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	40-48	4
6		50	5
7	4	60	6
8			7
9	5	80	
10			8
11	6		9
12			10
13	7		
14	8		
16	9		
17			
18	10		

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, 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 your Lawrence academic 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 classes on the program. Lawrence requires 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: Once a final grade report is received from the affiliated off-campus program, the courses you take will be entered on your academic record under the subject 'OFFC' and the number of the affiliated program. Course titles, grades, and credit earned will show on transcripts and other displays of your academic work, and will be used in calculating your degree and other GPAs. The courses will be counted and applied to requirements under the appropriate Lawrence academic subject (also see below). 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. If you want a specific course to be applied to a requirement in a way other than that described here, you may use the regular academic petition process. Petitions regarding major, minor, or IA requirements should be directed to the appropriate program/department chair. Petitions about degree requirements should be directed to the Faculty Subcommittee on Administration. You should work with your academic advisor to determine how the program will affect your academic record.

LANGUAGE PROGRAMS – GENERAL COURSES: For most language programs, Lawrence requires that you have completed courses within the target language through the 202 level before participating in the program. Courses from language programs that are taught through the third party provider (IES, ISA, ACM, etc.) will be applied to your Lawrence academic record based on the subject listed on the program's final transcript. It is important to choose classes that have an analogous department at Lawrence. See below for more information about direct enrollment courses and above for applying program credit to requirements.

LANGUAGE PROGRAMS – DIRECT ENROLLMENT: If you plan to enroll directly in courses at a foreign university through an affiliated language program, the courses you take will be applied to your Lawrence academic record as courses within the language disciplinary area. If you wish to have such a course applied to a different department at Lawrence, you will need to submit an academic petition to the Faculty Subcommittee on Administration that indicates the acceptance of the course by the department. It is important that you choose courses from disciplines that are represented at Lawrence. You should work with your advisor and applicable academic departments to identify more direct enrollment courses than you intend to take so you have choices in case some classes are full by the time you register.

PROGRAMS TAUGHT IN ENGLISH – DIRECT ENROLLMENT: If you plan to enroll directly in courses at a foreign institution where the courses are taught in English (IES Melbourne, IES Auckland, AU Cairo, ISA Rome, Arcadia Oxford, and Acadia York are examples), the courses you take will be applied to your Lawrence academic record under the most appropriate Lawrence department. It is vitally important that you choose direct enrollment courses from disciplines that are represented at Lawrence. You should work with your advisor and applicable academic departments to identify more direct enrollment courses than you intend to take so you have choices in case some classes are full by the time you register.