

# GLENVILLE STATE UNIVERSITY POLICIES

## TUITION AND FEE POLICY 45E

### PROMISE SCHOLARSHIP ADMINISTRATIVE PROCEDURES

#### 45E.1. General

1.1. Scope This policy establishes the guidelines for operation of the West Virginia Providing Real Opportunities for Maximizing In State Student Excellence PROMISE Scholarship Program at Glenville State University.

#### 1.2. Authority – West

4.2. A student granted an initial PROMIS Scholarship may appeal a non renewal of the award at Glenville State University. The procedure for appeal for PROMIS Scholarships is as follows:

4.2.1. Any such appeal must be filed within fifteen (15) days of notification to the student that he or she is not eligible for renewal of the award. The appeal is to be filed with the Director of Financial Aid.

4.2.2. The Director of Financial Aid serves as the Chairperson of the Financial Aid Appeals Committee at Glenville State University. This appeals committee serves as the appeals committee for PROMIS Scholarship appeals.

4.2.3. The Financial Aid Appeals Committee shall review the student's letter of explanation concerning his/her circumstances, academic transcript and any other data that would be available in the student's financial aid file or the Banner system.

4.2.4. After reviewing the information available for each student, the appeals committee members will cast a written vote as to the disposition of the appeal.

4.2.4. The Director of Financial Aid will inform the student in writing of the decision of the Financial Aid Appeals Committee.

4.3. If the appeal of the non renewal is denied by Glenville State University, the student may appeal that decision to the Executive Director at the PROMIS Board. The appeal must be filed within fifteen (15) days of notification to the student of denial of the Glenville State University appeal. This appeal shall be heard in the same manner as appeal of denial of initial awards by the PROMIS Board.

4.4. If a student with a PROMIS Scholarship is not eligible for renewal of the award because of failure to maintain academic progress, they may not utilize the procedure set out herein to challenge any filed to