



Policy Title
Add/Drop and Course Load Policy

Policy Number
1-027

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

I. Policy Purpose

The purpose of this policy is to describe maximum and minimum course loads for full- and part-time students, to indicate when students may shift from part- to full-time and to refer to proper documents for determining deadlines.

II. Policy Scope

This policy applies to all students and staff of the Law Center.

III. Policy Compliance

This policy will inform students of the maximum and minimum number of hours in which students may enroll in a semester, when students can transfer from part-time to full-time status, and when students are permitted to add or drop courses.

IV. Policy Definitions

1. Full-time students are those taking at least 12 credit hours during the spring and fall semesters.
2. Part-time students are those taking 11 or fewer credit hours during the spring and fall semesters.
3. The period in which a student may add a class to their course schedule is defined as existing only during the registration period for that semester which will take place

prior to the start of classes for the semester.

4. The initial drop period exists between the start of classes for a semester and the last day upon which a class can be dropped without earning a grade of "F."

V. Policy and Applicable Procedures

A. Minimum and Maximum Course Load Requirements

Full-time students cannot drop below 12 hours and remain full-time. Students, full-time or part-time, cannot drop below eight hours during the fall and spring semesters and remain enrolled in school.

Generally, part-time students cannot take more than 11 hours in a semester. However, a part-time student may request an academic overload from the Vice Chancellor for Academic Affairs to take a course that may result in the student taking more than 11 hours in a semester. In such cases, the Vice Chancellor for Academic Affairs will only permit, absent extraordinary circumstances, the student to take a single additional course and the student will be charged as a full-time student for that semester.

Students may enroll in more than 16 credit hours only with the permission of the Vice Chancellor for Academic Affairs.

In order to comply with ABA Standard 311(c), no student may enroll in more than 18 credit hours in a term.

B. Changing Between Full and Part-Time Programs

Part-time students must complete 59 semester hours before applying to transfer to the full-time program.

C. Dropping and Adding Courses

How to add or drop courses during the initial add-drop period

Students in their first two semesters of instruction cannot add courses to their schedule. This action will be performed by the Office of Records and Registration. Students in their first two semesters of instruction cannot drop any classes without the permission of the Vice Chancellor for Academic Affairs or the Vice Chancellor of Academic Affairs's designee. After their first-year of study, a student may add classes to their schedule during the registration period for an upcoming semester; however, once classes have started a student cannot add classes to their course schedule.

During the registration period for a semester, a student can make allowable adjustments to their schedule as necessary without those adjustments appearing on their transcript. However, once

classes have started and a student drops a class, a grade of W will appear on the student's transcript for such a course. If a student drops or is removed from a class (i.e., due to excessive absences) after the last day to drop a class without receiving a grade of F, then the grade of F will appear on the student's transcript for the course dropped or removed from the student's course schedule.

Courses taken at another law school through cross-registration or based on an application to visit another law school cannot be dropped through the usual method for dropping courses at SULC. In fact, dropping such courses would be in violation of the Consortium Agreement reached between the two schools that allowed the student cross-register or visit the other institution. As such, any changes to the course schedule of a student who is cross-registered or visiting another school cannot happen without the express written permission of the Vice Chancellor for Academic Affairs.

VI. Policy Related Information

The deadlines for dropping and adding a course will ordinarily be set forth in the academic calendar or posted on the website for the Office of Records and Registration.

ABA Standard 311(c) states, "A law school shall not permit a student to be enrolled at any time in coursework that exceeds 20 percent of the total credit hours required by that school for graduation."

VII. Policy History and Review Cycle

This policy was carried forward with changes from an add-drop policy originally adopted before 2019. The policy was reviewed and revised by the Vice Chancellor for Academic Affairs on June 3, 2021. The policy was approved by a vote of the faculty on June 4, 2021. The policy was updated, on October 20, 2023, to modify the period to add classes and clarify the period to, and effect of, dropping a course. The policy will be reviewed on a five-year cycle by the Vice Chancellor for Academic Affairs.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website 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