

# Off-Campus Program

## Credit, Course Loads, and Grade Information

**CREDIT CONVERSION:** A majority off-campus study programs assign credit to their courses in semester hours. Following is a chart showing examples of how semester hours and other credit systems will be converted to Lawrence units. **IMPORTANT:** *The Lawrence units are determined separately for each course that is taken.*

Lawrence Units	Semester Hours	Contact Hours	Quarter Hours
1			1
2	1		2
4	2		3
5	3	40-45	4
6			5
7	4		6
8			7
9	5		
10			8
11	6		9
12			10
13	7		
14	8		
16	9		

**FULL-TIME STATUS:** Maintaining full-time student status can be very important. Full-time status is a requirement for many benefits such as federal loans, health and car insurance, scholarships, etc. Dropping below full-time status can have serious consequences.

Program Length	Normal Load (full-time)	Minimum Full-Time Load
Semester (usually 14-16 weeks)	27-28 Lawrence units	21 Lawrence units
Term (usually 10-12 weeks)	18 Lawrence units	15 Lawrence units

**COURSE LOADS:** Students attending off-campus programs are expected to complete a normal load for the session. Students attending semester-length sessions can expect to take 4-6 courses depending on the number of semester hours assigned to each, for example:

Number of Courses	Credit per Course	Credit Transferring Back to LU
5 courses	3 semester hour courses (5 LU units each)	25 units
6 courses	3 semester hour courses (5 LU units each)	30 units
4 courses	4 semester hour courses (7 LU units each)	28 units

**GRADES:** All grades earned in affiliated off-campus programs will be recorded on the student's Lawrence record and used in the computation of the degree GPA, and major/minor GPAs as appropriate. The S/U option is available for off-campus study. All regular rules apply (see the course catalog). Students attending ACM programs will receive a form from the program. Students attending other affiliated programs must contact the Lawrence Registrar's Office within the first two weeks of the program. We require that regular A-F grades be sent from the program; the S/U grade will be applied by Lawrence. Students attending the London Centre should contact the Centre Director within the first two weeks of classes. **Note:** Pass/fail grades are not acceptable.

**APPLICATION OF CREDIT TO DEGREE AND OTHER REQUIREMENTS:** Courses valued at 5 or more Lawrence units will fulfill general education requirements as appropriate. The speaking- and writing-intensive requirements must be fulfilled by courses taken on the Appleton campus or on a Lawrence-sponsored program (London Centre). The application of course credit to major, minor, or interdisciplinary area requirements will be determined by the pertinent academic department or program. Students should contact their academic advisors if they have questions about the application of the credit to be earned.