

# Lakeland University Japan (LUJ)

## ACADEMIC HANDBOOK

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

*The following policies derive from Lakeland University Wisconsin as LUJ is a branch campus.*

*To view the full Academic Catalog, please refer to [catalog.lakeland.edu](http://catalog.lakeland.edu).*

*LUJ's Graduate Program, Undergraduate Program and English for Academic Purposes (EAP) Program adhere to these policies.*

Contingent upon continuous enrollment, a student is allowed to complete any degree program offered by Lakeland University starting the date of first enrollment in the university, providing no substantive curricular changes have been made during the student's period of attendance. At times, Lakeland University can sunset specific degree programs with notice to students and identify a deadline date by which the major, minor, emphasis or other credential coursework must be complete to receive conferral of the achievement.

- Lakeland's academic policies all assume that the basic credit unit is the semester hour, as defined by standard Carnegie units.
- 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 under special conditions students may seek approval for lower enrollment.
- 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 twelve weeks, or an equivalent number of hours worked over a different span of time, or the equivalent number of hours worked during other activities established by the University including but not limited to internships, practica, research studies, cooperative placements and other academic work leading toward the awarding of semester hours.

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

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

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

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

### ***Full-Time and Part-Time Classification***

Undergraduate Students: are full-time at twelve (12+) undergraduate semester hours of enrollment. Part-time status if enrollment is eleven (11) semester hours or less.

### ***Associate of Arts, A.A. Degree Requirements (60 semester hours)***

To complete the requirements for any associate degree at Lakeland University, each student must:

1. Complete the degree requirements listed in the Associate Degree Programs section of this catalog, including the following.
  - Demonstrate college-level proficiency in each of the required Developmental Skills areas: reading, writing, and mathematics.
  - Complete Distributional Studies requirements in Rhetorical Skills, Quantitative Skills, and distributional studies areas described in each degree requirements.
  - Participate in the College Skills Sequence: Seminar I or Introduction to Honors.
  - Complete all additional coursework (whether specified or elective) described in the Curriculum section of this catalog.
2. Complete at least 60 semester hours of college credit, of which no more than six (6) semester hours may be from GEN 100 - College Writing Workshop, GEN 101 - Reading Workshop, or their equivalents.
3. Accept the English As a Foreign Language course sequence of:
  - EFL 399: HI Level Promotion – four (4) semester hours
  - EFL 499: LA Level Promotion – eight (8) semester hours
4. Earn a minimum of fifteen (15) semester hours of college credit through Lakeland University.
5. Of the last fifteen (15) semester hours credited toward the degree, twelve (12) semester hours must be earned through Lakeland University.
6. Maintain a cumulative grade-point-average of at least 2.0 in the Lakeland associate degree curriculum, and at least 2.0 in all coursework taken through Lakeland University.

**Note:**

- Students are not eligible to complete an associate degree of the same distinction (Arts or Science) if previously earned at Lakeland University or other institutions.
- Students pursuing a second associate degree of differing distinction (Arts or Science) may have limited eligibility for financial aid assistance. It is recommended that a student review their intent with the Financial Aid and Educational Funding Office before declaring intent to pursue a second associate-level degree.

**Developmental Skills**

A maximum of 6 semester hours may be used towards a degree total.

- GEN 100 - College Writing Workshop
- GEN 101 - Reading Workshop

**Rhetorical and Critical Thinking Skills**

- GEN 110 - Composition I: Academic Writing (4 semester hours)
- GEN 112 - Composition II: Argumentation and Research
- GEN 130 - First Year Seminar I
- GEN 300 level - Seminar II **OR** COM 111
  - COM 111 - Fundamentals of Public Speaking It is recommended if students take both courses to count one of these courses toward the electives.

**Quantitative Skills**

MAT 140 - Advanced Algebra **OR** MAT 120 - Quantitative Reasoning

**Distributional Studies**

Complete 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 program designations are acceptable unless specifically excluded below.

- Art, Music, Theatre (ART, GDN, MUS, THE)
- History and Political Science (HIS, POL)
- Literature and Writing (CRW, ENG, WRT) - (Excluded courses: WRT 211, 212, 213)
- Mathematics (MAT) - (Excluded courses: MAT 120, MAT 140; \*prior courses: MAT 130, MAT 150)
- Natural Sciences (BIO, CHM, PHY) - (Excluded course: CHM 140)
- Philosophy, Religion and Social Justice Studies (PHI, REL, SJS)
- Social Sciences (ANT, CRJ, DVS, ECN, PSY, SOC)
- World Languages (CHI, GER, JPS, SPA)

**Electives**

Students may complete any combination of additional elective coursework to reach the minimum of 60 semester hours required for the associate degree.

**Note:**

- A minimum of 15 semester hours must be earned through Lakeland University. Of the last 15 semester hours credited towards the degree, 12 semester hours must be earned through Lakeland University.
- The math course must be above Quantitative Skills' courses, such as Probability and Statistics, Pre-Calculus.
- Students who enter the university based on a TOEFL test score or other language certificate can be exempt from World Languages category if they are fluent in a language other than English.

***Bachelor Degree Requirements***

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

1. Complete the Interdisciplinary Studies requirement by (for the specific requirements of each Interdisciplinary Studies area, refer to the Interdisciplinary Studies section)
  - a. Completing the requirements in Rhetorical Skills, Quantitative Skills, and seven (7) of eight (8) distributional studies areas
  - b. Completing the College Skills Sequence requirements: Seminar I, Seminar II, Seminar III; or the Honors Program Sequence
2. Complete an academic major. For the specific requirements of each major, refer to the bachelor's degree programs section.
3. Complete at least 120 semester hours of college credit, of which no more than six (6) semester hours may be from GEN 100 - College Writing Workshop, GEN 101 - Reading Workshop, or their equivalents.
4. Accept the English As a Foreign Language course sequence of:
  - EFL 399: HI Level Promotion – four (4) semester hours
  - EFL 499: LA Level Promotion – eight (8) semester hours
5. Earn a minimum of thirty (30) semester hours of college credit through Lakeland University. Of the last thirty (30) semester hours credited toward the degree, twenty-four (24) semester hours must be earned through Lakeland University.
6. Maintain a cumulative grade-point-average of at least 2.0 in the Lakeland major and minor areas, and at least 2.0 in all coursework taken through Lakeland University. Education majors are required to maintain a minimum GPA of 3.0 in all the coursework applied to the major, minor, professional sequence, and Interdisciplinary Studies requirements. Nursing majors are required to maintain a minimum GPA of 2.5 in all the coursework applied to the major (Completion and Concurrent) and Interdisciplinary Studies requirements.
7. Complete at least one-third of the coursework required for the Lakeland major(s) and minor(s) through Lakeland University.

**Interdisciplinary Studies**

The Interdisciplinary Studies Program comprises those parts of the curriculum required of all Lakeland graduates—the classes and course sequences that one must complete regardless of major. These common courses and requirements reflect Lakeland's commitment to providing students (1) with the foundational skills they need to succeed in college and beyond, and (2) with experiences across a breadth of fields and areas of learning. Simply

put, it represents the University's and its faculty members' dedication to our school's liberal arts tradition. To accomplish its goals, the Interdisciplinary Studies Program includes distinct kinds of coursework and sets of requirements:

- Developmental skills
- College Skills
- Rhetorical Skills
- Quantitative Skills
- Distributional Studies

### **Developmental Skills**

If required, the Developmental Skills are designed to ensure that all Lakeland students possess the foundational abilities required for academic and professional success.

A maximum of 6 semester hours may be used towards a degree total.

- GEN 100 - College Writing Workshop
- GEN 101 - Reading Workshop

### **College Skills**

This component in Lakeland's Interdisciplinary Studies Program is a set of classes that help to develop a thriving student. The discussion focused activities will help to build a supportive community through flexible thinking, build confidence in navigating university systems, and develop positive habits to support student success.

### **First Year Seminar I**

- GEN 130 - First Year Seminar I

### **GEN 300 level - Seminar II**

These courses help students engage in information from diverse sources to make informed decisions. A thematic approach allows students to select a theme that helps foster a passion of learning and intellectual curiosity. Further, 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. Through collaborative class discussions and presentations, this class will develop information literacy, think flexibility, and promote positive ethical and social responsibility.

### **GEN 400 level - Seminar III (WI)**

These courses ask upper-level students to apply their understanding of individuals and the human condition to a contemporary societal problem. This course 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. As a "writing-intensive" (WI) course, these sections of Senior Seminar focus on the ability to research and revise one's ideas and require students to explore and communicate ethical proposals for change.

**Note:**

Most Lakeland students are required to complete all levels of the College Skills Sequence. Intermediate and upper-level transfer students, however, are exempt from some requirements.

- Students entering with 30-74 semester hours in transfer credit must complete a Seminar II (GEN 300 level) course and a Seminar III (GEN 400 level) course.
- Students entering with 75 or more semester hours in transfer are only required to complete a Seminar III course (GEN 400 level). Students may satisfy the Seminar II or III requirement with any special topic offering of GEN 380 or GEN 480.

**Rhetorical Skills**

Lakeland's written communication sequence develops and reinforces students' capacity for writing clearly, coherently, and correctly, while enhancing students' abilities to use writing as a tool for thinking and analysis.

Lakeland's Rhetorical Skills requirement includes the following:

- GEN 110 - Composition I: Academic Writing (4 semester hours)
- 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 Seminar Sequence (Seminar III or HON 410/480)

**Quantitative Skills**

Lakeland students develop Lakeland students develop quantitative literacy through courses designed to establish basic mathematical and statistical reasoning, allowing students to think about their world and themselves through a numerical lens. To complete this requirement, students must earn an ACT mathematics score of 24 or above or pass one of the following courses:

- MAT 120 - Quantitative Reasoning
- MAT 140 - Advanced Algebra

**Distributional Studies**

As our mission statement indicates, Lakeland University and its curriculum are rooted deeply in the liberal arts tradition. At Lakeland, we believe a college education should not just prepare students for a specific job or field of study but should encourage all students to explore the breadth of human achievement and inquiry. Lakeland's Distributional Studies requirement facilitates that kind of exploration by leading students through areas of knowledge associated with the traditional liberal arts and exposing them to each area's essential modes and methods of thought.

- Taken together, these distinct disciplinary perspectives offer new ways of seeing and understanding the world. These "ways of seeing" help students to appreciate how culture and language, history and society, nature and numbers, art and ideas all interact in their lives- enhancing each student's particular path of learning.
- **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 program designations are acceptable unless specifically excluded below:**
- Art, Music, and Theatre (ART, GDN, MUS, THE)
- History and Political Science (HIS, POL)
- Literature and Writing (CRW, ENG, WRT) - (Excluded courses: WRT 211, 212, 213)
- Mathematics (MAT) - (met with MAT 162 or higher courses)
- Natural Sciences (BIO, CHM, PHY) - (Excluded course: CHM 140)
- Philosophy, Religion, and Social Justice Studies (PHI, REL, SJS)
- Social Sciences (ANT, CRJ, DVS, ECN, PSY, SOC)
- World Languages (CHI, GER, JPS, SPA)

### ***Master Degree Requirements***

The Master of Business Administration (M.B.A.) especially designed for working students, provides a broad-based professional education consisting of post-graduate courses to integrate research, case studies, computer technology, and other instructional processes.

- The objectives of the program include an understanding of business and economic problems and the development and refinement of managerial skills to address these problems in the context of the global workplace.
- Students interested in furthering their professional goals in accounting, finance, healthcare management, hospitality management, human resource management, nonprofit leadership, project management, sport leadership and supply chain management may pursue emphases in these areas.
- Students may also work with the program director to build an emphasis specific to their interests.
- Now offered at our Lakeland University Japan campus.

The Master of Science (M.S.) in Leadership and Organizational Development equips students with the essential skills for successful careers in leadership and management positions.

- This graduate program provides returning adult students with relevant knowledge for employability, professional advancement and enhancing career opportunities for seeking initial employment, employment change, career progression, and personal development.
- Courses will prepare students to navigate an ever changing and competitive work environment, become an effective leader, and develop skills, knowledge, and ability in many facets of today's complex organizations, including the growing need for competent leaders who can effectively guide change and strategic management.
- Students may take elective courses in traditional business areas such as accounting, finance or marketing or pursue a concentration area of their choice.

Each master's degree program specific semester hours requirements vary with a minimum grade-point-average of 3.0.

### ***Academic Terms***

Japan Campus' academic calendar consists of summer, fall, and spring terms. Each of the terms includes 12 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 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.

### ***Course 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.
- Visa status may also limit the number of work-hours allowed for a student.

### ***Resources for Students***

Students have access to a number 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 ¥2,000 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 indicate:

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** indicate:

**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:

- Making satisfactory progress in the course.
- Once a signed contract between the student and instructor arrives at the Registrar's office, the I =Incomplete grade entry occurs:
- This contract is due on the last day of grading by 12:00 Noon.
- This form is available in the Office of the Registrar. Incomplete grades, if work is not completed, revert to the grade recorded on the incomplete contract in accord with the following rules:
- Summer term incomplete must work is due by the end of the following fall term.
- Spring term incomplete must work is due by the end of the following summer term.
- Fall term incomplete work is due by the end of the following spring term.

*International students are not eligible to obtain an incomplete grade in 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:** 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:** Grade assigned if student fails to complete coursework assigned by instructor.
- **WAU/WAL:** Students who withdrawal from an audited course receive this grade.
  - Grade points calculations do not include audit courses as they receive no quality point awards for completion.
  - **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.

withdrawal deadline date indicated on the academic calendar each semester. • 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 six semester hours of these courses are allowed toward 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).*

### ***Auditing a Course***

- A student may audit any Lakeland course up to two (2) times in accordance with the university repeat rule. No credit is earned toward an academic degree for an audited course.
  - Note: Life and Career Studies (LCS) students may apply approved audited courses to their program requirements and are able to repeat Lakeland Studies courses more than two (2) times as applicable to their program length of study.
- The instructor will identify the expectations and course requirements of an audited course by completing the Course Audit Agreement form with the student submitting it to the registrar and the program director.
  - The minimal requirement for an audit is regular class attendance.
- Grades assigned:
  - **AU/SA** = Successful completion of the work assigned by the instructor
  - **UAU/UAL** = Failure to complete work assigned by instructor
  - **WAU/WAL** = Withdrawal from the course
- A student may convert a course to audit status at any time on or before withdrawal deadline date on the academic calendar.
- A reduced tuition rate may be available to a student who requests to participate in the course as an audit prior to a semester start date.
  - Students should refer to the tuition and fee schedule or their individual bills for specific rate information.
- There is no audit tuition or program fee reduction for a student who has enrolled in special registration programs, such as ECCP, PACE,

### ***Grade Reports***

Printer-friendly versions of midterm and final grade reports are available at [my.Lakeland.edu](http://my.Lakeland.edu) 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 as an adult, the student must choose to share the grade report

information with parents.

### ***Grade Changes***

- Once grades have been submitted via my.Lakeland.edu, and the grading period is closed, the Vice President for Academic Affairs (VPAA) must approve changes of grades.
- 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 Registrar's Office.
- **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 reasons 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.
  - 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 up to the criteria identified in the course syllabus.
  - Grades cannot be appealed based on work that was submitted after the end of the semester or after an "incomplete" due date.
- If the student is not able to resolve the concern with the instructor, the student may submit a written grade appeal to the Academic Dean of the College in which the course is housed.
  - Grade appeals must be submitted no later than three (3) weeks after the official grade is posted.
  - Students submitting a grade appeal to the Academic Dean must include a written letter of appeal, a completed Grade Appeal Form available through my.Lakeland.edu, and all appropriate documentation.
- If necessary, the Dean may form an Appeal Committee to investigate and review the appeal. The Dean makes a final decision 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 OR 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 apply to the Vice President for Academic Affairs 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 interfered with the student's ability to attend classes or complete the required coursework.

**Notes:**

- Successful applications for medical withdrawal or family leave, if granted, results in a total withdrawal from all courses within the term. W=withdrawal grades are then awarded.
- Students may not seek medical withdrawal or family for a single course when enrolled in multiple courses.
- Incomplete applications will require additional time to process, which can delay applications for readmission or resolution of academic standing issues.
- Requests for refunds related to withdrawal for medical situations require a separate request to the Financial office.

***Course Guidelines/Numbering/Policies***

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

These are courses with no prerequisites which are 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.

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

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

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

These courses are taken during sophomore or junior years and are usually first within a professional/preprofessional sequence. Students explore 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. May include: 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.

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

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

### ***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.

At Lakeland, traditional on-campus undergraduate students are advised by professional advisors and transition to faculty members of their major. Lakeland University center/online undergraduate and graduate students work with their professional academic advisor. These faculty and professional advising staff members help students adjust to the rigor of college academics, master basic rules and procedures and navigate enrollment to degree completion.

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 professional, faculty or center academic 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***

- Instructors may excuse a student at their discretion.
- Instructors and students can make agreed upon arrangements to submit assignments.
- Students will fail a course if they are absent for more than one-third of the total class sessions.
- International students must maintain a minimum attendance rate of 80% in all their courses.

### ***Class Participation***

Students are expected to be present punctually and actively engaged in all class sessions.

- For classroom-based instruction, this means students are present and punctual in all class sessions.
- For online instruction, this means students should log-in a minimum of three days each week and participate in the discussion forum.
- For BlendEd® courses, students must follow the attendance requirements whichever way they choose to attend.
- 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. A healthcare professional should provide a return-to-class document that excludes diagnostic details and health-related information. Course instructors typically will ask a student to verify medical absence when the student has missed multiple consecutive class sessions or a major exam or assignment.
  - While absences for mandatory short-term military service are excused, course instructors may request verification of these absences as well.
  - For any approved absences, students should work with their instructors to review options for submitting missed assignments and coursework.

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
  - Students can complete this transaction online via my.Lakeland.edu.
  - Added or dropped courses are then approved by the advisor.
  - A fillable PDF form is available, if used the same conditions apply.
  - Students are responsible for adding and/or dropping courses within the 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.
- Withdrawal dates may differ depending on the length of course.
- Official withdrawal from course(s) requires the student to secure approval from their academic advisor, bursar and completion of the add/drop/withdrawal form.
- Additional signatures/approvals are needed for athletes, financial aid (if utilized), international students, or those individuals receiving military benefits as withdrawn course(s) may affect a student's monetary benefits or enrollment eligibility status.
- Notifications are made to the academic advisor, residential housing (if applicable) and other staff members to alert of the student's course withdrawal(s).
- Add/drop/withdrawal form is available through my.Lakeland.edu on the Forms page.
- Once all approvals and notifications are made the electronic form will go to the Registrar's office for final processing.
- A student receives a W grade for a withdrawn course.

### **Notes:**

- 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.
- Students submitting course withdraw requests for courses in which they have earned a "W" previously, might have their request denied by the academic Dean.

### ***Administrative Drop for Non-Commencement of Enrollment***

- Students who do not commence enrollment, as defined by the Registrar's Office, and are administratively withdrawn, shall bear no financial responsibility for tuition and fees in the term or course(s) for which they are withdrawn but are still responsible for any prior tuition, fees, or other balances, fines, room, board, and meal plans, as applicable.
- Further, any student who registers and fails to complete a drop transaction or does not meet initial attendance requirements will be administratively dropped from their course work.

### ***Administrative Drop for Non-Payment***

- Students who have unpaid balances from a prior term, are missing financial aid paperwork, or are unable to make payments in accordance with a prescribed payment plan may be administratively withdrawn from Lakeland due to non-payment.
- The student shall bear no fiscal responsibility for tuition and fees in the term from which they are withdrawn but is still responsible for any prior tuition, fees, or other balances, fines, room, board, and meal plans, as applicable.
- Refer to page 31 for more details.

### ***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). 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.

A student who fails an undergraduate Seminar II course or a Seminar III course may take a different Seminar II course or Seminar III course to fulfill his/her graduation requirements. A passing grade in the subsequent course will replace the failing grade of the previous Seminar II or Seminar 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 may earn a maximum of 14 semester hours, not including the completed undergraduate course. The course taken to earn retroactive credit must be the student's first college course in the language.

#### **Note:**

Lakeland University Credit for Prior Learning policy for World Language is applicable to Undergraduate programs only.

### ***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 eighteen (18) semester hours in any term. Registration for more than eighteen (18) semester hours 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 carried out 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.

- Undergraduate students must maintain a minimum cumulative grade point average (GPA) during each of their terms at Lakeland.
  - Transfer coursework is not included in the cumulative grade point average.

### **Summary of Standards for Academic Good Standing: Minimum Requirements by Class**

<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

- Students who fail to meet this minimum term and/or cumulative GPA standards face academic probation, suspension, or dismissal from the University.
- Students must successfully complete a minimum of three (3) semester hours of coursework for the semesters they attend in the academic year to maintain continuous enrollment.
  - Certain student populations may have other hours of enrollment requirements each term (athletes, international, veterans or others).
- A review of each student's term and cumulative GPA occurs at the end of regular semesters in with the Vice President for Academic Affairs, Registrar, and Other School Personnel.
- Based on the findings of this review, the following academic actions occur.

## ***Academic Probation, Suspension, and Dismissal***

**Probation:** Students may be placed on academic probation for one semester if they:

- Whose cumulative GPA falls below the minimum standard (see chart above).

### **Students placed on academic probation:**

- May not enroll in more than fourteen (14) semester hours during the following term.
- May have other conditions imposed such as specific course enrollment, meetings with advisors or other actions.
- The Vice President for Academic Affairs office staff will inform those students placed on academic probation of their status and the conditions under which they can return to academic good standing.

**Suspension:** Students who fail the terms of their academic probation may earn a suspension for one term.

Students who wish to appeal do so, to the Vice President for Academic Affairs about these policies.

- Students whose appeal after suspension is denied, are required to leave Lakeland University for a minimum of one semester.
- A student who exited Lakeland on probation or suspension status or denied suspension appeal status may apply for readmission.
- A student who has been readmitted to the university after probation or suspension will return on academic probation.

**Dismissal:** Students may be dismissed from Lakeland University for failing to meet the GPA and enrollment conditions of probation or suspension. This can include those who:

- Reach their third period of suspension at the institution.
  - Students are no longer eligible to make a suspension appeal.
- Dismissal means a student may not appeal for readmission to their prior level of schooling for a period of two years.

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

<b>Probation</b>
<ul style="list-style-type: none"><li>• Students with <b>fewer</b> than 24 semester credits: If term or cumulative GPA falls below <b>1.75</b></li><li>• Students with <b>more</b> than 24 semester credits: If term or cumulative GPA falls below <b>2.0</b></li></ul>
<b>Suspension</b>
<ul style="list-style-type: none"><li>• Failure to meet the terms of probation or failure of <b>all courses</b> in a single term</li></ul>
<b>Dismissal</b>
<ul style="list-style-type: none"><li>• <b>After readmission following suspension</b>, failure to meet the appropriate term GPA standard, or <b>failure of achieve</b> the required term GPA for students with probational acceptance</li></ul>

## ***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 for a period or permanently dismissed from the university at any point in any semester. Students may also be placed on campus or center restrictions.

Meaning the student may not take courses in person at any Lakeland University location.

- Unless the Vice President for Academic Affairs approves a specific exception, 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, period of suspension or dismissal from the university, depending upon the severity of the offense.

Plagiarism includes but is not limited to:

1. the intentional or unintentional use of another person's work without acknowledging that source through formal citation
2. the use of materials prepared by another person or agency engaged in the selling of essays or other academic materials
3. the unauthorized assistance of Artificial Intelligence (A.I.) or Multilingual and Natural Language Processing (NPL) 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 our Japan campus should direct their appeals to the Dean of Lakeland University - Japan (LUJ). Where appropriate, the Vice President for Academic Affairs or the LUJ Dean may take such appeals to a 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.

### ***University Academic Honors***

To be eligible for academic honors, an undergraduate student must complete a minimum of 48 semester hours at Lakeland University. Lakeland grade-point-average calculations use the quality points earned in Lakeland courses.

A student is eligible for Lakeland academic 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 level degree and Graduate Studies students are not eligible for academic honors.

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

Superior students gain recognition through the award of academic program scholarships and outstanding student honors in subject areas. Recipients receive awards and honors at the university honors banquet each spring.

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

A dean's honor list is prepared at the start of each fall, spring, and summer term (for the prior term). The Dean's list recognizes undergraduate students who:

- Complete of a minimum of twelve (12) graded semester hours (with quality points earned) in a particular term.
- Earn a term grade-point-average of 3.5 or higher.
- Grades earned in courses transferred from another college are not included in the Lakeland grade-point-average.
- Students may be pursuant of an associate or bachelor's degree level program.

### ***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.

#### **To Readmit:**

Students who have withdrawn, fallen out of continuous enrollment, suspended, or dismissed from the university must apply for readmission to the Office of Admissions in order to be re-enrolled in Lakeland classes. Students applying for readmission should:

- Apply prior to the start date of the semester a student wishes to begin coursework.
  - Students must submit their official transcript(s) for any college-level coursework they may have completed elsewhere while absent from Lakeland.
  - Students may be asked for letters of recommendation from any employers or supervisors who observed their work during the time they were absent from Lakeland.
- Readmission requires the complete payment of any balances due to the university.
- Need additional approval of the Vice President for Academic Affairs or designee for students who were dismissed, suspended or on a probational status when they left the university.
  - Readmitted students who officially withdrew or fell out of enrollment in good academic standing return in the same status.
- 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 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.

- The policy applies to all readmissions regardless of the reasons for the student's initial withdrawal, suspension, or dismissal from the institution.

#### ***Readmitted students:***

- Are subject to the degree requirements in effect at the time of their re-entry to the university.
- Any student who is readmitted on probation status for their first term of re-enrollment 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 their 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.

### ***Date of Degree:***

- Fall, Spring, and Summer semesters: Last day of the term.

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

#### **Financial or Record Holds**

- Lakeland requires students to fulfill all financial obligations to the university, including the payment of all fines, prior to conferring a degree and issuing a diploma.
- Students who have not met their financial obligations by their proposed date of graduation will receive their diplomas as soon as they meet all financial obligations.
- Outstanding transcripts from other post-secondary institutions needed to complete degree requirements should be in the Office of the Registrar at least two months before the official date of graduation. If such transcripts remain outstanding the degree conferral is on hold until all transcripts arrive.

### ***Diplomas:***

Students graduating receive diploma documents (both digital and paper) six to eight weeks after the term in which all graduation requirements are complete and meet all final financial obligations to the university.

#### **Undergraduate Level**

- The student will not receive a second degree or diploma if the undergraduate degree designation of the second program is the same as that of the first.
- The new major (and/or minor) will appear on the student's transcript as an additional major (and/or minor)
- Undergraduates only receive a second degree and another diploma if the student completes at least thirty (30) additional semester hours and the second program degree designation differs from the prior degree award (B.A., B.F.A., B.S. or B.S.N.).

## ***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, including:

- The right to inspect and review their educational records within 45 days after the registrar's office receives a written request. A valid photo ID must be presented to verify identity.
- The right to request corrections to individual education records if the student believes items are inaccurate or misleading.
- The ability to consent to disclosures of personally identifiable information contained in the student's education records, except where FERPA authorizes disclosure without consent (see directory information).
- The ability to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with FERPA requirements.
- The 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 or specialized program of enrollment, 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 or non-credit-bearing Lakeland University program courses. Individuals who are admitted but not yet enrolled in courses 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 accordance 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 official transcripts online through our school website or my.Lakeland portal with our third-party provider Parchment. All transcript requests must include the student's signature or electronic consent, social security number or Lakeland student ID number, and name while attending Lakeland University.
- The cost of each transcript is \$15.00. Additional shipping fees apply for any international orders.
- Students are also able to access unofficial transcripts via my.Lakeland site.

Records reviewable under FERPA can be maintained by office staff in student service areas of Cooperative Education & Career Readiness, Financial Aid, Registrar, Student Accounts and Student Life.

- 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 conduct their functions.
- Any organization or third-party conducting data studies for or on behalf of the university.
- Institutional disciplinary proceedings allow for 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. (You must provide documentation of proof).
- Parental requests when a student under twenty-one violate laws 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.
- Lakeland University will share residential student campus address information with the Town of Herman local officials during local elections, providing the student is living on campus the opportunity to vote locally.
- Students in consultation with Information Technology Services who need to authenticate a Lakeland University network account will have to provide personally identifiable details about their academic record to

establish their identity, to access unofficial academic records, enrollment data or grade, or degree audit reports, via the intranet platform.

### ***Directory Information***

FERPA allows the university to define basic information which may be released without a student's prior consent. The university has defined the following as Directory Information at Lakeland University:

- Student name
- Address (campus address, or permanent residence if off-campus)
- Email address (Lakeland University email)
- Telephone contact number (as provided by student)
- 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, honors received, and institution of award credential
- 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 must provide a written request via mail or email identifying data sought listed above and remit a ¥25,000 processing fee.
  - Confirmation is sent by Registrar staff to validate receipt of payment and will affirm whether the data request can be fulfilled or not and decline issuance of any restricted data if not defined as directory information.
  - Registrar staff will share a secure, password protected document via the United States Postal Service 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 University will not assess the ¥25,000 fee for this information.

### ***Opt Out of Disclosure***

Students may opt to withhold directory information upon initial entry or during their course of enrollment with Lakeland University. If the student opts out and withholds their directory information, this information is no longer shareable to include verification of enrollment or degree earned to any third-party requester. Students choosing to withhold directory information should contact the Registrar's Office at (920) 565-1041 to request this information restriction.

Withheld information remains in place until the student rescinds this option in writing. If a student graduates and has a restriction they must contact the Lakeland University Registrar's Office for assistance in releasing verification of courses, degree(s) earned or credentials each time an individual would want to request this verification.

### ***Confidential Information***

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

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

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

- Students may choose to release personally identifiable information to a third party via written request. Students should contact the Registrar's Office to obtain directions 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 will be shown on the academic transcript, which can be ordered via the institutional web site at <https://lakeland.edu/Academics/registrars-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 lakeland.edu e-mail is acceptable.

- Other systems are not as secure; personal e-mail requests from Gmail, Yahoo, AOL, and other accounts are not valid requests and will be denied.

### ***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 records such as the Office of the Registrar or Cooperative Education & Career Readiness Office.
2. The student must identify in writing what part of the record is inaccurate, why it is inaccurate and provide information on how to amend the record information.
  - Supporting documentation must accompany such requests.
3. After a thorough review of the record, the appropriate party decides on an appropriate correction.
4. To appeal, the student must request the appeal in writing. A new review is made by a another Official of the University, who is not part of the office responsible for the student record.
  - If so, the student receives notification of the correction in writing. If not, the student can appeal the decision.
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 appeals presented in this process only if a question 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 accommodation for students who have presented appropriate documentation of their disabilities and limitations. Students seeking such consideration should contact LUJ's Disability Accommodation Committee.

### ***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.

LJU's Disability Accommodation Committee ensures all information and communication pertaining to a student's disability or health related documentation is confidential as required or permitted by law. The following guidelines about the treatment of such information is 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 comes under the protection of the Family Educational Rights and Privacy Act (FERPA) and is 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, students 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 <https://lakeland.edu/Campus-Life/disability-services> to view contact information for disability services.

### ***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 students 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 academic catalog, on the [lakeland.edu](http://lakeland.edu) web site as well as any print versions of catalogs available to faculty and staff.

## ***Enrollment Policies***

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 balance 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.

### ***Withdrawal Clearance Procedures***

- 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.

Students will lose privileges, including, but not limited to, access to their LUJ Google Account, the right to participate in university events, and the use of university facilities.

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 (FOE)***

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 privileges, including, but not limited to, access to their LUJ Google Account, the right to participate in university events, and the use of university facilities.

International students will be reported to the Immigration Services Agency of Japan, which may have an effect on their visas.

### ***Academic and Disciplinary Dismissal***

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.

Students will lose privileges, including, but not limited to, access to their LUJ Google Account, the right to participate in university events, and the use of university facilities.

International students will be reported to the Immigration Services Agency of Japan, which may have an effect on their visas.

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

Students who intend to return to the University are advised to refer to the section “Readmission to the University” on page 21.

## ***Financial Policies***

### ***Invoicing and Payment of Tuition and Fees***

- Following course registration for the upcoming semester, an invoice for tuition and applicable fees will be issued to each student.
- All charges must be paid in full prior to the commencement of the semester unless other arrangements have been formally approved by the Office of Financial Affairs.

### ***Installment Payment Arrangements***

- Students who are granted approval by the Office of Financial Affairs to make installment or partial payments are required to satisfy all outstanding balances within the same semester.

- Failure to do so will result in a change of the student's enrollment status to FOE (Fallen Out of Enrollment) until such obligations are resolved.

#### ***U.S. Federal Financial Aid and Veterans' Benefits***

- U.S. citizens who are recipients of federal financial aid or veterans' educational benefits (G.I. Bill) will have the authorized funds transmitted directly to the University's designated bank account.
- After tuition and fees are applied, any excess funds will be disbursed to the student in accordance with University procedures.

#### ***Consequences of Non-Payment***

- Students who fail to meet their financial obligations to the University will be subject to one or more of the following actions:
  - Change of enrollment status to FOE (Fallen Out of Enrollment).
  - Denial of course registration for subsequent semesters.
  - Withholding of transcripts, grade reports, and other official University documents.
  - Denial of participation in graduation ceremonies and withholding of diplomas.
- These measures will remain in effect until all outstanding balances are paid in full or satisfactory arrangements are made with the Office of Financial Affairs.

#### ***International Students on Sponsored Visas***

- Students enrolled under a University-sponsored visa must maintain active enrollment status at all times.
- Any change of status to FOE (Fallen Out of Enrollment) will be reported by the University to the Immigration Services Agency of Japan, in compliance with Japanese immigration law.
- Students are responsible for understanding the impact of enrollment status changes on their visa eligibility.