E. APPENDIX

Credit Hour Time Requirements

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Classroom or Direct Faculty Instruction (including time spent taking examinations)</th>
<th>Out-of-Class Hours (50-minute hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12.5</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>25</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>37.5</td>
<td>90</td>
</tr>
<tr>
<td>4</td>
<td>50</td>
<td>120</td>
</tr>
</tbody>
</table>

*Not all courses are required to have this amount of “seat time,” but all courses must meet the overall total hours required for credit granted.

II. FREQUENTLY ASKED QUESTIONS REGARDING THE FOWLER SCHOOL OF LAW SPECIAL GRADING POLICY FOR SPRING 2020

The following FAQ was sent to all law students enrolled in the Spring 2020 Semester, setting forth the temporary changes to grading, scholarship, and other policies determined by the faculty.

This document addresses questions about how the mandatory High Pass/Pass/Fail temporary grading policy for Spring 2020 will work, including a number of questions raised by faculty and students in the course of providing input on grading changes. We hope to send out guidance about the administration and timing of final exams next week. This document specifically addresses how grading and policies based on year-end GPAs will operate. Please read this document carefully as it is intended to answer the most common questions students will have regarding the new policy. If your questions about grading are not addressed below, please contact Associate Dean Marisa Cianciarulo at cianciar@chapman.edu.

In addition, if you have particular needs or challenges that require individualized support, please consult the Student Handbook and contact Associate Dean Amy Rogan-Mehta, who is temporarily handling such requests while Assistant Dean for Student Affairs, Nidhi Vogt, is on leave. Dean Rogan-Mehta can be reached at roganmehta@chapman.edu or 714-628-2509. For questions about accommodations, you may contact the Office of Disability Services or Dean Cianciarulo. You can reach the Office of Disability Services at 714-516-4520 or www.chapman.edu/disabilities, and you can reach Dean Cianciarulo at cianciar@chapman.edu or 714.628.2612.

The Chapman Family is here to support you, and we draw your attention to the various resources available to you on the University’s Coronavirus student resources webpage, https://news.chapman.edu/coronavirus-students/, and to the information in the emails that you have received and will continue to receive from the Dean and the University Administration.
A. **What Courses Are Subject To The Mandatory High Pass/Pass/Fail Grading for Spring 2020?**

All courses (including clinics and Directed Research projects) at the Fowler School of Law are subject to the mandatory High Pass/Pass/Fail grading system as described further below.

B. **What Courses Will Be Grading Under Normal Grading Rules?**

None. The policy has no exceptions.

C. **How Will High Pass/Pass/Fail Grades Affect Things Like Calculating GPA, Ranking, Scholarship Renewal, And Academic Standing?**

- **Cumulative GPA**

  The Spring 2020 grading system will not impact your current GPA unless you fail a course this semester.

  Students who receive entirely “High Pass” or “Pass” in their Spring 2020 courses will retain their existing cumulative GPA based on all final grades for all semesters through Fall 2019. In other words, students who receive a “High Pass” or “Pass” in all Spring 2020 courses will see no change in their GPA.

  Students who receive a “Fail” in a course in Spring 2020 will see a “zero” recorded on their transcript for that course, and this will be calculated as a failing grade (0.0) in their cumulative GPA.

- **Ranking**

  First-year students will not be ranked at the end of this academic year. First-year students will be officially ranked at the end of the Fall 2020 semester based on their cumulative GPA.

  Upper-division students’ rank will be based on all grades through the end of Fall 2019 (along with any failing grades received in Spring 2020). Continuing students will then have their rank updated based on Fall 2020 grades.

- **Academic Dismissal**

  Under the normal grading system, academic dismissal is determined based on year-end, cumulative GPA. Because the change to a mandatory High Pass/Pass/Fail grading system impacts a student’s ability to improve their cumulative GPA, any determination of dismissal will be delayed until the end of the Fall 2020 semester.
Students who would have been academically dismissed based on their GPA standing as of the end of Spring 2020 will be required to meet with the Assistant Dean of Student Affairs and the Director of Academic Achievement before the fall semester begins and will be subject to academic probation policies.

Students on academic probation following the Fall 2019 semester will remain on academic probation for the Fall 2020 semester. Students whose cumulative GPA drops below 2.0 due to one or more failing grades in Spring 2020 will also be placed on probation for Fall 2020.

- **Academic Achievement Program**

Under our normal grading policy, students who do not maintain a cumulative GPA of 2.3 or higher are required to participate in the Law School’s Academic Achievement Program. Students with a cumulative GPA below 2.3 after the Fall 2019 semester (including any grades of “Fail” received in Spring 2020) must schedule a meeting with the Director of the Academic Achievement Program, to determine what participation is required.

- **Required Courses for 2L and 3L courses based on cumulative GPA thresholds**

Under the normal grading system, the Student Handbook identifies certain courses that students must take as 2Ls and 3Ls based on their cumulative GPA at the end of their first year. In light of the move to a mandatory High Pass/Pass/Fail grading system for Spring 2020 courses, all such determinations (except for the Legal Writing Skills requirement) will be based on the students’ GPA as of the end of the Fall 2019 semester, including any grades of “Fail” during Spring 2020.

  - **Legal Writing Skills** – Students with a grade of 1.9 or lower in LAWR I during Fall 2019, students who fail LAWR II in Spring 2020, and any other students whom the LAWR faculty identify as needing additional legal writing work must take the Legal Writing Skills course during their second year of study.

- **Scholarship Renewal**

Students receiving conditional scholarships normally must achieve a minimum cumulative GPA of 2.9 at the end of the spring semester to maintain their scholarship. However, this year, retention determinations will be deferred until after the Fall 2020 semester, and thus all conditional scholarships awarded for the Spring 2020 semester will be renewed for the Fall 2020 semester. Students with conditional scholarships must have a cumulative GPA of 2.9 or higher at the end of the Fall 2020 semester to maintain their scholarship for the Spring 2021 semester and thereafter. Conditional scholarships include Merit-based Scholarships, Distinguished Student Fellowships, and First Generation Scholarships.
Determinations for increasing or earning a Merit-based Scholarship will also be deferred until the end of Fall 2020. Current first-year students who qualify for an earned or increased scholarship after the Fall 2020 semester will have their scholarship applied beginning in the Spring 2021 semester.

1L recipients of a Sam & Ash Scholarship (formerly Bergener Mirejovsky Scholarship) will have this scholarship renewed for the Fall 2020 semester. The Sam & Ash Scholarship’s good standing requirement will be evaluated at the end of the Fall 2020 semester.

Other Law School scholarship policies not addressed here are still in effect.

- **Qualification for the Law Review**

In light of this temporary change in the grading system for all courses, updated guidelines will be established regarding policies and procedures for determining new membership on Law Review. The Law School will notify students soon about the new policies and procedures.

- **How Will Mandatory High Pass, Pass, Or Fail Be Determined? What Thresholds Will Professors Use And Will This Involve The Application Of A Curve?**

The Law School’s grading curve is suspended for Spring 2020. Instead, Professors will assess the individual performance of every student based on a mandatory High Pass/Pass/Fail system using the following equivalent values:

- **High Pass** – equivalent to a grade of 3.3 or higher. The number of students receiving a grade of High Pass in any class cannot exceed 30% of the total number of students in that class.

- **Pass** – equivalent to a numeric grade range of 0.7 to a 3.2.

- **Fail** – equivalent to any grade below a 0.7. Professors are not required to assign a minimum number of failing grades in their classes.

Even under a mandatory High Pass/Pass/Fail grading system, the Law School is committed to continuity of learning and the achievement of course-level outcomes, and we trust that students are equally committed. Policies requiring attendance and participation remain in effect. In addition, a grade of High Pass/Pass/Fail will be based on students’ performance on required course assessments, including the final exam where applicable.

If a student receives a “Fail” grade in a required course, the student will be required to retake the course pursuant to the Student Handbook.
E. **Will It Be Clear On My Transcript Why I Am Not Receiving Numeric Grades This Semester?**

Yes. All transcripts will have a prominent notation making clear that the Law School implemented a temporary, mandatory High Pass/Pass/Fail system for Spring 2020 courses due to the COVID-19 pandemic.

F. **Will High Pass/Pass Units Count Towards the Maximum Number of Ungraded Units We Are Allowed To Take?**

No. The Law School requires a minimum number of graded units for graduation, which effectively limits the number of non-graded units that students can take. Spring 2020 semester courses that were originally designated to receive a letter grade will be deemed “letter-graded units” for purposes of satisfying the minimum graded units for graduation.

Courses that were originally designed to be ungraded credits are subject to the normal rules governing ungraded units.

G. **I Am Planning To Complete the Upper Division Practice-Oriented Writing Requirement This Semester, Does The Mandatory High Pass/Pass/Fail Impact My Ability To Do So?**

No. As long as students receive a “High Pass” or “Pass” in these courses, they will satisfy the practice-oriented writing requirement. If a student receives a “Fail,” they will not satisfy the requirement.

H. **How Will The Mandatory High Pass/Pass/Fail Grading System Affect Student Honors At Graduation?**

For Spring 2020 graduates, graduation honors based on class rank will be determined based on the class rank and cumulative GPA of graduating students at the end of Fall 2019 (including any grades of “Fail” received in Spring 2020). For the Spring 2020 graduates only, the cum laude designation threshold will be expanded to the top 20 percent.

Graduation awards voted on by the faculty will consider the entirety of a students’ performance, including but not limited to GPA, and will therefore not be affected.

For future graduating classes, graduation honors based on class rank will be determined based on the class rank and cumulative GPA of the graduating students at the end of their final semester as set forth in the Student Handbook.