



**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-1-036) is to establish a formal policy that describes the appropriate number of months in which a student must complete law school matriculation. This policy was created to comply with Standard 311(b) of the American Bar Association, which provides “[a] law school shall require that the course of study for the J.D. degree be completed no earlier than 24 months and, except in extraordinary circumstances, no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.”

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.

The policy was updated to indicate that students who completed the program of study would not be permitted to enroll in additional courses.

## SU CAMPUS POLICY DEVELOPMENT, ROUTING, & CHECKLIST FORM

**TO:** SU CAMPUS POLICY & PLANNING COMMITTEE  
CAMPUS EMAIL ADDRESS: Example: [policies@subr.edu](mailto: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:** Allowable Matriculation Period 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 (updating)

### 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 SUCC-1-036  
(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

- ☒ 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**  
**Allowable Matriculation Period Policy**

**Policy Number**  
**SULC-1-036**

<b>Responsible Unit:</b> Office of Academic Affairs	<b>Effective Date:</b> February 24, 2025
<b>Responsible Official:</b> Vice Chancellor for Academic Affairs	<b>Last Reviewed Date:</b> February 24, 2025
<b>Policy Classification:</b> Academic Affairs	<b>Last Revised Date:</b> February 24, 2025
	<b>Origination Date:</b> June 21, 2021

**I. Policy Overview**

The purpose of this policy is to establish a formal policy that describes the appropriate number of months in which a student must complete law school matriculation. This policy was created to comply with Standard 311(b) of the American Bar Association, which provides “[a] law school shall require that the course of study for the J.D. degree be completed no earlier than 24 months and, except in extraordinary circumstances, no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.”

**II. Policy Scope**

This policy applies to all students, faculty, and staff of the Southern University Law Center (SULC).

**III. Policy Compliance**

This policy will inform SULC administration, faculty and students of the minimum and maximum number of months a student is permitted to work towards the completion of a law degree and have that law degree conferred.

**IV. Policy Definitions**

Extraordinary circumstances are defined as those circumstances that lead to the interruption of a student’s legal education and may include, but not be limited to, illness, family exigency, or military service.

## **V. Policy and Applicable Procedures**

- A. SULC's program of legal education leads to the conferring of a Juris Doctor (J.D.) degree and can generally be completed by a full-time student in three years and a part-time student in four years.
- B. No student may earn their J.D. degree in less than 24 months after they have started their matriculation, irrespective of whether the student commenced their study at SULC.
- C. If a student has not earned their J.D. degree within 84 months of starting their matriculation, the student's academic studies will cease. The credits earned within the 84 months cannot be used to earn a J.D. degree, unless extraordinary circumstances exist. The 84-month period stated in this policy covers the time in which course work was completed at SULC and any institution from which SULC has accepted transfer credit.
- D. In all cases, the Vice Chancellor of Academic Affairs will make the determination as to whether extraordinary circumstances exist. If extraordinary circumstances do exist, the Vice Chancellor of Academic Affairs shall place in the student's file a signed statement explaining the extraordinary circumstances leading to the Law Center permitting an exception to this limitation.
- E. Once a student has completed the requirements to earn the Juris Doctor degree the student will not be permitted to enroll in additional courses for any reason.

## **VI. Policy History and Review**

This policy was created and became effective on June 21, 2021. The policy was updated, on February 24, 2025, to indicate that students who completed the program of study would not be permitted to enroll in additional courses. 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.

## **VII. Publication of Policy**

This policy is published on the Southern University Law Center website at [www.sulc.edu](http://www.sulc.edu).

### **VIII. Policy Approval**

This policy was approved by:



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**Alvin Washington**  
**Interim Chancellor**

February 24, 2025  
**Date**