



Policy Title
Transcript Policy

Policy Number
2-001

Responsible Unit: Admission and Recruitment Department	Effective Date: May 26, 2021
Responsible Official: Director of Admission	Last Reviewed Date: May 26, 2021
Policy Classification: Enrollment Management	Last Revised Date: May 26, 2021
	Origination Date: Prior to 2019

I. Policy Overview

The purpose of this policy is to inform the applicants to Southern University Law Center (SULC) of the requirement that SULC receive official transcripts from all institutions attended by the applicant.

II. Policy Scope

This policy applies to SULC applicants, staff, and students.

III. Policy Compliance

Failure to abide by this policy will result in an applicant being denied admission to SULC or an enrolled student being administratively withdrawn from SULC.

IV. Policy Definitions

1. LASC is the Law Schools Admission Council.
2. Adverse actions, under this policy, include a) placing an academic hold on a student's account or b) administratively withdrawing a student from SULC.

V. Policy Development and Implementation Procedure

The policy was developed by the Director of Admissions. The policy is administrative in nature and does not require the approval of the faculty.

VI. Policy and Applicable Procedures

- A. SULC requires that an applicant earn at least a bachelor's degree from an accredited US institution or its accredited international equivalent.
- B. SULC requires all students to submit unofficial or official transcripts from all institutions attended to be eligible for review by the Admissions Committee. If courses of study in a college or university are taken after the application is submitted, official supplemental transcripts must be submitted to cover the subsequent study. Upon acceptance, students are required to submit an official transcript at least four weeks prior to the start of the academic year, but no later than enrollment.
- C. Official transcripts must be mailed or emailed directly from the degree-granting institution or an authorized third party to the Law Schools Admission Council (LSAC) website. Transcripts should be sent from the office or department designated by the university to issue/retain student records. LSAC will then review the transcript(s) and upload to the students' LSAC account.
- D. Failure to submit official transcripts by the date of enrollment will result in an academic hold being placed on a student's account. The academic hold prevents the student from accessing their account or performing any actions dealing with registration, financial aid, or other student matters. If an official transcript has not been received by October 1st, then the student will be administratively withdrawn from SULC.
- E. If a discrepancy is found in any submitted documents, the Admission and Recruitment Department will contact the student to rectify the discrepancy. In cases where the Law Center finds that a student intentionally misrepresented themselves on their application or academic history, the student will be administratively withdrawn.
- F. Prior to any adverse action being taken, the student will be contacted by telephone and email requesting and reminding the student to submit their official transcript with the degree earned date. During the admission process, if an applicant has been unable to provide an official transcript, a form will be placed in the applicants' file indicating the reason the official transcript has not been submitted.
- G. Official transcripts and degree documentation are retained in perpetuity as a permanent part of a student's record. It is our policy not to return any type of document once submitted to SULC.

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. Since the policy is administrative in nature it does not require a faculty vote of approval. The policy, and any subsequent changes, are binding once signed by the Chancellor. The policy was reviewed and updated by the Director of Admissions on May 26, 2021. The policy is subject to a five-year policy review cycle and shall be reviewed by the Director of Admissions.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website at www.sulc.edu.

IX. Policy Approval

This policy was approved by:



John K. Pierre
Chancellor, Southern University Law Center

May 26, 2021
Date