



Policy Title
Leave of Absence Policy

Policy Number
1-029

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 inform Southern University Law Center (SULC) students of the process for applying for a leave of absence and the conditions on a leave of absence.

II. Policy Scope

This policy applies to students.

III. Policy Compliance

Failure to abide by this policy may result in a student's not being able to take a leave of absence or being delayed in returning from a leave of absence.

IV. Policy Definitions

Not applicable.

V. Policy and Applicable Procedures

Students may apply for a leave of absence in accordance with the procedures prescribed by the Office of Academic Affairs. Students must provide a reason for the requested leave of absence, explain the activities in which they will be engaged during the leave of absence, and contact information for the student while the student is on the leave of absence. The decision to grant or deny a requested leave of absence is to be made by the Vice Chancellor for Academic Affairs. Generally, a leave of absence can only be granted one year or less.

Students should notify the Office of Academic Affairs, at least three months before returning to school from a leave of absence, of the student's intent to return to school. While a leave of absence can be extended by approval of the Vice Chancellor for Academic Affairs, a failure to return from a leave of absence within the stipulated period will result in the student being removed from school. If the student attempts to resume their study after removal from school, the student will have to apply for admission as an applicant who has previously attended law school.

VI. Policy Related Information

Not applicable.

VII. Policy History and Review Cycle


This policy was originally established prior to 2019 when the uniform policy format was established. The policy was reviewed and revised on June 14, 2021. The policy was updated, on October 20, 2023, to reflect that a leave of absence can be extended and indicate the consequence for failing to timely return to school by the end of a leave of absence. The policy is on a five-year review cycle. The responsibility for periodic review of the policy lies with the Vice Chancellor for Academic Affairs.

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