

TITLE: Student Emergency Fund Committee

AUTHOR: Student Emergency Fund Committee

APPROVAL DATE:

EFFECTIVE DATE:

PURPOSE: To establish the Student Emergency Fund Committee and define its functions.

REVIEWER: VP for Student Affairs / Dean of Students / Student Emergency Fund Committee

REVIEW DATE: Fall 2025 and every five years thereafter

OPERATING DETAILS:

1. The Student Emergency Fund is a standing committee responsible for reviewing applications to the Student Emergency Fund and recommending awards based on need. The purpose of the Student Emergency Fund is to provide appropriate relief to eligible students.
2. The committee will be composed of one member from each of the following areas: Student Success Center; Student Affairs; Financial Aid; Counseling Center; Foundation; one representative from each College or School; and one representative from the Library; with the Dean of Students and Assistant Director of Admissions as ex-Officio members. The Committee will report to the VP for Student Affairs / Dean of Students. A chair will be elected by the Committee for a two-year appointment.
3. Committee members will serve in staggered three-year appointments
4. An award will be given after committee votes affirmatively.
5. The award criteria will be listed publicly on the university's website, along with a web-based application. The committee will regularly communicate the availability and criteria for the Student Emergency Fund to faculty, staff, and students.
6. The council will meet monthly or as needed.