

**Baptist Memorial College of Health Sciences
Administration
Policy and Procedure Manual
Effective Date: January 1, 2006
Subject: Scholarship and Grant Appeals
Section: Operational Policies – Financial**

Objective: To provide an opportunity for students who have had their scholarship or institutional grant, or Tennessee Education Lottery Scholarship (TELS) revoked to request a review of their award status.

Policy: A student with special or unusual circumstances may initiate the appeal process with the Institutional Review Panel (IRP).

The student appeal process is conducted by the IRP. The chairperson of this Panel is appointed by the President of the College. The IRP is comprised of representatives from Admissions, Academic Services, Financial Services, and Administration. The IRP may grant or deny the student's appeal. The chairperson shall provide a copy of the written decision of the IRP to the student as soon as practical.

The chairperson facilitates the meeting and does not have voting privileges unless a tie is reached, in which case he/she will cast the deciding vote. A summary of the decision will be placed in the appropriate college file.

Procedure:

Step 1

Students wishing to appeal decisions denying or revoking an institutional grant, or scholarship, or TELS grant must appeal in writing to the IRP within 30 days of the initial decision regarding loss of the award. The **Scholarship and Grant Appeal Form** is to be completed and attached to all accompanying documentation and can be obtained from the Financial Aid Office.

Step 2

The chairperson will schedule a meeting of the IRP within three class days of the written request unless unusual circumstances prohibit such meeting. The chairperson will obtain any documentation provided by the student and will distribute to the panel members.

Step 3

The IRP may grant or deny the student's appeal without a hearing and shall make such determination no later than 14 calendar days after the recipient properly files an appeal. If the IRP determines that a hearing is required, the IRP shall hear the appeal no later than 14 calendar days after.

the recipient properly files an appeal. The IRP shall render a decision no later than seven calendar days after hearing an appeal. Such decisions shall be in writing and will include a summary of the pertinent issues and the IRP's decision. The chairperson shall provide a copy of written decision to the student as soon as practicable.

Step 4

Students wishing to appeal a decision pertaining to the Tennessee Education Lottery Scholarship (TELS) program rendered by the IRP may request an appeal, to include a written statement outlining the basis for the appeal with Tennessee Student Assistance Corporation (TSAC) within 14 calendar days from the date the IRP decision was delivered to the student. A three person TELS Award Appeals Panel shall be appointed by TSAC's Executive Director for purpose of hearing appeals from decisions rendered by the IRP's. The TELS Award Appeals Panel is the final administrative appeal.

Neither the IRP nor the TELS Award Appeals Panel have the authority to rule on the validity of any information provided to the institution or TSAC by another entity on which its decision to deny or revoke a TELS award was based.

Approved: _____

Administrator

6/14/06

Date