

STATEMENT OF ETHICAL PRINCIPLES

The primary goal of the financial aid professional is to help students achieve their educational goals through financial support and resources.

Southern University Law Center (SULC) expects the highest levels of professionalism and ethical behavior from all financial aid staff.

The Office of Financial Aid declares our commitment to the following the Statement of Ethical Principles.

Financial aid administrators shall:

1. Advocate for students

- Remain aware of issues affecting students and continually advocate for their interests at the institutional, state and federal levels.
- Support federal, state and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.

2. Manifest the highest level of integrity

- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.
- Protect the privacy of individual student financial records.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.

3. Support student access and success

- Commit to removing financial barriers for those who want to pursue postsecondary learning and support each student admitted to our institution.
- Without charge, assist students in applying for financial aid funds.
- Provide services and apply principles that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Understand the need for financial education and commit to educate students and families on how to responsibly manage expenses and debt.

4. Comply with federal and state laws

- Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.
- Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.
- Encourage colleagues to participate in the financial aid professional associations available to them at the state, regional, or national level and offer assistance to other aid professionals as needed.

5. Strive for transparency and clarity

- Provide our students and parents with the information they need to make good decisions about attending and paying for college.
- Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure on award notices.

- Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.
- Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.

6. Protect the privacy of financial aid applicants

- Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
- Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.

CODE OF CONDUCT

Southern University Law Center (SULC) Office of Financial Aid is committed to providing the highest level of service to its students and their families. We believe that the foundation of our service to students is grounded in the adherence to strict ethical and professional standards. It is our objective to administer the various financial aid programs in accordance with all governmental regulations and Southern University Law Center (SULC) policies and procedures.

The staff of the Office of Financial aid will ensure that:

- No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
- Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
- No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
- Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
- Institutional award notifications and/or other institutionally provided materials shall include the following:
 1. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
 2. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
 3. Standard terminology and definitions, using NASFAA's glossary of award letter terms.
 4. Renewal requirements for each award.
- All required consumer information is displayed in a prominent location on the institutional website(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information".
- Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Financial Aid Code of Conduct - Student Loans

Southern University Law Center (SULC) is a participant in the William D. Ford Federal Direct Loan Program. Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. Though the majority of aid recipients receive loans through the federal programs, private (also called alternative) student loans can be a valuable tool in meeting your educational goals. In processing private student loans, the Office of Financial Aid adheres to the following principles:

1. No fee or material benefits are received from lenders in exchange for the promotion or processing of its loans.
2. No employee of the financial aid office may receive gifts from a lender, guaranty agency or loan servicer.
3. No employee of the financial aid office may enter into a contracting arrangement with a lender or affiliate that provides a fee, payment, or compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
4. Southern University Law Center (SULC) does not have a "Preferred Lender's Listing". It allows students the option of selecting the Lender of their choice. In the event that we provide a "Preferred" lender's list, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender, other than the William D. Ford Direct Loan Program (U.S. Department of Education).
5. The financial aid office will not refuse to certify, or delay certification of any private education loan based on the borrower's selection of a particular lender or guaranty agency.
6. The financial aid office does not request or accept any staffing assistance from lenders.

All terms and their usage are as defined in Section 493 of the Higher Education Opportunity Act of August 14, 2008.

Student Rights & Responsibilities

Students and prospective students have the right to know that financial aid programs are available at Southern University Law Center (SULC) and the deadlines for submitting applications and the manner in which student aid is distributed. Students may also request an explanation of the various programs included in the financial aid award and the Southern University Law Center criteria for Satisfactory Academic Progress. The institution is required to maintain appropriate confidentiality in administering the financial aid application and the supporting financial documents.

Financial aid information and application materials will be available at the Office of Financial Aid throughout the year. Please feel free to contact our office if you have questions regarding your financial aid application.

STUDENT RESPONSIBILITIES

1. You are responsible for reading, understanding, and keeping a copy of all forms that you are asked to sign.
2. You must complete all application and financial forms accurately and submit them on time to the right place.

3. You must provide correct information. In most instances, reporting incorrect information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.
4. You must return all additional documentation, verification, corrections, and/or new information requested by the agency to which you submitted your financial information or the Office of Financial Aid.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting a student employment position.
7. You should be aware of the school's refund policy as contained in such publications as the SULC Catalog and Schedule of Classes.
8. You are responsible for notifying the Office of Financial Aid of any changes in the number of credit hours for which you are enrolled; (b) any name, address, or telephone change; (c) a change in marital status or number of dependents in the family; (d) a change in financial status; and, (e) withdrawal from the SULC.
9. Students who receive student loans while attending SULC must complete entrance counseling before receiving the loan and exit loan counseling before leaving the school.

Terms & Conditions

Understand that we reserve the right to make adjustments to awards as a result of changes in your Financial Status, Enrollment Status, Availability of Funds and /or if Scholarships exceed the total Cost of Attendance.

The Financial Aid is awarded on the conditions listed below:

- Be admitted to or enrolled in a Degree-Granting Program.
- Maintain Satisfactory Academic Progress.
- Be enrolled and attending classes.
- If you receive aid that you are not entitled to, it will be your responsibility to repay those funds.
- If you are taking classes at two different institutions, you can only receive aid at one institution.
- Additional financial assistance received from outside resources (i.e. scholarships, waivers) may reduce other aid already offered.
- Master Promissory Notes, Entrance Counseling, and Exit Counseling are required for all Federal Student Loans.

Terms

Federal Direct Unsubsidized Stafford Loan - is a loan that must be repaid. You must be enrolled and attending classes at least half-time to be eligible for loan funds. You have the right to cancel or reduce your loan.

Federal Direct Graduate PLUS Loan - is a loan that graduate or professional degree students can borrow and is subject to Credit Approval. You must be enrolled and attending classes at least half-time to be eligible for loan funds. To apply for the Graduate PLUS loan go to <https://studentloans.gov/>. Then click on the "Sign In" green box and enter the data required. This will bring you to the welcome page which you can then click on "Start PLUS Application Process", then select the loan type of "Graduate PLUS" and follow the instructions to complete the application. You have the right to cancel or reduce your loan.

Conditions Affecting Eligibility

All financial aid recipients will be required to repay a percentage of funds disbursed if they officially withdraw from college or stop attending all classes before 60 percent of the term has been completed. Financial aid funds will be terminated if a student failed to make Satisfactory Academic Progress. Corrections made to your Student Aid Report

(SAR) can cause changes in award amounts. Awards are based on your current or estimated enrolled hours. Dropping or withdrawing can cause your financial aid to be adjusted or canceled.

Any change in your name, address or enrollment status must be reported immediately to the Registrar. Also, all scholarships provided by outside agencies must be reported to the Office of Financial Aid and may affect your financial aid award.

Your financial aid award will be void if incorrect information is discovered on any documents used to determine eligibility. This includes, but is not limited to, your Student Aid Report (SAR), and verification forms or statements. In addition to voiding your financial aid awards, intentional misrepresentation or false statements on any of these documents may subject you to a fine or imprisonment, or both, under the provisions of the U. S. Criminal Code.

Consumer Information

- **Student Right-To-Know**

The Southern University Law Center discloses the graduation, completion, and Bar Passage rates. This information may be obtained by online at www.sulc.edu/docs%5CSACS2014%5CSouthern_Association_of_Colleges-41_Federal_Req_For_Web_Site.pdf

Additional information may be obtained by calling (225) 771- 2552 or visiting the National Center for College statistics website: nces.ed.gov/collegenavigator/

Disability Services

It is the policy and practice of Southern University Law Center (SULC) to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of Southern University Law Center.

More information may be obtained by calling (225) 771-4913 or online at www.sulc.edu/Departments/ASP/Accom-services.html

- **Information on Accreditation**

Information concerning accreditation is listed in the Southern University Law Center (SULC) Catalog and on the SULC website.

Southern University Agricultural and Mechanical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelor's, master's, doctoral, and professional degrees. Southern University Law Center is a part of the Southern University Agricultural and Mechanical College. Southern

University Law Center is accredited by the American Bar Association (ABA). Southern University Law Center is a member of the Association of American Law Schools (AALS).

- **Campus Security.**

The Southern University Law Center makes available upon request to both currently enrolled and prospective students and in the case of the campus crime report to prospective employees and employees. This report includes statistics for the previous three years concerning crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Southern University and A&M College (SUBR); and public property within, or immediately around or adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting Police and Campus Security at (225) 771-4621 or by accessing the campus crime report at <http://www.subr.edu/index.cfm/page/1362/n/1486>.

- **Family Education Rights and Privacy Act (FERPA).**

The Southern University Law Center Office of Records and Registration and Office Of Student Affairs disseminates information annually to students about their rights under the FERPA. The University's policies are listed the University's Catalog, class schedule booklets, student conduct manual and student handbook. The Family Education and Privacy Act information can be obtained by contacting Student Affairs (225) 771-2552 or the Registrar's Office at (225) 771-5340.

- **Drug & Alcohol Abuse Policy.**

The University Office of Personnel and Human Relations and Office of Student Affairs provides annual faculty, employees and students information on the Drug-Free Workplace Act of 1988. The information is published in non-academic staff handbook (Faculty and Staff) and student handbook (students).

The Employee Drug & Alcohol Policy information can be obtained by contacting Personnel and Human Relations at (225) 771-2680.

The Student Drug & Alcohol Policy information can be obtained by contacting Student Affairs at (225) 771-2552
www.sulc.edu/Student/Docs/Code%20of%20Student%20Conduct%20Manual%202013.pdf

For more information on Emergency & Alerts and Wellness & Safety, please visit www.sulc.edu/EP/index.html

Professional Judgments & Exceptions

Eligibility for financial aid is calculated based on the information provided on the Free Application for Federal Student Aid (FAFSA). The income and asset information submitted is evaluated by a formula called Federal Methodology as set by Congress. The formula assumes that your previous year's income, assets, and family size are good predictors of your family's financial strength during the student's current year enrollment. Based on this assumption, financial aid eligibility is determined using previous year income information.

The Free Application for Federal Student Aid (FAFSA) does not provide families with a place to explain special circumstances affecting their ability to pay for the student's education. To remedy this, Congress has delegated to the school's financial aid administrator the authority to compensate for special circumstances on case-by-case basis with adequate documentation, known as professional judgment. Professional Judgment is the ability of a financial aid counselor to change a student's financial aid based on unusual circumstances. Circumstances may include a decrease in income, change in family size, loss of assets, unusual expenses, etc.

The school does not have the authority to change the need analysis formula itself or to make direct adjustments to the Expected Family Contribution (EFC). Instead, the school may make adjustments to the inputs to the formula. The changes to the inputs are dictated by the impact of the special circumstances on the family's income and assets. The standard formula is then applied to the new data elements, yielding a new EFC figure.

Initiation of Appeals/Exceptions Request

The Office of Financial Aid at Southern University Law Center (SULC) recognizes that many families experience changes in income, assets, or family situations that are not reflected in the previous year's tax transcript data. Therefore, it is possible for you to appeal your financial aid offer if you have special financial circumstances. The financial aid administrator is best able to evaluate the family's situation and to make appropriate adjustments. By visiting a financial aid administrator in the Office of Financial Aid, a student may be eligible to apply for an Appeal/Exception, based on the individual counseling session.

The financial aid administrator will advise the student of the necessary documentation. Once the appeal is received and the situation has been documented, the Professional Judgment/Exceptions team will review it and notify the student of the result. The members of the Professional Judgment/Exceptions team are anonymous.

The changes made by the Professional Judgment/Exceptions team may or may not increase your financial aid. The review process may take as long as two weeks.

Required Documentation

In order to submit an exceptions request, documentation of your unusual circumstances must be submitted. Typical documentation may include the following:

Medical expenses: Copies of Explanation of Benefits (EOB) statements attached and letter from doctor(s) indicating cost of future care required; Paid medical expense receipts.

Divorce or separation: Copy of court documents showing separation/divorce, documentation of living in two separate residences (utility bills, leases, etc.)

Decrease in income: Copies of year-to-date pay stubs, federal tax transcripts, termination notice from employer, and notice from Social Security regarding termination of benefits.

Increase in cost of attendance: Receipts of paid educational expenses in excess of the established cost of attendance budget. There is a one-time allowance for a personal computer for the duration of the program.

The student will be asked to complete an Exceptions Request Application when submitting documentation of unusual circumstances.

All documents should be placed in a sealed envelope and submitted to:

Southern University Law Center (SULC) Office of Financial Aid PO Box 9294 Baton Rouge, Louisiana 70813

Incomplete packets are not accepted. The decision of the Professional Judgment/Exceptions team and financial aid administrator is final. There is no appeal. By law, neither the school's president nor the US Department of Education can override the financial aid administrator's decision.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Click [here](#) to view information on FERPA