

SOUTHERN UNIVERSITY LAW CENTER

TRANSFER CREDIT POLICY

This Transfer Credit Policy (this “Policy”) articulates the rules governing the transfer of course credit at the Southern University Law Center (hereinafter “SULC”).

A. AVAILABILITY OF TRANSFER CREDIT

A student admitted to SULC may receive credit toward his SULC *juris doctor* degree for courses taken at other American Bar Association (hereinafter “ABA”) accredited law schools in accordance with this policy.

1) Transfer Students

A student who has successfully completed work at an ABA-accredited law school and who otherwise meets the requirements for admission to the first year class at SULC may be admitted to SULC with advanced standing.

a. A student seeking advanced standing must apply for admissions to SULC using the normal admissions process, including the Candidate Assembly Service. In addition, transferring students must submit an official transcript from the student’s law school, a letter of good standing from the dean of the school, a letter from a professor of the law from which he/she is transferring, and copies of the catalogue course descriptions and syllabi for all courses for which the applying student is requesting credit.

b. A maximum of thirty (30) credit hours completed at another law school may be accepted for credit at SULC.

2) Cross Registration at LSU

a. Under a cross-registration agreement between the Southern University Law Center and the Louisiana State University Paul M. Hebert Law Center, eligible students enrolled in either school may enroll in one course per semester at the other school. Students may earn a maximum of twelve (12) credit hours through cross registration.

b. To be eligible to cross register, students must have successfully completed twenty-four (24) hours of course work at the Southern University Law Center and be in good standing. During the period of cross registration, full-time students must enroll for at least twelve (12) credit hours at SULC, part-time students must enroll for at least eight (8) credit hours at SULC, and students enrolled during the summer must enroll for at least four (4) credit hours at SULC.

c. Only those students who meet one of the following exceptions may cross register for

courses that are required for graduation at SULC.

- 1) A student who has taken and failed a required course at SULC may cross register to take the failed course at LSU during the next following semester or session if the course is not offered at SULC that semester or session.
- 2) A student who will have otherwise met all of the requirements for graduation in a given semester may cross register for a course required for graduation if that course is not offered at SULC during their final semester before graduation.

Applications for Cross Registration are available from the Office of Records and Registration, and must be approved by the Vice Chancellor for Academic Affairs at the time of registration.

3) Visiting at Other ABA Accredited Law Schools

- a. A student may receive a maximum of sixteen (16) credit hours for coursework completed at another law school as a visiting student.
 - b. To be eligible to take a course at another ABA accredited law school, a student must have completed twenty-four (24) credit hours at SULC and be in good standing. A student will not receive credit for visiting at 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.

A student who wishes to enroll at another law school shall complete an Application to Visit another Law School, available from the SULC Office of Records and Registration, no fewer than four (4) 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.

4) Accelerated Academic Sessions¹

- a. A student may receive a maximum of four (4) elective credit hours through an Accelerated Academic Session offered by another law school.
 - b. To be eligible to enroll in an Accelerated Academic Session at another law school, a student must have completed twenty-four (24) credit hours at SULC and be in good standing. A student will not receive credit for an Accelerated Academic Session that is scheduled for any dates that coincide, in whole or in part, with an SULC academic semester or session in which the student is otherwise enrolled.

¹ The term “accelerated academic sessions” shall include concentrated courses that are taught between academic semesters or between academic semesters and summer sessions such as intersession or turbo session courses.

c. A student who wishes to enroll in an Accelerated Academic Session shall complete an Application to Visit another Law School no fewer than four (4) weeks prior to the commencement of the Accelerated Academic Session. All applications must be approved by the Vice Chancellor for Academic Affairs. Students should be forewarned that while some Accelerated Academic Sessions are ABA-approved and may meet the academic quality and integrity standards of SULC, there are many sessions 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 session is not an assurance that the Law Center will continue to approve the requested session.

5) Visiting at Foreign Law Schools

- a. A student may receive a maximum of 16 credit hours for coursework completed as a visiting student at a foreign law school.
- b. To be eligible to enroll as a visiting student at a foreign law school a student must have completed a minimum of twenty-four (24) credit hours at SULC and be in good standing. A student will not receive credit for visiting at a foreign 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.
- c. A student who wishes to enroll in a foreign law school shall complete an Application to Visit another Law School no fewer than four (4) weeks prior to the commencement of the pertinent Academic Session. All applications must be approved by 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.

B. TRANSFERRING CREDITS

- 1) A student who completes coursework at another law school 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.
- 2) An SULC student may transfer no more than a total of 16 credit hours from other law schools. Except that students who transfer to SULC with advanced standing may transfer no more than 30 credit hours from the law school from which they are transferring.
- 3) A student who completes coursework at another law school may receive one semester residency credit if at least 12 hours of the credit hours completed during a single semester are transferred. If fewer than twelve but more than eight hours of coursework completed in a single semester or quarter are transferred, a student may receive three-fourths (3/4)

residency credit. Students will not receive residency credit for coursework completed during the summer or during Accelerated Academic Sessions.

C. REVIEWING COURSES FOR RIGOR AND QUALITY

- 1) The Vice Chancellor for Academic Affairs will review course descriptions and syllabi for the courses for which the transfer credit is sought and will assess the course to determine if it is comparable to SULC courses and meets the Law Center's standards for rigor and quality.
- 2) A course completed at another law school may be accepted as a substitute for a course that is a part of SULC's Required Curriculum only if it is determined by faculty members who teach courses in the applicable area that the course is comparable to the required course. Other courses will be counted as elective credits towards the total hours required for graduation.

D. Responsibilities of the Southern University Registrar (provision added September 24, 2015)

At the beginning of each semester, the SULC registrar must ascertain the final grade reporting period for all transferor schools. Within 3 days of the date the transferor school grades are due to its registrar's office, the SULC registrar must request the final grades of all SULC visiting students.

If within 2 days of the request, the final grades are not received, a registration hold shall be placed on the student's account.

Date of Revision of the Transfer Credit Policy: September 24, 2015

Responsibility for administration of this policy lies with the Vice Chancellor for Academic Affairs.

Responsibility for biennial review of this policy lies with the Vice Chancellor for Academic Affairs.

Responsibility of the administration of Section D of this policy lies with the Vice-Chancellor of Student Affairs.

This original effective date of this policy: May 7, 2014.

The effective date of the first revision of this policy: September 24, 2015.

This policy was last revised on the date of its approval.