



Southern University Law Center
Limit on Student Employment Policy (formerly Twenty-Hour Work Week Policy)

POLICY NUMBER

1-008

Responsible Unit: Office of Academic Affairs	Effective Date: November 19, 2014
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: May 28, 2021
Policy Classification: Academic Affairs	Last Revised Date: May 28, 2021
	Origination Date: November 19, 2014

I. Policy Statement and Rationale

The purpose of this policy is to establish the internal and external employment parameters for students and for transfer from part-time to full-time enrollment at Southern University Law Center (SULC).

II. Policy Scope

The Scope of this policy applies to students at SULC.

III. Policy Compliance

This policy will inform SULC students of the number of hours they are allowed to work while enrolled at SULC.

IV. Policy Definitions

Full-time Student: Students who enroll in the full-time program will take 12-16 credit hours each semester.

Part-time Student: Students who enroll in the part-time program will take 8-11 hours each semester.

V. Policy Implementation Procedures

The policy was created by the SULC Administration to inform students of the extent to which they would be allowed to work – internally or externally – while students at SULC.

The Vice Chancellor for Academic Affairs will be charged with implementing and enforcing this policy.

VI. Policy Related Information

First year full-time students are not allowed to work in a job, internal or external to SULC, during the academic semester unless the student obtains written permission from the Vice Chancellor of Academic Affairs.

Full-time students who have completed their first year of study may work no more than 20 hours in a job, internal or external to the Law Center, during the academic semester unless the student obtains written permission from the Vice Chancellor of Academic Affairs.

Part-time students are not limited in the number of hours that they can work during an academic semester.

Students transferring from part-time to full-time status must declare adherence to this policy when applying for the change in status.

VII. Policy History and Review Cycle


This policy was created and became effective prior to the implementation of the uniform policy format, which was implemented in 2019. 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. Policy URL

This 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 May 28, 2021.



John K. Pierre
Chancellor, Southern University Law Center

May 28, 2021
Effective Date of Policy