



Policy Title
Withdrawal from a Course Policy

Policy Number
1-007

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| Responsible Unit: Office of Academic Affairs | Effective Date: Before 2019 |
| Responsible Official: Vice Chancellor for Academic Affairs | Last Reviewed Date: October 14, 2022 |
| Policy Classification: Academic Affairs | Last Revised Date: October 14, 2022 |
| | Origination Date: Before 2019 |

I. Policy Purpose

The purpose of this policy is to inform Southern University Law Center (SULC) faculty and students of what takes place when a student withdraws from a course.

II. Policy Scope

This policy applies to students.

III. Policy Compliance

This policy informs students of the consequences of withdrawing from a course at SULC.

IV. Policy Definitions

Not applicable.

V. Policy Development and Implementation Procedure

The policy was created by the SULC faculty to establish the consequences of a student withdrawing from a course. The Vice Chancellor for Academic Affairs is charged with implementing and enforcing this policy.

VI. Policy and Applicable Procedures

A student who withdraws from a course after the expiration of the drop-add period and without the

written approval of the Vice Chancellor or the Vice Chancellor's designee will receive the grade of "F" in the course. If a student withdraws from a course with permission of the Vice Chancellor or the Vice Chancellor's designee within the time period set for such withdrawal, the student will receive the grade of a "W" for the course. If a student is withdrawn after the time period for withdrawal has expired, the student will receive the grade of "F". Forms for withdrawal may be obtained from the Records and registration Department.

If a student is withdrawn from all, or substantially all, of their courses due to excessive absences, then, the student will be academically dismissed from school, irrespective of the student's cumulative grade point average.

VII. Policy History and Review

This policy was created and became effective prior to the implementation of the uniform policy format which was implemented in 2019. This policy was reviewed and updated, on May 28, 2021, to place it in the uniform policy format. The policy was reviewed and updated, on October 14, 2022, to add a provision regarding academically dismissing a student from school for being administratively withdrawn from all, or substantially all, of their classes due to excessive absences. 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 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 14, 2022.



John K. Pierre
Chancellor, Southern University Law Center

October 14, 2022
Date