

# ADDITIONAL CREDIT REQUEST



It is imperative that this form is completed in its entirety. Incomplete forms or applications missing required documentation cannot be considered by the Credit Review Committee and will be returned to the student. Please allow 4-5 weeks for processing, after which time a decision email will be sent to the student. **Graduate Students: See your academic advisor for guest credit requirements and approval.**

## 1. Complete the following information:

Student Name			Student ID		
Email Address			Phone		
Name of Previous Institution		City	State	Start & End Dates of Term	

Previous Institution or Test Score			Lawrence Tech		
Course Number & Title	Credit Hours	Online? YES/NO	LTU Course Number & Title	Credit Hours	Committee Use

## 2. Attach required documents:

- Detailed letter explaining the need for additional credit
- Official course descriptions from the previous institution obtained from the institution's course catalog or website

## 3. Read the following information:

False statements or misrepresentations made as part of an additional credit request are considered violations of the Academic Honor Code/Student Code of Conduct and will be addressed accordingly. Any appeals in response to the denial of an additional credit request **MUST** be in writing and submitted back to Enrollment Services.

Students must submit the Additional Credit Request Form to Enrollment Services/Office of the Registrar with an Official Transcript from the previous school that includes the final grade of the desired course. The Credit Review Committee reviews each request individually. Enrollment Services will notify the student via email of the Committee's decision.

For courses approved for additional credit, the student must receive at least a 2.0 in the course to have it transfer back to Lawrence Tech. It is the student's responsibility to have the official transcript sent to Enrollment Services/Office of the Registrar at Lawrence Tech. Until the official transcript arrives, the credit will not be placed on the student's transcript. In addition, only the course will transfer to Lawrence Tech, not the grade. Lastly, approved guest credit courses may not be transferred back to Lawrence Tech to be used in grade point average recomputation. That is, any previous grades earned in that course at Lawrence Tech will remain part of the student's grade point average.

**By signing this form, I confirm that I have read and understand the requirements for additional credit and agree to uphold the standards of Lawrence Technological University.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \*Handwritten Signature Required

### Enrollment Services Use Only:

Athlete Attribute: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Prepped for Committee: \_\_\_\_\_

Revised 4/9/20