Academic and Financial Aid Appeals Meeting Minutes  
September 24, 2020 / 9:00a.m.  
Zoom meeting

Attendees: Johnna Eaton, James E. Beall, Sandra Sharman, Carmine D. Palumbo, John H. Smoyer, Michael Wernon, Lynette Saulsberry, Nicole Sherrod

Absent: Shelia Mosley

Recommendations from the Committee

- Adding another meeting during a semester due to the increasing number of appeal request received at the end of term. This will increase our meeting schedule from two appeal meetings to three appeal meetings. Along with the committees annual meeting to discuss the policy and procedures of the committee.
- *Creating an additional review process within the Registrar’s office to perform an in-depth review of appeal submission applications from students. This will help to ensure adequate documentation has been received so that the committee is able to make an well-informed decision and to decrease the amount of resubmitted request due to lack of supporting documentation.
- Workshops on writing and submitting an Appeal for students to assist with the appeals process prior to submission.
- *Updating the current Letter of Appeal form to include checkboxes to determine if students are currently utilizing additional resources that could influence their successful completion of courses during a semester.
- *Updating the current Letter of Appeal form to require students to submit supporting documentation.
- *Updating the current Letter of Appeal form to include a comment box for students providing additional information outside of supporting documentation.
- *Create a form of notification for various departments (i.e. Counseling and Disability Services or Academic Center of Excellence (ACE)) that may impact the decision making process of the committee during the appeals meeting.

*Active Task of the committee