



Credit Hour Policy

1. Definitions

- a. The College of Law adheres to Federal law and ABA definitions of a credit hour. ABA Standard 310(b) provides a “credit hour” is an amount of work that reasonably approximates:
 1. 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; or
 2. At least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, IRPs, DRPs, and other academic work leading to the award of credit hours.
- b. The law school currently operates on 14 weeks (13 weeks and 1 week of examinations). For College of Law purposes, in-class time is calculated in 54 minute “hours” per credit over 14 weeks, or other equivalent for more-condensed courses. Any direct faculty instruction time is calculated at this rate. All other academic time is calculated in 60-minute hours. This means that at least 42.5 total hours, accumulated through some combination of in-class and out-of-class time, are required for a credit hour.

2. Cross-References

- a. Students are required to comply with the College of Law policy on Minimum Number of Classroom Credits Required for Graduation.
- b. Professors are responsible for ensuring that courses also comply with the College of Law’s Electronic Education (Distance Learning) Plan, if applicable.

3. Work Required

- a. Professors are responsible for designing courses that reflect at least 42.5 total hours (2550 minutes)¹ of work per credit hour, attained through any of the following, alone or in combination:

¹ Two credit courses will have 85 total hours (5,100 minutes) of work; three credit courses will have 127.5 hours (7,650 minutes); and four credit courses will have 170 total hours (10,200 minutes).

1. Direct faculty instruction in class, mandatory office hours, exercises, practices, rehearsals, or supervision of field placement or clinic work;
 2. Reading;
 3. Preparing and revising notes, class outlines, and related materials;
 4. Observing taped materials, podcasts, or live events;
 5. Preparing for, performing, and reviewing exercises, simulations, competitions, field placement and clinic work, and other assignments;
 6. Researching, drafting, and editing writings;
 7. Reviewing others' work (as allowed by class policies);
 8. Contributing to discussions both orally and in writing;
 9. Preparing for, taking, and reviewing performances on quizzes, midterms, exams, and other assessments; and
 10. All other academic activity.
- b. Professors are responsible for ensuring that simulation, field placement, clinical, co-curricular, IRPs, DRPs, and all other academic work leading to the award of credit hours, including students who serve as Research Assistants and Teaching Assistants for credit, reflect at least 42.5 total hours of work per credit hour.

4. Documentation

- a. Professors must submit course syllabi to the Associate Dean for Academic Affairs that demonstrate compliance with this policy. Faculty are encouraged to include on their syllabi the expected number of hours of out of class work required for the course.
- b. Proposals for new courses will not be approved without a showing to the Curriculum Committee that they will comply with this policy.
- c. Non-course credit work will require submission of the applicable form or other appropriate document detailing compliance with this policy (e.g., IRP approval form).

5. Review

- a. The Associate Dean for Academic Affairs, together with the Curriculum Committee, will review the documentation to determine whether the professor has complied with this policy. If there is a question concerning compliance with this policy, the professor will be given an opportunity to provide additional information to the Associate Dean for Academic Affairs and the Curriculum Committee to demonstrate compliance.
- b. In initially implementing this policy, the Associate Dean for Academic Affairs and the Curriculum Committee will review all syllabi, forms, and other documents establishing compliance with this policy. After implementation of this policy, the

Curriculum Committee will consider whether courses and other types of work for credit are appropriately complying with this policy in the routine reassessment of courses and other for-credit work.

6. Document Retention

- a. Documents establishing compliance with this policy will be maintained on file with the Associate Dean for Academic Affairs for seven years.

Adopted by the faculty on September 7, 2016.