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

**Website:** financialaid.nku.edu

**Membership Roster (2019-20)**

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<tr>
<th>NAME</th>
<th>TITLE</th>
<th>DEPARTMENT</th>
<th>COMMITTEE ROLE</th>
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<td><strong>Leadership</strong></td>
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<tr>
<td>Leah Stewart</td>
<td>Assistant Vice President, Enrollment &amp; Financial Assistance</td>
<td>Financial Aid</td>
<td>Chair</td>
<td><a href="mailto:stewartl1@nku.edu">stewartl1@nku.edu</a></td>
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<td><strong>Other Members</strong></td>
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<td>Amy Clark</td>
<td>Director</td>
<td>Health, Counseling &amp; Student Wellness</td>
<td>Voting member; makes academic appeal decisions</td>
<td><a href="mailto:clarka17@nku.edu">clarka17@nku.edu</a></td>
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<tr>
<td>Dyane Foltz</td>
<td>Advisor</td>
<td>CHHS Advising Center</td>
<td>Voting member; makes</td>
<td><a href="mailto:foltzd1@nku.edu">foltzd1@nku.edu</a></td>
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<tr>
<td>Name</td>
<td>Position</td>
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<tr>
<td>Amy Racke</td>
<td>Assistant Dean</td>
<td>College of Arts &amp; Sciences</td>
<td>Voting member; makes academic appeal decisions</td>
<td><a href="mailto:rackea@nku.edu">rackea@nku.edu</a></td>
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<td>Jenny Sullivan</td>
<td>Specialist</td>
<td>Student Account Servicers</td>
<td>Voting member; makes academic appeal decisions</td>
<td><a href="mailto:sullivanj2@nku.edu">sullivanj2@nku.edu</a></td>
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