Composition I

#### **COM211 - Interpersonal Communication**

Semester Hours: 3

A study of how humans communicate and behave in one-on-one situations or in small groups, this course explores how we form our self-perceptions, manage our identity, construct our view of other people, and interface with people in our lives. By looking at our behavior and that of others, the course examines communication climate, listening, language, defensiveness, relational dynamics, semantic reactions, non-verbal communication, emotion management, and conflict resolution.

#### **COM212 - Team-Based and Group Communication**

Semester Hours: 3

An introduction to the principles and practices of communicating in small group and goal-oriented team settings.

#### **COM330 - Strategic New Media and Digital Communication**

Semester Hours: 3

With the expectations created by the relative ease of access to electronic promotion formats, everyone in the 21st century is a digital communicator. Nowhere is this realization more critical than professionally. This course introduces students to a variety of communication skills needed to successfully negotiate the increasingly digital professional world. Instruction emphasizes the variety of ways that potential communication careers utilize new media to accomplish objectives in the public and private sectors. Students will have the opportunity to publish and work on actual new media campaigns in order to hone these skills.

Pre-requisites: GEN110 - Composition I and COM2XX

### **Computer Science (CPS)**

#### **CPS100 - Introduction to Computers**

Semester Hours: 3

Offered at Lakeland University Japan. A survey course of modern computer concepts and applications. The course relates computer concepts to the elements of an information system. Generalized overview of computing hardware, software, data management, computing systems and procedures, critical thinking about an

application of online resources, and using computing technology to effectively participate and succeed in college. Hands-on usage of word processing, database, spreadsheet, graphics, desktop publishing, operating systems, online course technologies, and the internet.

Note: this course does not qualify for credit in the computer science major or minor.

### **Diversity Studies (DVS)**

#### **DVS150 – Diversity and Social Justice**

Semester Hours: 3

An introduction to the basic concepts and perspectives related to study of racial, ethnic, gender, sexual, or religious identities; the historical and current discriminatory privileging of some racial, ethnic, gender, sexual, and/or religious identities over others; and to strategies for promoting greater racial, ethnic, gender, sexual, or religious freedom, equality, and justice.

### **Economics (ECN)**

#### **ECN230 - Principles of Microeconomics**

Semester Hours: 3

General introduction to the theories of production and consumption, pricing and the market system, perfect and imperfect competition, business and labor regulations, and international trade.

#### **ECN235 - Principles of Macroeconomics**

Semester Hours: 3

General introduction to the problems of resource allocation, supply and demand, national income employment and price levels, fiscal and monetary policy, operation of the banking system, and elements of international trade.

Pre-requisites: ECN230 - Principles of Microeconomics

#### **ECN365 - International Economics**

Semester Hours: 3

A study of international trade theory, the balance of payments, tariff policy, and trade controls.

Pre-requisites: ECN235 - Principles of Macroeconomics

### **English (ENG)**

#### **ENG260 - The Art of Film**

Semester Hours: 3

Film is arguably the most powerful artistic medium of the last century, both as a vehicle for personal expression and a source of cultural impact. This class instructs students how to appreciate and understand this influential art form, introducing them to the language of filmmaking and film analysis. We explore the elements of film as an art form – from motion and sound to editing and narrative structure – and survey how these tools of visual storytelling have developed across the years or through different genres and traditions. Students will be required to engage in their own filmmaking activities as part of the analytical process.

NOTE: Students will need access to a personal device that allows for digital filmmaking.

Pre-requisites: GEN110 – Composition I

### **Experiential Learning (EXP)**

#### **EXP100 - Professional Protocol**

Semester Hours: 1

This course is designed to prepare students for an effective cooperative education/internship experience with an employer. Students will explore strategies to connect with employers of interest,

review how they present themselves to others, and develop confidence in their communication skills to aid in their co-op/internship experience. The focus will be on appropriate workplace behavior, business etiquette, and professional communication strategies.

### **EXP300 - Experiential Learning Seminar**

Semester Hours: 1

This course is designed to help students process their cooperative education/internship experience and be reflective of the knowledge and skills they are developing during the extensive time with an employer/project. Students will develop an understanding of professional behavior, business etiquette, and protocols of the workplace. Students will also learn more about the leadership qualities needed to advance through a career. The course may be repeated, as the content will be adjusted for a second experience – requiring repeat students to assist with the facilitation of discussions.

Pre-requisites: EXP 100 - Professional Protocol (1 semester hour).

Co-requisites: first experience of XXX/EXP 390 - Cooperative Education Experience (1-12 semester hours) or XXX/EXP 391 - Cooperative Education Experience (0 semester hours).

### **EXP301 - Work, Ethics, and the Good Life**

Semester Hours: 1

This course leads students into critical reflection on how their emerging career aspirations align with their values, ethics, faith, and sense of self. Drawing from their life experiences, past and current work experiences, and in conversation with peers and provocative thinkers, students explore what it means for them to pursue “the good life”—a life worth living.

Pre-requisites: EXP 100 - Professional Protocol (1 semester hour) and junior standing.

Co-requisites: second experience of XXX/EXP 390 - Cooperative Education Experience (1-12 semester hours) or XXX/EXP 391 - Cooperative Education Experience (0 semester hours).

### **Graphic Design (GDN)**

#### **GDN103 - Fundamentals of Web Design**

Semester Hours: 3

This course introduces students to the concepts, tools, and process of efficient and effective web page design and implementation. Students will be required to learn how to use HTML and CSS, and to understand some basics of PHP and JavaScript. Practical work includes designing, building, debugging, and deploying a working web site.

### **General Studies (GEN)**

#### **GEN100 - College Writing Workshop**

Semester Hours: 3

Through frequent assignments and varied exercises, this course prepares students for Lakeland’s regular sequence of writing courses, GEN 110 - Composition I: Academic Writing and GEN 112 - Composition II: Argumentation and Research.

#### **GEN101 - Reading Workshop**

Semester Hours: 3

Students enrolled in this course learn to adjust their reading rate (words/ minute) to their purpose. Regardless of how well they read before the course, they can expect their rate to increase dramatically-100 w.p.m. on the average-while comprehension also increases. Vocabulary improvement is heavily stressed; daily quizzes encourage active

participation outside of class. Class time is devoted to individualized programs which assist students to learn to skim and scan, to recognize main ideas, to understand general principles, to read critically, to perceive organizational patterns, and to study more efficiently.

#### **GEN103 - College Success Seminar**

Semester Hours: 3

This course covers basic learning skills, especially study techniques, note-taking, time management, and test-taking strategies. Students are helped to develop perceptions, attitudes, and self-concepts that lead to academic success, and to increase the knowledge and personal skills necessary for making effective major and career choices. Students will participate in assessment, research, and activities designed to establish communication and inquiry skills that will aid in the exploration of course study and career alternatives.

#### **GEN110 - Composition I: Academic Writing**

Semester Hours: 4

Composition I introduces students to common practices of academic writing, including summary, synthesis, and analysis. Through regular work with the writing process, students will learn to compose well-supported, thesis-driven essays that avoid sentence-level errors.

Pre-requisites: GEN100 - College Writing Workshop

#### **GEN112 - Composition II: Argumentation and Research**

Semester Hours: 3

Through a series of assignments, including a lengthy college-level research paper, Composition II builds upon the skills developed in GEN 110 - Composition I: Academic Writing. Students learn how to construct logical arguments based on reliable evidence. Students develop proficiency with basic practices of research, including evaluating, integrating, and documenting source materials, narrowing a topic to a research question, and communicating results to different audiences.

Pre-requisites: GEN110 - Composition I

#### **GEN130 - Core I: Foundations of Critical Thinking**

Semester Hours: 3

The first level of the Critical Thinking Core introduces students to the intellectual and practical skills and resources they need in order to pursue a higher education. To this end, the course provides students with a foundation of critical thinking skills that encourages both questioning and open-mindedness, improves the ability to monitor one’s own thinking, and develops the techniques to approach new ideas and problems critically and with a sense of curiosity.

#### **GEN134 - Humanities I**

Semester Hours: 3

Introduces, integrates, and places in historical context the literature, drama, philosophy, religion, music, painting, sculpture, and architecture of Mediterranean and European cultures until approximately 1400 A.D.

Pre-requisites: GEN 110 Composition I

#### **GEN312 - Core II: Gender Studies: Bio,Culture and Performance**

Semester Hours: 3

One of the central questions of the human condition is explored in this course: how does biological sex influence the performance and perception of gender and sexual identity? Students will analyze the biological and sociological debates about gender that have persisted throughout history and across cultures through a combination of class discussion, historical study, formal presentations, and written work. Texts are as diverse as the topic, covering formal gender theory, sociological research, biological and evolutionary arguments, personal narrative, art, literature, and film.  
Pre-requisites: GEN130 - Core I: Foundations of Critical Thinking, GEN112 - Composition II: Argumentation and Research and Sophomore standing

### **GEN365 - Core II: Prejudice and Discrimination**

Semester Hours: 3

This course explores the etiology and effects of prejudice and discrimination from multiple perspectives. Anthropological, economic, historical, psychological, religious, sociobiological, and sociological approaches to understanding will be examined in addition to the depiction of prejudice and discrimination in literature and art. Topics may include well-recognized forms of prejudice and discrimination, such as racism, sexism, anti-Semitism, homophobia, the exploitation and domination of indigenous peoples, and less obvious forms such as ageism, sizeism, and classism. Students will critically evaluate the various approaches to understanding prejudice and the ramifications of discrimination.

Pre-requisites: GEN130 - Core I: Foundations of Critical Thinking, GEN112 - Composition II: Argumentation and Research and Sophomore standing

### **GEN443 - Core III: Environment and Consumption (WI)**

Semester Hours: 3

This course invites students to explore a web of issues surrounding the relationship between the health of our natural environment and the consumption of goods and services by North Americans. Drawing from numerous disciplines, the course helps students investigate the impact of North American consumerism on ecosystems worldwide, the various rationales behind calls to adopt or reject environmental policies, and concrete solutions to what students identify as specific dimensions of the problem.

Pre-requisites: GEN3XX - Core II, junior standing or above, and GEN112 - Composition II: Argumentation and Research.

### **History (HIS)**

#### **HIS101 - World History I**

Semester Hours: 3

The geographic, social, cultural, ethnic, political, economic, intellectual, and creative history of the world's people groups from human prehistory into the sixteenth century C.E.

#### **HIS102 - World History II**

Semester Hours: 3

A continuation of HIS 101 - World History I, which surveys the geographic, social, cultural, ethnic, political, economic, intellectual, and creative history of the world's people groups from the sixteenth century C.E. to the present.

#### **HIS111 - United States History I**

Semester Hours: 3

The geographic, social, cultural, ethnic, political, economic, intellectual, and creative history of the region that became known as the United States of America, from the arrival of its first native American inhabitants through the Civil War.

#### **HIS112 - United States History II**

Semester Hours: 3

A continuation of HIS 111 - United States History I, which surveys the geographic, social, cultural, ethnic, political, economic, intellectual, and creative history of the United States of America from the conclusion of the Civil War to the present.

#### **HIS214 - Environmental History of Japan**

Semester Hours: 3

This course examines the changing relationship between the human and non-human world on the Japanese archipelago and its periphery from the Jōmon period through the present. The effect of environmental factors on human history, the impact of Japanese (governmental, business, individual) actions on the natural world, and changes in Japanese thinking about nature will be examined. Major events, developments, and themes in Japanese history will be discussed using an environmental lens for analysis. The experiential component of the course involves out-of-class learning on field trips. Some parts of this course may occur outside of the regular class time and may include weekends or evenings.

#### **HIS221 - History of Europe**

Semester Hours: 3

The geographic, social, cultural, ethnic, political, economic, intellectual, and creative history of the European continent from C.E. 500 to the present, focusing primarily on Britain, France, Germany, Italy, and Russia.

### **Hospitality Management (HSP)**

#### **HSP211 - Introduction to Hospitality Management**

Semester Hours: 3

An introduction to the types and functions of businesses in the hospitality industry, and an overview of contemporary planning and control, including demographics and analysis of relevant domestic and international market segments.

#### **HSP315 - Food and Beverage Management**

Semester Hours: 3

Hospitality food, beverage, and service practices. Quantity and quality decisions in meal planning and nutrition. Production policies and menu design.

#### **HSP316 - Accommodations Management**

Semester Hours: 3

Front office procedures and practices, including guest accommodations, financial accounting, report preparation, and auditing. Relevant housekeeping issues and procedures are explored.

### **Japanese (JPS)**

#### **JPS100 - Basic Japanese for Business**

Semester Hours: 3

Primarily offered at Lakeland University Japan. This course is designed for absolute beginning learners of Japanese who intend to, or who currently, live and work in Japan. It provides survival-level Japanese language instruction and a foundation for understanding general Japanese social customs and business manners. Students will practice specific,

applicable skills for navigating daily life and basic business environments.

### **JPS101 - Elementary Japanese I**

Semester Hours: 4

An introduction to the Japanese language with special emphasis on speaking, listening and reading, as well as an introduction to Japanese writing systems. In addition to language acquisition, students explore social customs and other aspects of culture in Japan. Students are required to participate in a language laboratory each week.

### **JPS102 - Elementary Japanese II**

Semester Hours: 4

A continuation of JPS 101 - Elementary Japanese I with lab (4 semester hours). Emphasis is on expanding students' abilities in speaking, reading and writing skills with all three Japanese writing systems. Continued exploration of Japanese culture with an emphasis on current events and contemporary issues. Students are required to participate in a language laboratory each week. Pre-requisites: JPS101 - Elementary Japanese I

### **JPS201 - Intermediate Japanese I**

Semester Hours: 3

An in-depth study of the language with increased emphasis on speaking, reading, and writing skills in culturally and functionally appropriate ways. Pre-requisites: JPS102 - Elementary Japanese II

### **JPS202 - Intermediate Japanese II**

Semester Hours: 3

This course is a continuation of JPS 201 - Intermediate Japanese I. Emphasis is on expanding students' abilities in speaking, reading, and writing skills with all three Japanese writing systems. Pre-requisites: JPS201 - Intermediate Japanese I

### **Japanese Studies (JST)**

#### **JST220 - Chanoyu: The Way of Tea**

Semester Hours: 4

Shaped by Zen philosophy, the Way of Tea (aka Japanese Tea Ceremony) is recognized globally as a uniquely Japanese art/activity. Through the lens of this 450+ year old tradition (which spans architecture, calligraphy, incense, crafts, food, poetry, philosophy and more) this class is an experiential exercise for understanding Japanese culture. Students will study historical texts, participate in Tea and Zen activities, and learn some relevant Japanese language. When possible, off-campus trips/events (such as a visit to a tea house or a Zen temple) will be incorporated into the class. By the end of the term, students will be able to perform a complete tea procedure. Some parts of this course may occur outside the regular class time and may include weekends or evenings.

Pre-requisites: Sophomore standing or permission of the instructor.

### **Mathematics (MAT)**

#### **MAT120 - Quantitative Reasoning**

Semester Hours: 3

This course is designed with an emphasis on mathematical reasoning and its practical application in a variety of contexts. Quantitative Reasoning develops a habit of mind, competency, and comfort in working with numerical data. Students will learn to reason and solve quantitative problems from a wide array of authentic contexts and everyday life

situations, develop the ability to reason mathematically, and make and evaluate logical arguments supported by quantitative evidence.

#### **MAT140 - Advanced Algebra**

Semester Hours: 3

Reviews basic arithmetic and algebraic techniques, including operations on polynomials and linear equations with applications. Also covers quadratic equations and applications, fractional expressions, and systems of linear equations.

#### **MAT140W - Advanced Algebra Workshop**

Semester Hours: 1

This 1-credit workshop is required for students in MAT 140 – Advanced Algebra whose ALEKS math placement score is below 25%. This workshop provides students additional time, instruction, and resources in order to best ensure completion of MAT 140 – Advanced Algebra.

#### **MAT162 - Pre-Calculus**

Semester Hours: 3

Advanced algebraic techniques, logarithms and exponentials, trigonometry, and various function concepts including graphing and analytical geometry.

Pre-requisites: MAT 140 - Advanced Algebra

#### **MAT220 - Probability & Statistics**

Semester Hours: 3

The elementary principles of probability and statistics including expectation, means, standard deviations, probability distributions, and hypothesis testing. Applications to business and the social sciences are presented.

Pre-requisites: MAT120 - Quantitative Reasoning or MAT140 - Advanced Algebra

### **Marketing (MKT)**

#### **MKT350 - Marketing Principles**

Semester Hours: 3

Basic study of pricing, channels of distribution, private brands, institutions, regulations, costs, efficiency, contemporary marketing problems, and laws.

#### **MKT 469 - Global Marketing and Management Strategies**

Semester Hours: 3

Study of the structure of foreign trade aimed at understanding the socio-cultural differences in foreign marketing strategies and their adaptation by domestic interests in developing successful marketing strategies for international markets. Considers present and probable future developments in international management styles and their implications on managerial decision making in domestic companies.

Pre-requisites: BUS330 - Management Principles and either MKT350 - Marketing Principles or BUS284 - Principles of International Business

### **Music (MUS)**

#### **MUS111 - Music Theory I**

Semester Hours: 3

Pitches, notation, accidentals, key signatures, meter, scales, intervals, triads, chords, harmonization, beginning analysis and their usage within common practice music.

#### **MUS120 - Music in History and Culture**

Semester Hours: 3

An introduction to the history, significant composers, and major works of the Western musical tradition. Students will explore genres including sacred music, opera, the symphony, and jazz. The course also includes an overview of music from selected non-Western cultures in order to place the Western tradition within the larger context of world music.

### **Philosophy (PHI)**

#### **PHI110 - Logic**

Semester Hours: 3

A study of the formal structure of thinking: language and definitions, informal and formal fallacies, deductive and inductive arguments, traditional and symbolic forms.

#### **PHI221 - Introduction to Philosophy**

Semester Hours: 3

This course offers an introduction to the scope and methods of philosophical thinking and its ties to related disciplines. Basic philosophical problems are discussed, as well as proposals for solutions.

#### **PHI232 - Ethics**

Semester Hours: 3

This course offers an introduction to major ethical theories with exercises in the application of these theories to contemporary problems.

Pre-requisites: GEN110: Composition I

### **Political Science (POL)**

#### **POL221 - American Government I**

Semester Hours: 3

The concepts of government and politics, as seen by philosophers and political scientists. A study of the federal system, the Constitution, the Bill of Rights. An examination of the three branches of government, in order to understand their strengths and weaknesses in the American political system.

### **Psychology (PSY)**

#### **PSY200 - General Psychology**

Semester Hours: 3

An introduction to the major of psychology, including the biological bases of behavior, sensation and perception, learning, memory, personality, and psychological disorders. This course will focus on both the empirical nature of the field and the practical application of the theory and research.

Pre-requisites: GEN110 – Composition I

### **Religion (REL)**

#### **REL132 - Religious Diversity in America**

Semester Hours: 3

Examines and compares American religious groups, both old and new: Catholic, Protestant, Jewish, sectarian, and marginal. Considers recent evangelical, charismatic, and new age movements.

#### **REL232 - Eastern Religious Traditions**

Semester Hours: 3

Study of the major living religions of the Eastern hemisphere—their basic beliefs, practices, and values; their historical development; their interaction with society and with each other.

#### **REL233 - Western Religious Traditions**

Semester Hours: 3

Study of the major living religions of the Western hemisphere—their basic beliefs, practices, and values; their historical development; their interaction with society and with each other.

### **Sociology (SOC)**

#### **SOC100 - Introduction to Sociology**

Semester Hours: 3

An introduction to the concepts, subject matter, and theories of sociology. A lecture-discussion format is used to analyze such topics as culture; social structure; socialization; deviance; various social institutions; and inequalities of class, race, and gender.

#### **SOC210 - Majority-Minority Relations**

Semester Hours: 3

A lecture-discussion course exploring theories and patterns of past and present discrimination, prejudice, and intergroup conflict. Current patterns of institutionalized discrimination and prejudice with attention to how these patterns have developed from the historical exploitation of minorities are presented through overview of the cultures and contributions of the various ethnic groups of the United States and an analysis of strategies for reducing intergroup tensions.

#### **SOC250 - US-Japan Relations**

Semester Hours: 3

Offered at Lakeland University Japan. This course introduces various issues in U.S.-Japan Relations which are currently important to students in both Japan and the U.S., especially those who study overseas and form the future relations between these two cultures. We will look at how each of the following areas in current U.S.-Japan relations are rooted in cultural context and concrete history of political choices that affect daily life in each society: modernization and globalization, cross-cultural communication (personal, business, and political) political history, economic relations, media, news, and pop culture information flows.

### **Spanish (SPA)**

#### **SPA100 - Basic Spanish for Business**

Semester Hours: 3

This introductory course helps students to develop pragmatic, real-world language skills for using Spanish in a business environment. Students will learn to communicate appropriately in business situations through communicative activities and by working with a variety of authentic workplace-related texts. In addition to basic Spanish pronunciation and thematically-related phrases and vocabulary, the course will introduce students to the culture of and business within the Hispanic world. Designed for students with no previous Spanish study, the course also refreshes or reinforces previous background knowledge. Recommended for all majors and minors, especially Business.

#### **SPA101 - Elementary Spanish I**

Semester Hours: 4

An introduction to the Spanish language and the first course in the two-semester sequence of first-year Spanish. Special emphasis will be placed on speaking, listening, reading, writing, and culture. In addition to language acquisition, students will explore social customs, and compare and contrast the linguistic and cultural aspects of various Spanish-

speaking countries with those of the United States. Students are required to participate in a language laboratory each week.  
Semester Hours: 4

### **SPA102 - Elementary Spanish II**

Semester Hours: 4

The second course in the two-semester sequence of first year Spanish. Special emphasis will be placed on speaking, listening, reading, writing, and culture. Students will continue to compare and contrast the linguistic and cultural aspects of various Spanish-speaking countries with those of the United States. Students are required to participate in a language laboratory each week.

Pre-requisites: SPA101 - Elementary Spanish I

### **Theatre (THE)**

#### **THE119 - Acting**

Semester Hours: 3

Exercises, projects, discussions and reading assignments that introduce the acting student to the fundamental theories of the art of acting. Students will develop their physical and vocal instruments, concentration, memory and other tools necessary for the translation of an intellectual understanding of a character to the visual and aural language of the stage. Monologues and scenes will be staged as final performance projects for all students.

### **Writing (WRT)**

#### **WRT201 - News Writing**

Semester Hours: 3

A practical introduction to basic news story organization and reporting techniques.

Pre-requisites: GEN110 – Composition I

#### **WRT212 – The Mirror: Newswriting**

Semester Hours: 1

Up to one semester hour of credit is awarded for successful work as a media writer, reporter, columnist, editor or business manager of the Lakeland University newspaper.

#### **WRT330 - Advertising and Public Relations Writing**

Semester Hours: 3

Designed to acquaint students with important avenues for their writing in the fields of public relations and advertising. Students read about, discuss, and write in various genres, including news and advertising copy for print media, radio, and television. Considers the research and evaluation process, which is essential to public relations and advertising strategy. Students develop a public relations or advertising writing project for a company or organization in the community.

Pre-requisites: GEN112: Composition II

# The Directory

## The Administration

**David Black**  
Representative Director

**Anderson Passos**  
Vice President

**Charlie Stockman**  
Associate Vice President

**Charles Laurier**  
Dean

## Full-Time Faculty

**Iskra Gencheva**  
Associate Professor of Humanities and History  
M.A., University of Sofia  
Ph.D., University of Sofia

**Roger Grabowski**  
Assistant Professor of General Studies  
M.A., University of Massachusetts

**Ruth Lionberger**  
Assistant Professor of Core I and Writing  
M.A., University of Nebraska

**Esteban Miño Avila**  
Assistant Professor of Mathematics  
M.A., Hiroshima University  
Ph.D., Hiroshima University

**Luis Poza**  
Assistant Professor of Computer Science and General Studies  
M.A., San Francisco State University

**Dylan Scudder**  
Assistant Professor of Business  
M.A., European University Center for Peace Studies  
Ph.D., The University of Tokyo

**Adam Tompkins**  
Associate Professor of History  
M.A., Pennsylvania State University  
Ph.D., Arizona State University

## Adjunct Faculty

**Lajos Brons**  
Adjunct Professor of Philosophy  
M.Sc., University of Groningen  
Ph.D., University of Groningen

**Lanny Broyles**  
Adjunct Professor of Theatre  
M.A., California State University Long Beach

**Philippe Debroux**  
Adjunct Professor of Business  
M.B.A., INSEAD, France  
Ph.D., Brussels Free University

**Patrick Glynn**  
Adjunct Professor of Music  
M. Mus., Northern Illinois University

**Karin Keefe**  
Adjunct Professor of Writing  
M.A., University of British Columbia

**Mikhail Kotykhov**  
Adjunct Professor of Economics  
M.B.A., Auckland University

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M.A., Peking University  
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M.A., Tohoku University  
Ph.D., Tohoku University

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