



PEPPERDINE
Caruso School of Law

School of Law Credit Hour Procedures and Policies

To ensure adherence to the credit hour policy of ABA Standard 310, Section 2.30 of the School of Law's Academic Policy:

- All proposals for new courses must include a paragraph justifying the number of units of credits to be awarded.
- The Academic Dean will undertake a review of course descriptions and syllabi on a regular basis to assess that the work assigned complies with the credit hour policy of ABA Standard 310. Moreover, when faculty members submit class syllabi to the library for assessment records, faculty members are certifying that the work assigned complies with the credit hour policy of ABA Standard 310.
- Students enrolled in directed research and other non-regularly scheduled classes at the School of Law must submit detailed timesheets to their supervising faculty member every two weeks. Supervising faculty members submit timesheet reports to the Academic Dean for review. Students must complete a minimum of 50 hours of course-related work for each unit of credit. Therefore, students must complete a minimum of 50 hours for one credit, 100 hours for two credits, and 150 hours for 3 credits. Students will be awarded a maximum number of credits in a particular semester based on the number for which they are registered. Students who devote more than the minimum requisite hours will not receive extra credits. Credit may be withheld for any student who fails to timely submit the required timesheets and other required records.
- Students enrolled in externships and field placements must complete required hours and submit time keeping records in accordance with established externship and field placement policies. Students will be awarded a maximum number of credits in a particular semester based on the number for which they are registered. Students who devote more than the minimum requisite hours will not receive extra credits. Credit may be withheld for any student who fails to timely submit the required records.