

Policy and Procedures Governing Credit Hours for Course Work

Pursuant to Standard 310 of the American Bar Association's Standards for Approval of Law Schools, courses must require 42.5 hours of work per credit per semester. Students should typically expect to conduct at least 130 minutes of out-of-class work for every hour of class time unless otherwise guided by the instructor. Out-of-class work includes class preparation, written assignments, conferences with faculty and the time taken to prepare for and take the exam. Courses otherwise structured—such as clinics and courses requiring a paper instead of an exam, as well as co-curricular activities such as journals and moot court—must require the same amount of total work per credit.

The procedures are distributed to all faculty each semester:

1. Faculty members submit a form prior to the beginning of a semester, acknowledging that they are aware of the standard and are in compliance. A model form is attached.
2. The approval of new courses by the Curriculum Committee shall include the committee's judgment that the proposed course complies with the standard.
3. The Vice Dean will be responsible for monitoring courses for compliance, such as by undertaking periodic review of course descriptions, syllabi, and audits.
4. Class audits by faculty will include a review of the syllabus and whether the out-of-class work meets the Standard 310 requirement.
5. For credits awarded for clinics and externships, students will complete 42.5 hours of work per credit during the semester. For directed or independent research projects, students are required to keep a log of the time that they spend on activities relating to earning credits for the course or activity.
6. Moot Court and ADR Honor Society members will keep a log of the time they spend relating to earning credits for the activity. Journal members are required to complete assignments that have been approved by faculty advisors as sufficient to meet the credit hour requirements.

ABA Standard 310 Faculty Review of Credit Hours for Coursework

Pursuant to ABA Standard 310, a credit hour must reasonably approximate “not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time.” An equivalent amount of work is required under this Standard for all academic activities “including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.” For purposes of this Standard, a class hour may be 50 minutes and an out-of-class hour must be 60 minutes.

I have determined that the work associated with:

Course Name:

Course Number: _____ Number of Credit Hours: _____

being taught by me this semester complies with the minimum number of hours of direct faculty instruction and out-of-class work expected of students under ABA Standard 310.

Faculty Signature

Date

To explain how your class meets Standard 310, please briefly describe the work required of students, including the average amount of assigned reading per 50 minutes of class time, and any additional projects, assignments, quizzes or exams that take place in or out of class.