



POLICY TITLE
Policy on Policies

POLICY NUMBER
SUS-6-001

EXECUTIVE SUMMARY

1. What is the purpose/rationale for this policy? (policy description)

The purpose of this policy (SULC-1-043) is to inform Southern University Law Center (SULC) staff, faculty, and students, as well as individuals external to the institution that SULC prohibits the auditing of a course.

2. What is the fiscal impact of this policy? (financial impact)

There is no fiscal impact associated with the implementation of this policy.

3. Was this policy developed based on best practices and in alignment with similar universities/colleges, policy organizations such as Association of Governing Boards of Universities and Colleges (AGB), Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC), Louisiana Board of Regents, etc. Briefly discuss and provide an example.

Yes.

4. If this is a policy revision or update, please provide a summary of the proposed revisions and reason(s) for the revisions.

N/A

SU CAMPUS POLICY DEVELOPMENT, ROUTING, & CHECKLIST FORM

TO: SU CAMPUS POLICY & PLANNING COMMITTEE
CAMPUS EMAIL ADDRESS: Example: policies@subr.edu

FROM: Shawn D. Vance, Vice Chancellor for Academic Affairs
 Responsible Official (Name and Title) - (*Initiator of Policy*)

DATE: February 24, 2025

POLICY TITLE: Course Auditing Policy

1. SELECT POLICY CLASSIFICATION

- ☒ Academic Affairs (1-000)
- ☐ Enrollment Management (2-000)
- ☐ External Affairs & Public Relations (3-000)
- ☐ Facilities (4-000)
- ☐ Finance, Audit, & Budget (5-000)
- ☐ Governance & Institutional Effectiveness (6-000)
- ☐ Human Resources (7-000)
- ☐ Information Technology (8-000)
- ☐ Institutional Advancement (9-000)
- ☐ Legislative Affairs & Legal (10-000)
- ☐ Research & Extension (11-000)
- ☐ Safety & Security (12-000)
- ☐ Student Affairs (13-000)
- ☐ Workforce & Economic Development (14-000)
- ☐ Athletics (15-000)

2. SELECT POLICY STATUS

- ☒ New Policy for Approval
- ☐ Review of Existing Policy for Withdrawal
- ☐ Review of Existing Policy for Withdrawal and Replacement

3. POLICY DEVELOPMENT WITH STAKEHOLDER INPUT

- ☒ Responsible Official certifies that policy was developed with input from all applicable stakeholders identified in revised *SU System Policy on Policies (SUS-6-001), Section IV – Definitions – Policy and Planning Committee.*

SDV 2/13/25
 (Date/Initials of Responsible Official)

4. PROPOSED POLICY SUBMITTED FOR INITIAL REVIEW AND APPROVAL

- ☒ Responsible Official submits policy by to the SU Campus Policy & Planning Committee using the official policy template

SDV 2/13/25
 (Date/Initials of Responsible Official)

5. SU CAMPUS POLICY & PLANNING COMMITTEE REVIEW AND ACTION

- ☒ Proposed policy is ☒ Approved ☐ Disapproved
- ☒ If approved, proposed policy is assigned a Policy Number SULC-1-043
(Date)
- ☒ If approved, proposed policy is forwarded to Chancellor's Cabinet for action 2/13/25
Faculty (Date)
- ☐ If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to the SU Campus Policy & Planning Committee _____
(Date)

Comments:

6. CHANCELLOR'S EXECUTIVE CABINET REVIEW AND ACTION

(Faculty)

- ☒ Proposed policy is ☒ Approved ☐ Disapproved
- ☒ If approved, proposed policy is forwarded to Chancellor for action 2/24/25
(Date)
- ☐ If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to the SU Campus Policy & Planning Committee _____
(Date)

Comments:

7. CHANCELLOR'S REVIEW AND ACTION

- ☒ Proposed policy is ☒ Approved ☐ Disapproved
- ☒ If approved and signed, proposed policy is forwarded to the SU Campus Policy & Planning Committee for archiving
2/24/25
(Date)
- ☐ If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to SU Campus Policy & Planning Committee _____
(Date)

Comments:



Policy Title
Course Auditing Policy

Policy Number
SULC-1-043

Responsible Unit: Office of Academic Affairs	Effective Date: February 24, 2025
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: February 24, 2025
Policy Classification: Academic Affairs	Last Revised Date: February 24, 2025
	Origination Date: Before 2019

I. Policy Purpose

The purpose of this policy is to inform Southern University Law Center (SULC) staff, faculty, and students, as well as individuals external to the institution that SULC prohibits the auditing of a course.

II. Policy Scope

This policy applies to SULC staff, faculty, and students, as well as persons external to the institution.

III. Policy Compliance

This policy informs individuals as to whether they can audit a course at SULC.

IV. Policy Definitions

Auditing – when one attends a course without receiving a grade or academic credit.

V. Policy Development and Implementation Procedure

The policy was created by the SULC faculty to establish whether a student or person external to the institution can attend a course without receiving a grade or academic credit.

VI. Policy and Applicable Procedures

- A. SULC will not permit an individual to audit courses at SULC.
- B. Nothing in the policy will prohibit a professor from allowing a guest to attend a limited number of class sessions in a course as long as the professor has made it clear that such attendance will not result in an award of academic credit or permission to complete course assessments.

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. On February 24, 2025, the policy was reviewed and updated by placing it in the uniform policy format. 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 www.sulc.edu.

IX. Policy Approval

This policy was approved by the faculty on February 24, 2025:



Alvin Washington
Interim Chancellor

February 24, 2025
Date