



Policy Title
Credit Hour Policy

Policy Number
SULC-1-015

Responsible Unit: Office of Academic Affairs	Effective Date: July 23, 2026
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: July 23, 2026
Policy Classification: Academic Affairs	Last Revised Date: July 23, 2026
	Origination Date: Oct. 22, 2014

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to specify that Southern University Law Center (SULC) is a single, one-level J.D. program; to define a credit hour at SULC, to establish a formal policy that determines the appropriate number of credit hours for each course offering at the Law Center, to assure that the process is aligned with federal guidelines, and to assure that the assigned value can be roughly equated to the amount of student work required to achieve the student learning outcomes in a course.

II. POLICY SCOPE AND AUDIENCE

This policy applies to SULC faculty and students.

III. POLICY COMPLIANCE

Failure to abide by this policy may jeopardize accreditation and approval.

IV. POLICY DEFINITIONS

The American Bar Association and the Southern Association of Colleges and Schools Commission on Colleges provide the following definition for CREDIT HOUR.

For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work outlined in item 1 above for other academic activities established by the institution, including simulation, field placement, internships, practica, clinical, co-curricular, and other academic work leading to the award of credit hours.

V. POLICY IMPLEMENTATION PROCEDURE

- A. SULC is a single, one-level J.D. program.
- B. SULC adopts a 50-minute credit hour. Additionally, based on the 50 minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week over a fifteen-week period required by ABA Standard 310, SULC requires at least 42.5 hours of total in-class instruction and out-of-class student work for every credit hour assigned to a course.
 1. With respect to a course allotted one credit hour, a student would, at a minimum, a) be in class for 50 minutes, b) prepare 120 minutes for the material that will be covered in class, for 15 weeks $[(50 + 120) \times 15 = 2,550/60 = 42.5 \text{ hours}]$.
 2. With respect to a course allotted two credit hours, a student would, at a minimum, a) be in class for 100 minutes, b) prepare 240 minutes for the material that will be covered in that class, for 15 weeks $[(100 + 240) \times 15 = 5,100/60 = 85; (85/2 = 42.5 \text{ hours})]$.
 3. With respect to a course allotted three credit hours, a student would, at a minimum, a) be in class for 150 minutes, b) prepare 360 minutes for the material that will be covered in that class, for 15 weeks $[(150 + 360) \times 15 = 7,650/60 = 127.5; (127.5/3 = 42.5)]$.
 4. With respect to a course allotted four credit hours, a student would, at a minimum, a) be in class for 200 minutes, b) prepare 480 minutes for the material that will be covered in that class, for 15 weeks $[(200 + 480) \times 15 = 10,200/60 = 170; (170/4 = 42.5)]$.
- C.
 1. Time devoted to taking a required final examination counts toward the in-class time required, and time devoted to studying for a required final examination counts toward the out-of-class time required for a credit hour under this policy.
 2. However, the time listed in V(B) of this policy cannot be attributable to a course that does not have a final examination of appropriate length for the particular course.
- D. The credit hours assigned to every course at SULC will be set pursuant to this policy.

VI. POLICY RELATED INFORMATION

This policy is based on the SACSCOC Credit Hours Policy Statement,

<https://sacscoc.org/app/uploads/2019/08/Credit-Hours.pdf>, and ABA Standard 310, https://www.americanbar.org/content/dam/aba/administrative/legal_education_and_admissions_to_the_bar/standards/2025-2026/2025-2026-standards-chapter-3.pdf.

VII. POLICY HISTORY AND REVIEW CYCLE

This policy was created on October 22, 2014. The policy was reviewed and updated on May 28, 2021. The policy was presented to and approved by the faculty on June 14, 2021. On July 23, 2026, the policy was updated to conform to the most recent version of the SUS Policy Template, to specify that SULC is a single, one-level J.D. program, and to change the “equivalent work” categories listed in Section IV(2) to reflect ABA Standard 310. The policy is on a five-year policy review cycle. The responsibility for periodic review lies with the Vice Chancellor for Academic Affairs. Any changes will be submitted to the faculty for consideration, in accordance with the SUS Policy on Policies.

VIII. POLICY URL

The policy is published on the SULC website at <https://www.sulc.edu/page/sulc-policies>.

IX. POLICY APPROVAL

This policy was approved by the faculty on July 23, 2026.


Alvin Washington
Chancellor

July 23, 2026
Effective Date