

School of Law Credit Hour Procedures and Policies¹

To ensure adherence to the credit hour policy of ABA Standard 310, Section 2.30 of the School of Law's Academic Policy, and the Pepperdine University Credit Hour Policy² (attached as "Attachment A"):

- 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 twice a semester for review. Students must complete a minimum of 45 hours of course-related work for each unit of credit. Therefore, students must complete a minimum of 45 hours for one credit, 90 hours for two credits, and 135 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.³ 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.

¹ Revised October 2017.

² Available at <https://www.pepperdine.edu/about/administration/provost/policies/credit-hour-policy-and-procedure.htm>.

³ For General Information on Experiential Learning see <https://law.pepperdine.edu/experiential-learning/clinical-education/externships/general-information.htm>.

ATTACHMENT “A”

Pepperdine University Credit Hour Policy

For all Pepperdine programs, including but not limited to the undergraduate, master’s, juris doctor, and doctoral levels, for each credit hour (unit) granted, students must have successfully met the academic requirements with an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The above policy is applicable to all courses offered, regardless of the mode of delivery and/or session length (e.g. full term-length, weekend mode, abbreviated term, face-to-face, hybrid, online, etc.).

*Approved by the University Academic Council
May 2012*

PROCEDURE FOR CHECKING CREDIT HOURS

- Credit hours will be examined for compliance by Department, by School, and by the Registrar prior to the start of each term.
- Official credit hour approval occurs via UAC during new program proposals, changes to programs, changes to courses, and during program review (via UAC and ASLC).
- Exceptions such as Independent Studies and Internships are checked on an ongoing basis by faculty, Division Chair and/or Associate Dean, and Registrar.