



## **Policy on Credit Hours for Coursework**

This policy sets forth the minimum amount of student coursework required per credit hour for courses and other activities for which academic credit is awarded.

The purpose of the procedures set forth in this policy is to facilitate and assess compliance with the policy on an institutional and programmatic basis. The timekeeping and reporting obligations set forth in the policy are not intended to be used to determine whether an individual student has completed the amount of coursework required for a particular course or activity, and shall not be used for that purpose unless the student is given appropriate advance notice, such as in a course syllabus or registration form.

### **1. Regular and Distance Education Courses**

For each credit hour to be awarded, a regular or distance education course shall include: 1) at least 12.5 hours of classroom or direct faculty instruction exclusive of breaks, of which up to 50 minutes may be devoted to a final examination, and 2) 30 hours of out-of-class student work. Unless a course has been approved and is being taught as a distance education course, students shall not be separated from the faculty member or each other for more than one-third of the time devoted to classroom or direct faculty instruction. Out-of-class work may include such activities as reading, reviewing, outlining, studying, or otherwise working on materials and assignments for the course. The instructor is responsible for ensuring that a course satisfies these requirements.

A three-credit exam course taught over a 13-week semester therefore requires at least 2 hours and 42 minutes of instructional time each week; and a three-credit paper course requires at least 2 hours and 53 minutes of instructional time each week, which may include individual student meetings with the instructor. A review session conducted by the instructor can also count as instructional time.

The amount of instructional time and out-of-class student work for each class will be monitored by the Associate Deans for Academic Affairs and Faculty Affairs based upon course syllabi and other information. The expected amount of out-of-class work shall be communicated to students at the beginning of each course. Course evaluations shall ask students whether the amount of work that was

actually required of them was substantially the same as or significantly more or less than the minimum amount required by this policy. When a new course is proposed, the Curriculum Committee shall assess and report on the expected amount of required out-of-class work as part of its review of the course.

## **2. Other Academic Work**

Other academic activities leading to the award of credit hours shall include at least 42.5 hours of work per credit hour, or such greater amount as may be provided below or required by the instructor, faculty advisor, or faculty supervisor. Students shall maintain contemporaneous records of their hours worked, including a brief description of tasks performed, and shall submit these records as provided below, subject to the law school's Code of Conduct.

The instructor, faculty advisor, or other faculty member supervising each academic activity shall be responsible for ensuring that the activity satisfies the requirements of this policy. The Associate Deans for Academic Affairs and Faculty Affairs will monitor these activities to ensure compliance with this policy.

### **a. Experiential Activities (Clinics and Externships)**

Clinics and externships shall require at least 52 hours of field work for each credit hour. Students shall report their time and associated tasks on a weekly basis to the instructor or supervising faculty member using the appropriate time-keeping software (i.e., Clio).

### **b. Honors Programs (Journals and Competitions)**

Each journal and competition shall adopt policies for the number of hours of work required for each credit hour and the types of work that qualify. Time devoted to research, writing, editing, practice arguments, competitions, and similar activities will qualify; "office hours" will not qualify unless they are spent working on tasks related to the program. Students shall report their time and associated tasks on a weekly basis to a board member, team manager, or other person designated by the faculty advisor. The faculty advisor shall audit the time records periodically throughout the semester to ensure that they are accurate.

### **c. Independent Study**

Students enrolled in Independent Study shall devote at least 42.5 hours per credit hour to research, writing, communicating with the instructor, and related tasks. Students shall report their time and associated tasks at least

once every two weeks to the instructor using a timesheet that describes the activities and amount of time spent on each activity.

**Faculty policy adopted April 6, 2017; effective May 15, 2017,  
amended required clinic credit hours April 6, 2018; effective  
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