Financial Aid Termination Appeal Committee Bylaws

ARTICLE I
Name

The name of this committee shall be the Financial Aid Termination Appeal Committee.

ARTICLE II
Purpose

The Financial Aid Termination Appeal Committee reviews petitions from current and former credit students whose federal financial aid pursuant to Title IV regulations has been terminated and who have extenuating, documented circumstances that were unexpected in nature and beyond the student's control but which affected the students' ability to successfully meet the Satisfactory Academic Standard requirements. The Financial Aid Termination Appeal Committee does not hear other grievances or appeals which have recourse through alternative institutional procedures. The Financial Aid Termination Appeal Committee is a directive body whose decisions are final.

ARTICLE III
Membership and Officers

A. The Financial Aid Termination Appeal Committee will consist of eight (8) members:
    1. Financial Aid Director will be a non-voting, *ex officio* member;
    2. Dean of Student & Legal Affairs will be a permanent, voting member;
    3. Six faculty/staff will be recommended by the President's Advisory Team's via its subcommittee on Committee Assignments and will be voting members.

B. The Committee shall have a chair, vice chair, and secretary.
    1. The chair presides at meetings and is selected by the committee members.
    2. The vice chair assumes the duties of the chair when the chair is unable to serve and is selected by the committee members.
    3. The secretary organizes the committee meetings, processes the petitions submitted for review, maintains a record of all committee proceedings, and communicates committee decisions to students in writing.
    4. The Financial Aid Director may not serve as the chair or vice chair.
    5. The Dean of Student & Legal Affairs may not serve as the chair or vice chair but shall serve as secretary; his/her designee may perform or assist with the functions.

ARTICLE IV
Procedures

A. The committee must comply with federal financial aid standards and regulations.
B. Petition forms and instructions shall be developed and made available to students. Additional documentation may be required with the submission of the petition or upon request of the committee.
C. An information sheet shall be made and published by May 1 annually; the sheet shall include deadlines for submitting appeals, committee meeting dates, directions for submitting appeals, and any special instructions.
D. Students shall submit their appeals to the Office of Student & Legal Affairs by the deadline; deadlines may be extended and exceptions to deadlines may be made for good cause or emergencies. The committee shall determine what constitutes good cause and emergencies.
E. The secretary or designee shall make the submitted petitions available to each committee member.
F. The committee may review and decide petitions with or without a meeting.
G. The committee may vote to approve or deny a petition. Incomplete petitions may be denied.
H. If the committee holds appeal meetings to consider petitions, the petitioning student has the right, but shall not be required, to attend when his/her petition is being reviewed; the petitioning student may not be present when the committee deliberates on the merits of the petition. Third parties are not permitted in committee meetings or deliberations.
I. Petitions submitted challenging matters not within the committee's purpose or authority shall not be considered; the Dean of Student & Legal Affairs shall notify the student of the proper recourse.
J. Students shall be notified within five business days of the committee's decision, which is final.

ARTICLE V
Meetings and Annual Requirements

A. The committee shall accept and review petitions no less than five times per year. For efficient functions, this committee's activities shall operate on a year that begins June 1 and ends May 31; the last meeting of the year shall be in May. The chair may call additional meetings with no less than three business days' notice to members. All committee business may be conducted electronically.
B. Any business transacted in a meeting or by electronic means requires a quorum which shall be four committee members.
C. After considering a petition, the committee members shall vote on whether to approve or deny each petition. It is the student's responsibility to demonstrate that the committee should make an exception to the federal standard and reinstate aid.
D. Votes shall be based upon the merits of the petition. A majority vote is required to approve a petition; if the petition is approved, the student's financial aid is reinstated on warning status. If the petition is denied, the student's financial aid remains terminated. If the vote results in a tie, then the petition is denied and the student's financial aid remains terminated.

E. The secretary shall record which committee members participated in deliberations and votes whether in a meeting or electronically.
F. The secretary shall record the committee's decision for each petition and its reasoning.
G. Due to the confidential nature of the appeals, minutes will not be taken or published.
H. The committee shall review its procedures and bylaws annually.
I. The committee shall submit an annual report to the President's Advisory Team for publication to the College community.

ARTICLE VII
Amendments

These bylaws can be amended by vote of five committee members; votes may be in electronic form. Written notice shall be given to all members at least five business days before the meeting during which the amendment will be considered. The proposed amendment shall be consistent with the Policies and Procedures of the College and the law of the State of Maryland.

APPROVALS:
President's Advisory Team ____/____/____
All-College Assembly ____/____/____
President ____/____/____
Board of Trustees ____/____/____