

**GUIDELINES FOR THE COLLEGE AND UNIVERSITY WORK
PROGRAM
(Effective for Fall 2005)**

1. Students must be eligible for work according to the "Satisfactory Academic Progress" guidelines at Southern University at New Orleans.
2. Students must have applied for and completed verification of their PELL GRANT (if applicable), before eligibility for work can be determined.
3. Students must not be in default on any loan or owe a refund on a grant. Note: **IF A DEFAULT NOTIFICATION IS RECEIVED AFTER YOUR PLACEMENT, YOUR WORK-STUDY ASSIGNMENT WILL BE DISCONTINUED.**
4. Students must enroll and maintain at least half-time status : Undergraduate (6 hours for Fall, Spring and Summer), Graduate Students (5 hours for Fall, Spring and Summer). If a student drops below half-time status during the semester, he/she will be terminated from the work program.
5. If a student adds, drops, or changes the time of a class, he/she must submit a new computerized class schedule to the Financial Aid Office.
6. Students must pick-up, complete and return the Work-study Assignment/ Agreement (contract) to the Financial Aid Office before he/she is allowed to work. This includes completing the Employee's Withholding Allowance Certificates (W-4 and L-4 forms) indicating your tax exemption choice.
7. A student employee cannot work in excess of 20 hours per week or 7 hours per day unless approval has been granted by the Financial Aid Director.
8. **Students are prohibited from working during scheduled class time, even if the class is not in session or dismissed early. Students are prohibited from working during the weeks of Mid-term and Final Exams.**
9. **Students must not exceed the amount of their semester award on the Student Work Assignment/Agreement. Halfway through each semester, the student should check to see if he/she is in danger of earning the semester's allocation before the semester ends. When the student has earned his/her awarded amount, he/she must stop working, unless approval has been granted by the Director of Financial Aid. ANY IMMEDIATE SUPERVISOR WHO PERMITS STUDENT EMPLOYEES TO WORK BEYOND THE OFFICIAL NUMBER OF HOURS ASSIGNED BY THE FINANCIAL AID OFFICE, WITHOUT APPROVAL, SHALL BE IN JEOPARDY OF LOOSING THEIR DEPARTMENTAL STUDENT EMPLOYEES.**

10. **Students must submit monthly time sheets to the Financial Aid Office on the last work day of each month, in accordance with the attached Student Work-Study Payroll Submission Schedule for payment processing. The time sheet must reflect the actual hours the student has worked. Supervisors must not sign time sheets for student employees. Time sheets received after the due date may be processed for the next payroll period. THE TIMESHEET MUST BE SIGNED BY THE STUDENT AND THE SUPERVISOR on the last work day of each month.**
11. **Students must report to the work area assigned by the Financial Aid Office. If it is determined that a student changed his/her assignment without approval by the Financial Aid Office, the student WILL NOT be compensated for the hours worked and will not be able to continue employment for the remainder of the semester.**
12. **Students must notify their supervisors in advance if he/she will be absent from work. Frequent absences are a justifiable cause for dismissal.**
13. **Students who receive aid in excess of their eligibility will be terminated to avoid further over-awarding of funds.**
14. **A student employee may be terminated from the work-study program: (1) if his/her job performance is less than satisfactory; (2) if the student is enrolled less than half-time; or if the student employee withdraws from the University. The student may also be terminated at his/her or the Supervisor's request. If a student employee is terminated from the program, he/she will be given the specific reason, in writing at the time of termination. Causes for termination include, but are not limited to: (1) recurring, unauthorized and unexcused absences; (2) refusal to do work assigned or refusal to work during assigned time period; (3) intentionally falsifying the number of hours worked on a time sheet; (4) misconduct and/or profanity; (5) failure to comply with the Guidelines for College and University Work Program.**
15. **Students terminated from the Work-Study Program by their supervisor may appeal the decision. Until the decision is made, the student will not be allowed to continue to work.**