

Course Type Definitions:

Classroom courses are standard courses. We are also including independent study in this section this year.

Co-curricular courses are any skills competitions/group work that gives JD credit (think moot court/law review/trial advocacy).

Seminars are defined as courses requiring a written work product and having an enrollment limited to no more than 25.

For Clinics, Field Placements, and Simulations, please refer to Standard 304 regarding experiential courses.

FAQ:

- The upload does not delete faculty; it only modifies or adds new faculty. Faculty that need to be deleted must be deleted manually.
- For any non-teaching faculty, please make sure to put “No” in the “teaching in the AY” column. We defaulted this field to “Yes” in the data we rolled over from last year.
- These fields are also case sensitive. Some of the faculty that were rolled over had all capital letters. In order to avoid duplicate faculty profiles, please make sure the case matches the faculty profile in the system. You can edit the faculty profiles in the system to be however you want if you want to change the case.
- Please delete all courses in the course information section before uploading/re-uploading.
- For co-taught courses, please mark the secondary entry as “Yes” in the Co-Taught column, and leave the primary entry blank. Courses marked as “Yes” in the Co-Taught column will not be included in the “Curricular Offerings” report.
- Please only allocate seats available to the main instructor for any co-taught clinics or simulations. This will not affect contact/credit hours.
- For any co-taught field placements, please apply the same methodology to the “seats filled” as the seats available situation above. This will have to be done after the upload, as the upload automatically sets the “seats filled” field on the course information page to be the same as the JD enrollment.
- Please do not include Fall or Spring in the course title name. When calculating the number of course titles beyond the first year curriculum, the system looks for the number of uniquely-named Upper Level courses. Therefore, if you include Spring/Fall in the course title name, your courses will be double counted.
- Academic Year refers to Fall 2017, Spring 2018, Summer 2018.