APPENDIX

I. ABA STANDARD 310

In 2014, the ABA adopted the federal definition of a credit hour as required by the Department of Education. Pursuant to ABA Standard 310, a credit hour must reasonably approximate “not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per 15 weeks, or the equivalent amount of work over a different amount of time.” Academic activities such as field placement, clinical, and co-curricular courses must entail “at least an equivalent amount of work.” For purposes of this Standard, 50 minutes suffices for one hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is 60 minutes. At a minimum, students must complete 42.5 hours for one unit of credit; 85 hours for two units of credit; 127.5 hours for three units of credit; and 170 hours for four (4) units of credit.

A. PART I: Revised Credit Hour Policy

Credit Hour Requirements

Under the Fowler School of Law's semester system, one credit hour is granted for 50 minutes of classroom or direct faculty instructional time per week, multiplied by 15, and at least 120 minutes of additional out-of-class student work each week, or an equivalent amount of work for other courses and activities, multiplied by 15. The standard course extends over a 14-week semester, followed by a two-week final examination period. Courses or other credit-bearing activities that occur over a different time period must incorporate the same total amount of instructional time and additional assigned work per credit hour as a standard course. At a minimum, students must complete 42.5 hours for one unit of credit, 85 hours for two units of credit, 127.5 hours for three units of credit, and 170 hours for four units of credit.

J.D. credit is earned if a student receives a grade of 0.7 or above or a Pass/HiPass grade.

B. PART II: Determination of Credit Hours

The Fowler School of Law maintains a 14-week semester followed by a two-week exam period. Summer term consists of a seven-week term followed by a one-week exam period. At a minimum, students must complete 42.5 hours for one unit of credit, 85 hours for two units of credit, 127.5 hours for three units of credit, and 170 hours for four units of credit.

- Courses that require a written final exam (in class or take home) are scheduled for 50 minutes per credit hour multiplied by 14, regardless of the length of term. Instructors assign at least 120 minutes per credit hour, multiplied by 15, of out-of-class work for students to complete over the course of the term. All in-class final exams are
scheduled for a minimum of 120 minutes and a maximum of 210 minutes. Take home examinations that are scheduled during an exam period shall be scheduled for a minimum of eight hours (480 minutes). Time dedicated to a final examination can count towards the total required hours of instructional time.

• Legal Analysis, Writing, and Research I and II are scheduled for at least 45 minutes of classroom instruction or direct faculty instruction via individual conferences, multiplied by 12, and a minimum of 155 minutes of out-of-class work per credit hour per week, multiplied by 13, including research, completion of drafts of writing projects, and preparation for oral argument. The combined time per credit hour equals at least 42.5 hours of instructional time and student work over the course of the term.

• Courses not requiring a final exam (other than LAWR I & II and clinical courses) are scheduled for 50 minutes per credit hour multiplied by 14. Instructors assign at least 135 minutes per credit hour per week, multiplied by 14, of out-of-class work for students to complete over the course of the term. The combined time per credit hour equals at least 42.5 hours of instructional time and student work over the course of the term.

• Credit for Clinical Courses may be awarded for 50 minutes of classroom or direct faculty instructional time or for 60 minutes of out-of-class student work preparing for and performing clinic work, preparing for class, and completing class assignments or other academic work related to the course assigned by the supervising faculty member. Clinical faculty members can determine the overall number of hours of each type of work required for each unit of credit for their clinical courses, but they must include a classroom component as per ABA Standard 304. At a minimum, students must complete a total of 42.5 hours for one unit of credit, 85 hours for two units of credit, and 127.5 hours for three units of credit.

  o Students enrolled in clinical courses must complete required hours and submit time keeping records in accordance with clinic practices. Credit may be withheld for any student who fails to comply.

• Students may receive credit to the extent allowed by ABA Standards for distance learning courses that are in compliance with ABA Standards. Distance learning courses for which the Fowler School of Law students receive credit, whether offered in synchronous or asynchronous format, or a combination, shall require at least 42.5 hours of instructional time and student work per unit of credit per week over a fifteen-week period.

• Students may receive credit for approved externship placements. To satisfy Standard 310, students must complete at least 42.5 hours of fieldwork for each credit. Students must complete and submit daily time-reporting logs, regular progress reports, and final reports to the field supervisor and Director of Externships, in accordance with
established externship policies. Credit may be withheld for any student who fails to comply.

• Students may receive credit for approved competitions. At a minimum, students must complete 85 hours for two units of credit or 127.5 hours for three units of credit. Credit is granted for engaging in practice sessions, preparation alone and with teammates, research, preparing briefs and other material for the competition, and participating in actual competition(s).

• All participants in competitions who seek credit must register for credit through the Competitions course.

• Students seeking such credit shall submit detailed timesheets to the designated supervising faculty member. Credit may be withheld for any student who fails to comply.

• Students may receive credit for serving on approved journals per the Handbook. Students shall submit detailed timesheets to the journal’s Faculty Advisor every two weeks. For each unit of credit, students must complete a minimum of 42.5 hours of journal-related work. Credit may be withheld for any student who fails to comply.

• Students may receive credit for Directed Research for up to three credits. For each unit of credit, students must complete a minimum of 42.5 hours of research and writing work. Students shall submit detailed timesheets to their supervising faculty member every two weeks. Credit may be withheld for any student who fails to comply.

C. PART III: Procedures for Determination of Hours of Out-of-Class Student Work

• For classes that require attendance in regularly scheduled classroom sessions or direct faculty instruction, course instructors shall require outside student work that reasonably approximates a minimum of 120 minutes per course credit hour per week, multiplied by 15. That outside work may include, but is not limited to: reading assignments, case briefing, written assignments, solving problem sets, participating in out-of-class simulations and role-playing exercises that help students develop lawyering competencies, research assignments, posting to an online discussion board, court or other observations, conferences with the instructor, and other work that assists in comprehension of course content such as outlining and studying for quizzes, midterms and final examinations.

  ◦ Academic literature indicates that a skilled adult reads an average of 5-40 casebook pages per hour, depending on the density of the text, the difficulty of the material (number of new concepts), and the competency expected (to skim,
These reading time estimates do not include additional work expected of the student, including but not limited to rereading material for comprehension, briefing cases, additional reading of treatises and course-related material, outlining, practice questions and examinations, CALI exercises, and participation in study groups and review sessions. All expected out-of-classroom work should be considered when measuring the amount of time necessary per credit hour.

- Readings and other assignments shall be indicated on the course syllabus.

- **Initial Review Process:** All faculty members are required to fill out the ABA Standard 310 Compliance form for each course and to append it to their syllabi for submission to the Associate Dean of Academic Affairs in the 2017-2018 academic year. Courses not offered in the 2017-2018 academic year will undergo initial review the next time they are offered.

- **Periodic Review Process:** After the initial review process, all course instructors shall submit their course syllabi consistent with university policy. In so doing, a course instructor certifies that outside work for the course meets the requirements of Standard 310(b)(1).

  - The Associate Dean for Academic Affairs shall keep all course syllabi on file and review them on a regular basis to determine whether assignments of outside work comply with Standard 310(b)(1).

**D. PART IV: New Course Approval Process**

All new courses will utilize the New Course Proposal Application form. This form requires proponents to justify the amount of credit requested, including a description of both classroom hours and the estimated out-of-classroom work. The curriculum committee must assess this information when determining how many credit hours should be granted for the course or other academic activity.

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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.

D. **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.