



Policy Title
**Limitation of Distance Education Class Sessions
For In-Person Courses Policy**

Policy Number
1-041

Responsible Unit: Office of Academic Affairs	Effective Date: March 31, 2023
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: N/A
Policy Classification: Academic Affairs	Last Revised Date: N/A
	Origination Date: March 31, 2023

I. POLICY PURPOSE

This policy describes the limitation imposed on professors who teach in-person courses to conduct their class sessions using a distance education format (i.e., Zoom, Microsoft Office Teams, Moodle, Blackboard, Canvas, Skype, or related video conferencing software – whether conducted synchronously or asynchronously).

II. POLICY SCOPE

This policy applies to all faculty members teaching an in-person course at Southern University Law Center (SULC).

III. POLICY COMPLIANCE

Failure to adhere to this policy could jeopardize SULC’s good standing with its accrediting bodies, the American Bar Association (ABA) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

IV. POLICY DEFINITIONS

- A. **IN-PERSON COURSE** is an SULC course assigned to be taught by a professor in a room on the SULC landmass or any location where an SULC course is being taught.

- B. MAKE-UP CLASSES are class sessions that have been rescheduled due to an in-person class session that was not conducted as scheduled.
- C. DISTANCE EDUCATION FORMAT is any means by which students are to be separated from the assigned faculty member during the instruction and the instruction involves the use of technology to support regular and substantive interaction between students and the assigned faculty member, whether conducted synchronously or asynchronously.

V. POLICY AND APPLICABLE PROCEDURES

- A. Faculty shall conduct their in-person courses in the assigned classroom, to include sessions that are scheduled as “make-up” classes.
- B. There may be extraordinary circumstances that necessitate that a session(s) of an in-person course (to include a make-up class session) be conducted using a distance education format (i.e., Zoom, MS-Teams, Moodle, Blackboard, Canvas, Skype, or related-video conferencing software – whether conducted synchronously or asynchronously).
- C. The extraordinary circumstances shall not exceed 20 percent of the scheduled class sessions for the course in a given semester.
- D. If a professor requires additional distance education class sessions beyond the 20 percent permitted in V(C), the professor must obtain written permission from the Vice Chancellor for Academic Affairs. However, such written permission shall not exceed the limits contained in ABA and SACSCOC Standards for an in-person course (i.e., no more than one-third of the class sessions can be taught using a distance education format).

VI. POLICY RELATED INFORMATION

The U.S. Department of Education, the Council of the ABA Section of Legal Education and Admissions to the Bar (the “Council”), and SACSCOC permit law schools to conduct distance education courses, post the issuance of variances during the COVID-19 pandemic, but limits such courses to an identified threshold. This policy is designed to maintain SULC’s compliance with the identified threshold of the Department of Education, ABA Council, and SACSCOC.

VII. POLICY HISTORY AND REVIEW CYCLE

The Vice Chancellor for Academic Affairs shall be the responsible person for the implementation of the Limitation of Distance Education Class Sessions for In-Person Courses Policy. This policy is an administrative policy and does not require review or approval of the faculty. This policy is subject to a three-year policy review cycle.

VIII. PUBLICATION OF POLICY

The policy is published on the SULC website at www.sulc.edu.

IX. POLICY APPROVAL

This policy was approved on March 31, 2023.



John K. Pierre
Chancellor

March 31, 2023
Date