

**BYLAWS OF THE FINANCIAL AID APPEALS COMMITTEE
OF GLENVILLE STATE UNIVERSITY**

January 19, 2022

Article I. Name

The name of this committee is Financial Aid Appeals Committee.

Article II. Membership

The members of this committee shall be the Financial Aid Administrator who will serve as the non-voting chairperson, three faculty selected by Faculty Senate, one staff member selected by Staff Council, and the Registrar, a membership of six (6).

Article III. Liaisons

The Financial Aid Administrator, as committee chairperson, shall be the administrative liaison to the committee.

Article IV. Duties of the Committee

The Financial Aid Appeals Committee shall review appeals from students who have been placed on Financial Aid Suspension. The committee members will review the student's letter of explanation concerning the student's circumstances, academic transcript, supporting documentation, and any other data that would be available in the student's financial aid file or the Banner system.

The Financial Aid Appeals Committee also serves as the appeals committee for Athletic Financial Aid and the PROMISE Scholarship.

Article V. Officers and their duties

Section 1. The officers of the committee shall be the Chair/Secretary of the Financial Aid Appeals Committee. The secretary will be the Financial Aid Administrator.

Section 2. The Chair of the Committee shall ordinarily preside at all meetings. In the Chair's absence, the Committee shall select a member present to serve as Chair for that meeting. The Chair shall prepare the agenda for the meeting and shall assemble the documents necessary for the committee members to use. The Chair shall be responsible for communications that may be necessary between the committee and other campus constituencies.

Section 3. The Chair of the Committee shall maintain adequate minutes of the work of the Committee. The minutes will be maintained in the office of the Financial Aid Administrator and will not be available to the public at large.

Article VI. Procedures for Meetings

Section 1. A quorum for meetings shall consist of four (4) members of the Committee (including the Chair) where membership is as defined in **Article II**.

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Section 2. Meetings shall be called as needed by the Chair. The committee members will review the information available for each student and cast a written vote on overriding the Financial Aid Satisfactory Academic Progress Policy. The Financial Aid Administrator will inform the student in writing of the decision.

Section 3. Meetings of the Financial Aid Appeals Committee will be closed meetings.

Section 4. Meetings shall be conducted according to generally accepted principles of parliamentary law for committees. Decisions of the Committee shall be made by majority vote of those present and voting on a motion.

Section 5. If a student's appeal is denied and that student wishes further consideration, the student may be referred to the College's President.

Article VII. Lines of Reporting

Section 1. The Committee may, in the event of a secondary appeal, forward minutes and documents to the President for examination.

Article VIII. Amendment Procedure

These bylaws may be amended from time to time as needed. The procedure for amendment shall be the same as the procedure for the original ratification of these bylaws.

Article IX. Ratification

These bylaws shall be officially adopted when they have received a majority vote of the Financial Aid Appeals Committee of Glenville State University at a meeting where voting on the bylaws has been listed on the official agenda, been approved by the Faculty Senate, the College Leadership Council and by the President of the University.

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