

## **STUDENT FINANCIAL AID APPEALS COMMITTEE**

### **Purpose:**

Reviews appeals received from students who fail to meet eligibility requirements to remain eligible for federal, state and/or institutional aid

### **Charge:**

- Be knowledgeable of policies that specifically govern aid eligibility and appeal processes
- Review each appeal on a case-by-case basis with careful consideration given to each appeal based on unusual and mitigating circumstances

### **Membership Guidelines:**

Committee membership shall be comprised as follows:

- Director of Student Financial Assistance (Chair)
- Academic Affairs – Assistant Dean/faculty (at least one (1) representative)
- Academic Affairs – Advisor (at least one (1) representative)
- Student Affairs (at least one (1) representative)
- Administration and Finance – usually one (1) representative is from Student Account Services, but membership is not limited to this area

### **Membership Appointment:**

Appointments are made by the President of the University.

**Membership Terms:** Ongoing

**Frequency of Meetings:** Varies

**Expected Lifespan:** Ongoing

### **Reporting Requirements:**

- The Student Financial Aid Appeals Committee reports to the Vice President for Academic Affairs and Provost through the Office of Student Financial Assistance.
- Records management is maintained in the Office of Student Financial Assistance.

### **Operating Procedures:**

- Students receiving federal and state aid are reviewed at least once a year to ensure the student is meeting the Satisfactory Academic Progress policy for financial aid.
- Students who fail to meet the standards set forth in the policy are given an option to appeal.
- The student appeals by completing the appeals worksheet and providing requested documentation.
- After review of the student appeal documentation, the Committee makes a decision to either approve or deny the appeal request.
- Approved requests are awarded financial aid for the next academic year and denied requests are not eligible for financial aid for the next academic year.

**Relationship to Other Committees:** N/A

**Typical Date of Membership Turnover:**

New members are appointed when vacancies arise.

**Responsible Office:**

Office of the Provost & Executive Vice President for Academic Affairs.

**Administrative Contact Name & Position:** Leah Stewart, [stewartl1@nku.edu](mailto:stewartl1@nku.edu)

**Website:** [financialaid.nku.edu](http://financialaid.nku.edu)

**Membership Roster (2019-20)**

NAME	TITLE	DEPARTMENT	COMMITTEE ROLE	EMAIL
<b>Leadership</b>				
Leah Stewart	Assistant Vice President, Enrollment & Financial Assistance	Financial Aid	Chair	<a href="mailto:stewartl1@nku.edu">stewartl1@nku.edu</a>
<b>Other Members</b>				
Amy Clark	Director	Health, Counseling & Student Wellness	Voting member; makes academic appeal decisions	<a href="mailto:clarka17@nku.edu">clarka17@nku.edu</a>
Dyane Foltz	Advisor	CHHS Advising Center	Voting member; makes	<a href="mailto:foltzd1@nku.edu">foltzd1@nku.edu</a>

			academic appeal decisions	
Amy Racke	Assistant Dean	College of Arts & Sciences	Voting member; makes academic appeal decisions	rackea@nku.edu
Jenny Sullivan	Specialist	Student Account Servicers	Voting member; makes academic appeal decisions	sullivanj2@nku.edu