

Bylaws Document

Financial Aid Appeals Committee

Updated 7.11.25

MISSION STATEMENT:

The mission of this committee is to objectively evaluate appeals for the reinstatement of financial aid from students who have been unable to meet eligibility requirements due to extenuating circumstances. We strive to ensure an equitable and transparent review process, guided by federal and institutional policies, as well as a commitment to student success.

PURPOSE:

This committee is to provide a holistic review of student appeals, considering individual challenges that may have affected their ability to maintain eligibility for financial aid. By doing so, we aim to support students in overcoming obstacles, enabling them to continue their educational journey with the resources they need to succeed.

MEMBERSHIP:

This standing committee is comprised of the Executive Director of Compliance & Financial Aid and faculty members.

- Executive Director of Compliance & Financial Aid
- 6 faculty members comprised of the following combination:
 - 2 General Education Faculty
 - 2 Tech Faculty
 - 2 Trades Faculty

The Executive Director of Compliance & Financial Aid is the permanent chair. Faculty serve a 2-year term. Participation is determined by job duties and willingness to serve. The Executive Director of Compliance & Financial Aid leads this committee and maintains all records and discussions. All members are expected to actively participate during each academic year orientation, and when appeals are ready to be reviewed.

MEETINGS:

There is an orientation meeting for new members and a review for those returning members prior to the start of each academic year. The review of appeals occurs at various times prior to the start of the fall and spring semesters. Due to the nature of the mission and purpose of this committee, there are no regularly scheduled meeting times.

This committee works mostly via TEAMS at asynchronous times. The Executive Director of Compliance & Financial Aid sends out notice to the committee when there is a group of appeals to be reviewed. Since applications to reinstate financial aid are due no later than two weeks prior to the start of the fall and spring semesters, these notices can be sent throughout the summer and between the fall and spring semesters

DECISIONS:

This is a decision-making committee with determining the approval or denial of appeals to reinstate financial aid. The Executive Director of Compliance & Financial Aid assesses rubrics from each member and scores each appeal individually. Discussion can take place within the TEAM if needed. The final decision lies with the Director of Compliance & Financial Aid according to the U.S. Department of Education (ED) Regulations.