

**ABA Standard 310 Compliance Policy**  
**Chicago-Kent College of Law**  
**Adopted by Faculty May 2017**

As required by Standard 310 of the American Bar Association's Standards and Rules of Procedure for Approval of Law Schools, the Chicago-Kent College of Law has adopted the following policy for determining the appropriate number of credit hours for law school coursework and for ensuring faculty compliance with the policy.

**I. POLICY**

In accordance with ABA guidance on Standard 310, a minimum of 42.5 hours of coursework is required, per credit, over the course of a semester.

**A. Traditional Classroom Courses**

For traditional classroom courses, the 42.5 hours of coursework per credit may include "time spent in class, preparing for class (reading or completing class assignments or assessments), and preparing for and taking an exam." Under current Law School scheduling policy, students receive approximately 13 hours of in-class instruction per credit over the course of a semester (55 minutes per credit for 14 weeks). Instructors are expected to assign readings or other work that reasonably approximates at least two hours of out-of-class student work each week, per credit, for a total of 28 hours (2 hours per credit for 14 weeks). Instructors may include in the calculation of these 28 hours the amount of time that you anticipate students will spend preparing for an exam or other final assignment. The remaining 1.5 hours of coursework, per credit, may be in the form of a final exam or other final assignment, and/or additional instruction.

**B. Clinics and Field Placements**

For clinical courses and field placements (externships), the 42.5 hours of coursework, per credit, may include "time spent in class, performing field placement or clinic work, preparing for class or completing class assignments (e.g., reflective writing assignments), and preparing for and taking an exam, if applicable." Under current Law School policy, students in clinical and externship classes are required to perform in-class and out-of-class work in excess of this minimum. For example, clinics and externships offered through our In-House Clinical Program require, for 3 credits, a minimum of 193 hours of coursework (168 hours of out-of-class work and attend 25 hours of classroom time), which exceeds the ABA requirement of 127.5 hours for 3 credits. For 4 credits, a minimum of 249 hours of coursework is required for clinics (224 hours of out-of-class work and 25 hours of classroom instruction), and a minimum of 236 hours for externships (224 hours of out-of-class work and at least 12 hours of classroom time), which exceeds the ABA requirement of 170 hours for 4 credits.

**C. Writing Courses**

For writing courses, the 42.5 hours of coursework, per credit, may include "time spent in class, preparing for class (reading or completing class assignments or assessments), and researching and writing the required paper(s)." As with traditional classroom courses, students typically receive approximately 13 hours of in-class instruction per credit over the courses of a semester (55 minutes per credit for 14 weeks). The remaining hours of coursework, averaging 130 minutes each week,

may consist of class preparation, research and writing of required assignments, and individual conferences with the instructor. The amount of in-class instruction may be reduced from the typical expectation as long as there is a corresponding increase in out-of-class work. Class meeting times and the amount of out-of class student work may vary from week to week as long as the total amount of instructional time and student work meets the required minimum.

#### **D. Independent Research**

A student must perform at least 42.5 hours of work for each credit earned, as determined by the student's faculty supervisor.

#### **E. Journals and Law Reviews**

A student must perform at least 42.5 hours of work for each credit earned, as evaluated by the faculty advisor(s) for the publication.

#### **F. Competition Teams**

A student must perform at least 42.5 hours of work for each credit earned, as evaluated by the faculty advisor(s) for the competition. Legal research, practice, and participation in competitions will count toward the 42.5 hours, but travel time may not be included in the calculation.

#### **G. Teaching Assistants**

A student must perform at least 42.5 hours of work for each credit earned, as evaluated by the faculty supervisor(s) for the teaching assistant program. Time spent in meeting with students, preparing for review sessions, and attending class may be included in the calculation of hours.

#### **H. Summer Courses**

Courses offered in the Summer term typically are scheduled for eight weeks, with some courses scheduled for ten weeks. Summer courses are scheduled in longer time blocks to ensure that students receive a minimum of 13 hours of in-class instruction. Instructors are expected to assign correspondingly more out-of-class work per week to ensure that the requirement of at least 42.5 hours of work per credit is met.

#### **I. Intersession Courses**

Courses offered on an intensive basis in the August, January, or May intersessions are required to comply with the requirement that at least 42.5 hours of work be performed for each credit earned. For most such courses, approximately 13 hours will be devoted to in-class instruction, with the remainder consisting of out-of-class work. Given the compressed schedule of class meetings, some out-of-class work may be required to be performed either before or after the period during which class meetings are scheduled.

## **II. PROCEDURES**

The Assistant Dean for Academic Administration and Student Affairs is responsible for interpreting this Policy to ensure compliance with Standard 310.

**A. New Courses.**

All new course proposals must include a justification, consistent with the policy outlined above, for the number of credit hours sought for the course. The Assistant Dean will review all such proposals to ensure compliance and may then approve the course to be offered. Before the course may be offered a second time, the faculty, on recommendation of the Curriculum Committee, must approve the course. No course shall be approved unless the faculty determines that the number of credit hours given is consistent with this policy.

**B. Existing Courses.**

The Curriculum Committee, in consultation with the Assistant Dean for Academic Administration and Student Affairs, will review the syllabi of a random sampling of existing courses every two years to ensure compliance with this policy. The sampling shall include a combination of doctrinal, clinical, and writing courses.