

# GUEST CREDIT REQUEST



Once enrolled at Lawrence Tech, students are expected to complete all courses for their chosen degree at Lawrence Tech. If a course cannot be completed at the University, students may request guest credit. **Each guest credit application is charged a non-refundable \$25.00 fee, regardless of approval or denial of the guest credit request.** Please read the entire policy regarding *Enrollment at Other Institutions* in the current online LTU Undergraduate Catalog.

Please contact the guest institution for information regarding their enrollment policies. Some institutions will require the student to complete the Michigan Uniform Undergraduate Guest Application. This form can be found on the Lawrence Tech website.

It is imperative that this form is completed in its entirety and in blue/black ink pen. 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. **All students are encouraged to turn in their guest credit request ASAP due to the 4-5 week processing timeframe.**

## 1. Determine your eligibility to request guest credit by answering the questions below: Is

your cumulative GPA at Lawrence Tech at least 2.00?  Yes  No\*

Have you, or will you have prior to the guest credit term, attended Lawrence Tech for at least 2 semesters or earned at least 24 credit hours at Lawrence Tech?  Yes  No\*

**\*If you answered 'No' to either of the above questions, then you are not eligible to request guest credit.**

Are you currently on a Lawrence Tech varsity sports team?  Yes  No , If Yes, which sport? \_\_\_\_\_

Are you an international student studying on an F1 or J1 visa?  Yes\*\* (please read below instructions)  No

\*\*International students studying on an F-1 or J-1 visa must get approval for guest credit from the Office of International Programs BEFORE submitting this form to Enrollment Services. Please bring this form to the office, C405, to obtain an advisor's signature. If an international student is approved for guest credit, he/she must submit enrollment documentation to the Office of International Programs at the beginning and end of the semester(s) when they are enrolled at another school.

\_\_\_\_\_  
International Advisor Signature

\_\_\_\_\_  
Date

## 2. Complete the following information in its entirety:

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of Guest Institution                      City                      State

\_\_\_\_\_  
Start & End Dates of Guest Term

Guest Institution			Lawrence Tech		
Course Number & Title	Credit Hours	Online? YES/NO	Course Number & Title	Credit Hours	Committee Use

Remember that normal prerequisite rules apply to guest credit. Before enrolling in a course at another institution, you must have completed any prerequisites at Lawrence Tech.

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### 3. Attach required documents:

- Detailed letter explaining the need for guest credit (i.e., Explain in detail why the course cannot be taken at Lawrence Tech)
- Official course descriptions from the guest institution obtained from the institution's course catalog or website

### 4. Authorize Payment of \$25.00 Guest Credit Application Fee (Each guest credit application is charged a non-refundable \$25.00 fee, regardless of approval or denial of the guest credit request):

<p>AUTHORIZATION AND PAYMENT</p> <p><input type="checkbox"/> Check enclosed   <input type="checkbox"/> Visa   <input type="checkbox"/> MasterCard   <input type="checkbox"/> Discover</p> <p><input type="checkbox"/> American Express</p> <p>Credit Card Number _____ Exp. Date _____</p> <p>Amount authorized to be charged \$ _____</p>	<p>BILLING ADDRESS AND SIGNATURE <i>(required if card is not present)</i></p> <p>Billing Address _____ Zip Code _____</p> <p>Signature of credit card holder _____ Date _____</p>
<p><i>Enrollment Services Use Only:</i></p> <p>Charges Processed: Date: _____ Initials: _____</p>	

### 5. Read the following information:

Students are expected to complete all courses for a Lawrence Tech degree at the University once they have been admitted. Transfer credit is generally not given for courses taken at other institutions after enrollment at Lawrence Tech, unless those courses cannot be completed at the University. False statements or misrepresentations made as part of a guest 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 a guest credit request MUST be in writing and submitted back to Enrollment Services.

Students enrolled at Lawrence Tech may not take courses at other institutions after admission to Lawrence Tech and expect those credits to transfer without the prior written permission of the Credit Review Committee. Any courses taken in violation of this policy will be denied transfer or additional credit.

To be eligible for guest credit consideration, students must have:

1. Achieved a 2.0 GPA at Lawrence Tech;
2. Completed at least 24 credit hours or two semesters at Lawrence Tech;
3. Satisfied the Lawrence Tech prerequisites for the course(s) they wish to satisfy via coursework taken at another institution. If prerequisites are in progress for the requested course(s) at the time of submission of the Guest Credit Request form, a letter from the instructor(s) is required stating the student's grade in the course(s) as of that date and the instructor's assessment of the student's capability to continue successfully in the requested course.

Students must submit the Guest Credit Request form to Enrollment Services/Office of the Registrar at least one month before the desired course begins. 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 guest 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.

Additional considerations:

1. Guest credit will not be approved for any course offered at local community college if the equivalent class is offered in the same semester at Lawrence Tech.

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2. No more than one course in a single subject area may be satisfied via guest credit. For example, you may not request guest credit approval for both HUM1213 and HUM1223.
3. Guest credit will not be approved if it would result in the completion of all degree requirements in a single subject area to the exclusion of any LTU coursework in that subject area. For example, guest credit for HUM1223 will be denied if HUM1213 has been satisfied by transfer credit and no other HUM coursework is required within the student's major.
4. An online class is rightfully deemed unacceptable for guest credit approval if the corresponding LTU class is never offered online.

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

Student Name \_\_\_\_\_

Student Signature\* \_\_\_\_\_

Date \_\_\_\_\_

\*Handwritten Signature Required

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**Enrollment Services Use Only:**

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

*Revised 4/1/2025*