



**Policy Title**  
**Visiting Other Law Schools**

**Policy Number**  
**1-026**

<b>Responsible Unit:</b> Office of Academic Affairs	<b>Effective Date:</b> October 20, 2023
<b>Responsible Official:</b> Vice Chancellor for Academic Affairs	<b>Last Reviewed Date:</b> October 20, 2023
<b>Policy Classification:</b> Academic Affairs	<b>Last Revised Date:</b> October 20, 2023
	<b>Origination Date:</b> Before 2019

**I. Policy Purpose**

The purpose of this policy is to document Southern University Law Center (SULC) faculty and students of the process to enroll in courses at other institutions.

**II. Policy Scope**

This policy applies to students.

**III. Policy Compliance**

Failure to abide by this policy will result in a student not earning credit for work performed at another law school.

**IV. Policy Definitions**

A Study Abroad program is defined, in this policy, as an academic program of an ABA accredited law school where course work is completed at a foreign law school, but the course work appears on the transcript of the participating student as course work completed at the ABA accredited law school.

## **V. Policy and Applicable Procedures**

### **A. Students Visiting Other Schools**

1. A student may receive a maximum of 16 credit hours for coursework completed at another law school as a visiting student.
2. To be eligible to take a course at another ABA accredited law school, a student must have completed 24 credit hours at SULC and be in good standing. A student will not receive credit for visiting another law school on any dates that coincide, in whole or in part, with an SULC academic semester or session in which the student is otherwise enrolled.
3. An SULC student will not receive credit for academic work completed at another law school which takes place in between academic terms.
4. An SULC student will not receive academic credit for an accelerated academic session that does not comply with the minimal requirements under ABA Standard 310(b).
5. A student who wishes to enroll at another law school shall complete an application to visit another law school in a form prescribed by the Vice Chancellor of Academic Affairs no fewer than four weeks prior to the commencement of the pertinent Academic Session. No credit will be given for any coursework completed at another school without the prior approval of the Vice Chancellor for Academic Affairs. Students should be forewarned that while some courses of study may meet the academic quality and integrity standards of SULC, there may be others that fall below the standards of this institution and will not be approved. The Law Center's previous approval of a student's participation in a course is not an assurance that the Law Center will continue to approve the requested course.
6. Upon the approval of the courses in which the student will enroll during their visit, the student must contact the Office of Financial Aid if the student will fund their visit with federal financial aid to complete a consortium agreement.
7. A consortium agreement will be completed between SULC, the student, and the visiting school identifying the specific courses in which the student will be enrolled during the visit.
8. A student will not receive academic credit at SULC for any course in which they enroll during their visit that is not listed on the consortium agreement and/or contained in the memorandum approving the request to visit.

### **B. Visiting at Foreign Law Schools**

1. A student may not receive any academic credit for work completed at a law school outside of the United States.
2. However, if the course work at a law school outside of the United States is being completed in a Study Abroad program of an ABA accredited law school, then the student can receive credit pursuant to the provisions listed in Section V(A) of this policy.

### **C. Visiting Course Review Process**

1. In determining whether to award credit for course work which would be completed at another law school, the Vice Chancellor for Academic Affairs must review the course descriptions and syllabi of courses for which credit is sought and assess the courses to

determine if courses are comparable to SULC courses and meet SULC's standards for rigor and quality.

2. Prior to granting credit for a course that will substitute for a required course in SULC's curriculum, the Vice Chancellor for Academic Affairs must consult with SULC professors who teach the required course and confirm that course at the other law school is comparable to SULC's required course.
3. Credit shall not be granted for course work to be performed at any law school, if it is determined that a) the course work to be undertaken would not be credited towards a Juris Doctor degree, b) the course work would be completed at a foreign law school, or the course work would be in an LL.M or other post-Juris Doctor degree program.

#### **D. Transcription of Grade**

A student who completes coursework at another law school, to include from a Study Abroad Program, may receive course credit only for those courses in which the student receives a grade of "C" or better on a letter grade scale or 2.0 or better on a 4.0 grade scale. A grade that meets the requirements above will be recorded on the student's SULC transcript as a pass. A grade that does not meet these requirements will be posted on the student's transcript as a fail.

It is the student's obligation to pay their fees as required by the consortium agreement compiled by the Office of Financial Aid (if they are paying their fees using Federal financial aid) or as required by the visiting school. It is also the student's obligation to ensure that a transcript from the visiting school is submitted to SULC as soon as the visiting school releases grades for the term. If a student fails to meet the aforementioned obligations, then an academic hold will be placed on the student's account and the student may not be permitted to register for (and/or have grades released for) subsequent semesters until the obligation is satisfied.

#### **E. Application Deadlines**

Students seeking to visit another law school, to include a study abroad program, should submit their applications to the Registrar's Office according to the timeframes listed below:

1. A student who intends to visit in a spring semester must submit their application between September 1<sup>st</sup> and October 15<sup>th</sup> immediately preceding the spring semester in which the student intends to visit.
2. A student who intends to visit in a summer session must submit their application between February 1<sup>st</sup> and March 15<sup>th</sup> immediately preceding the summer session in which the student intends to visit.
3. A student who intends to visit in a fall semester must submit their application between June 15<sup>th</sup> and June 30<sup>th</sup> immediately preceding the fall semester in which the student intends to visit.

## VI. Policy Related Information

None.

## VII. Policy History and Review Cycle

This policy was created and became effective prior to the implementation of the uniform policy format which was implemented in 2019. On June 21, 2021, the policy was put into the uniform policy format, the reference to an application was deleted and replaced with a reference to forms prescribed by the Vice Chancellor for Academic Affairs, and the application process was made explicit for international law schools, but there were no other changes. On April 14, 2023, the policy was updated to include language prohibiting a student from earning credit for intercessory sessions or sessions that do not meet the minimal requirements of ABA Standard 310. The policy was updated, on May 16, 2023, to provide deadlines for the submission of applications to visit other schools. The policy was updated, on July 21, 2023, to correct an error that omitted the manner in which a grade earned at another law school would appear on a student's academic record at SULC. The policy was updated, on October 20, 2023, to add language regarding the consortium agreement and the impact of a student enrolling in classes not listed on the consortium agreement. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs and any changes will be submitted to the faculty for consideration.

## VIII. Publication of Policy

This policy is published at <https://www.sulc.edu/page/sulc-policies>.

## IX. Policy Approval

This policy was approved by the faculty on October 20, 2023.



**John K. Pierre**  
Chancellor, Southern University Law Center

October 20, 2023

**Date**