



Policy Title
Add/Drop and Course Load Policy

Policy Number
1-027

Responsible Unit: Office of Academic Affairs	Effective Date: June 4, 2021
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: October 14, 2022
Policy Classification: Academic Affairs	Last Revised Date: October 14, 2022
	Origination Date: Before 2019

I. Policy Purpose

The purpose of this policy is to describe maximum and minimum course loads for full- and part-time students, to indicate when students may shift from full- to part-time or from part- to full-time and to refer to proper documents for determining deadlines.

II. Policy Scope

This policy applies to all students and staff of the Law Center.

III. Policy Compliance

This policy will inform students of the maximum and minimum number of hours in which students may enroll in a semester, when students can transfer from part-time to full-time status, and when students are permitted to add or drop courses.

IV. Policy Definitions

1. Full-time students are those taking at least 12 credit hours during the spring and fall semesters.
2. Part-time students are those taking 11 or fewer credit hours during the spring and fall semesters.
3. Initial add/drop period is the first 7 days of class in the fall and spring semesters and the first 3 days of class during the summer session.

V. Policy and Applicable Procedures

A. Minimum and Maximum Course Load Requirements

Full-time students cannot drop below 12 hours and remain full-time. Students, full-time or part-time, cannot drop below eight hours during the fall and spring semesters and remain enrolled in school.

Generally, part-time students cannot take more than 11 hours in a semester. However, a part-time student may request an academic overload from the Vice Chancellor for Academic Affairs to take a course that may result in the student taking more than 11 hours in a semester. In such cases, the Vice Chancellor for Academic Affairs will only permit, absent extraordinary circumstances, the student to take a single additional course and the student will be charged as a full-time student for that semester.

Students may enroll in more than 16 credit hours only with the permission of the Vice Chancellor for Academic Affairs.

In order to comply with ABA Standard 311(c), no student may enroll in more than 18 credit hours in a term. This maximum course load would apply to both JD and graduate course (if seeking a dual degree).

B. Changing Between Full and Part-Time Programs

Part-time students must complete 46 semester hours before applying to transfer to the full-time program.

C. Dropping and Adding Courses

How to add or drop courses during the initial add-drop period

Students in their first two semesters of instruction cannot add courses to their schedule. This action will be performed by the Office of Records and Registration. Students in their first two semesters of instruction cannot drop any classes without the permission of the Vice Chancellor for Academic Affairs or the Vice Chancellor of Academic Affairs's designee.

Initial add-drop period. During the initial add-drop period, which continues through the 14th day of class during the fall and spring semesters and the 7th day of class during summer session, all other students may add or drop classes in courses at SULC by using Banner or another SULC-designated approach without obtaining permission.

Courses taken at another law school through cross-registration or based on an application to visit another law school cannot be dropped through the usual method for dropping courses at SULC.

They must be dropped at the school at which the course is being taken.

Classes for which a student enrolled but that are dropped during the initial add-drop period are not reflected on a transcript.

Dropping classes after the initial drop-add period

Students' classes that are dropped after the initial add-drop period, with the permission of the Vice Chancellor for Academic Affairs, and before the final deadline for dropping will be noted with a "W" on transcripts.

VI. Policy Related Information

The deadlines for dropping and adding a course will ordinarily be set forth in the academic calendar or posted on the website for the Office of Records and Registration.

ABA Standard 311(c) states, "A law school shall not permit a student to be enrolled at any time in coursework that exceeds 20 percent of the total credit hours required by that school for graduation."

VII. Policy History and Review Cycle


This policy was carried forward with changes from an add-drop policy originally adopted before 2019. The policy was reviewed and revised by the Vice Chancellor for Academic Affairs on June 3, 2021. The policy was approved by a vote of the faculty on June 4, 2021. The policy was reviewed and updated, on October 14, 2022, to generally define the period in which classes could be added or dropped and clarify that the maximum course load applied to JD courses and graduate level course (if student was seeking a dual degree). The policy will be reviewed on a five-year cycle by the Vice Chancellor for Academic Affairs.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website at <https://www.sulc.edu/page/sulc-policies>.

IX. Policy Approval

This policy was approved by the faculty on October 14, 2022.



John K. Pierre
Chancellor, Southern University Law Center

October 14, 2022
Date