



Policy Title

Change in Academic Enrollment Status Policy

Policy Number

1-034

Responsible Unit: Office of Academic Affairs	Effective Date: August 12, 2022
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: August 12, 2022
Policy Classification: Academic Affairs	Last Revised Date: August 12, 2022
	Origination Date: Before 2019

I. Policy Purpose

The purpose of this policy is to inform SULC students of the process to change their academic enrollment status.

II. Policy Scope

This policy applies to staff and students.

III. Policy Compliance

Failure to abide by this policy will result in students not being able to change their academic enrollment status.

IV. Policy Definitions

- A. Full-time students are those taking at least 12 credit hours during the spring and fall semesters.
- B. Part-time students are those taking 11 or fewer credit hours during the spring and fall semesters.

V. Policy Development and Implementation Procedures

SULC developed this policy to clearly inform students of when they can change their academic enrollment status from full-time to part-time or part-time to full-time. The policy is also designed to remind students that the change of their status will impact their budget within the Office of Financial Aid.

VI. Policy and Applicable Procedures

- A. Full-time students may request to change their academic enrollment status to part-time at any time during their matriculation by submitting the proper Change in Academic Enrollment Status form to the Vice Chancellor for Academic Affairs.
- B. Part-time students may request to change their academic status to full-time, after the student has earned 46 credit hours, by submitting the proper Change in Academic Enrollment Status form to the Vice Chancellor for Academic Affairs. A request to change from part-time to full-time status may be denied. SULC is required to ensure that its part-time program contain a sufficient number of part-time students to support the program's existence. While a student's academic performance will weigh heavily on the decision to grant or deny a change in the student's academic enrollment status, there is no guarantee that a given request will be granted irrespective of how well the student has performed academically. The requirement that a student earn 46 hours before requesting to change from part-time to full-time status cannot be waived without faculty approval.
- C. A part-time day student may switch to the part-time evening cohort and a part-time evening student may switch to the part-time day cohort by submitting a written request to the Vice Chancellor for Academic Affairs.
- D. Students registering for the spring semester must submit requests under this policy by October 15th. Students registering for the fall or summer semester must submit requests under this policy by March 15th. Untimely requests will not be considered and students submitting untimely requests will have to resubmit said requests for the next semester. A change in academic enrollment status will not become effective until the academic semester following the decision to grant a change in academic status.
- E. Prior to requesting a change in academic enrollment status, students should consult with their Financial Aid Counselor to determine the impact that a change in academic enrollment status would have on the student's financial aid budget.

VII. Policy History and Review Cycle

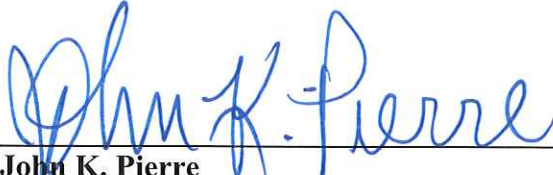
This policy was created and became effective prior to the implementation of the uniform policy format which was implemented in 2019. The policy was reviewed, revised, and placed in the uniform policy formation on June 21, 2021. The policy was reviewed and revised, on August 12, 2022, to set the deadline for the submission of requests to change a student's academic enrollment status. 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 at <https://www.sulc.edu/page/sulc-policies>.

IX. Policy Approval

This policy was approved by the faculty on August 12, 2022.



John K. Pierre
Chancellor, Southern University Law Center

August 12, 2022

Date