

Credits

Credit Hour

During the fall and spring semesters, each class shall meet for at least 50 minutes per week per credit hour. Thus, a three-credit course shall meet for at least 150 minutes each week through three 50 minute periods, two 75 minute periods or one 150 minute period.

After the last scheduled class of each semester and during the final exam period scheduled by the Registrar, each class shall have at least 150 minutes of class contact time. This contact time may be used for a final exam or, as appropriate: final project or papers including reflective papers; presentations or other recitations; annotated anthologies; poster sessions; annotated portfolios; fact sheets; question banks; memorandum or briefs; or other instructor supervised activities.

Credit for Off-Campus Courses

Once matriculated into a degree-granting program (major) at Manhattan University (University), a student may not take off-campus courses offered by another accredited institution for transfer to the University without prior written approval from the student's academic advisor and the student's dean. A maximum of **12** credits may be taken in off-campus courses after matriculation. Each school may set limitations on what types of courses may or may not be approved for its students that are consistent with the University's overall requirements.

Credit for courses taken at other institutions by matriculated students of Manhattan University will be recognized under the following conditions:

1. Required courses in a major or in a minor may not be taken off-campus except in extenuating circumstances and with compelling reasons, and with the approval of the chair of the major or minor program.
2. Only courses from accredited two- and four-year universities and from accredited universities will be considered.
3. Written approval to take courses with departmental or school course numbers is obtained in advance. First, the chair of the department offering the course at Manhattan must approve the off-campus course based on the equivalency or substitutability of the course. Second, the Dean of the student's school must approve the off-campus course based on the chair's assessment and other circumstances. On-line courses are acceptable if approved. Approval to take courses without departmental or school course numbers may be approved by the dean.
4. The required form and transcript are filed with the Registrar and the required fee is paid to the Bursar.
5. The grade received at the other institution must be equivalent to or higher than the Manhattan University grade of C.
6. Grades earned at other institutions will not be transferred to the student's record at Manhattan University.
7. Study-abroad courses do not count toward the 12-credit maximum.

8. The required nine (9) credits of Religious Studies courses – RELS 110, a 200-level course in Catholic Studies, and a 300-level course from Global Studies and Contemporary Issues – are at the core of the Lasallian heritage of the University. Generally, these courses will be taken on-campus. These courses are offered in both in-class and online formats by the University. A required RELS course may be taken off-campus if the RELS program does not offer enough openings in the course. Any exceptions will only be permitted for **one** of the three-credit RELS courses and as part of the overall 12 credits allowed. Any RELS course taken off-campus to meet the nine credit hour requirement will require review for equivalency or substitutability by the dean of the School of Liberal Arts before approval by the student's dean.
1. Each School may adopt additional guidelines to meet specific accreditation or curricular requirements for its programs.