

**DECLARATION OF EMERGENCY**  
**Student Financial Assistance Commission**  
**Office of Student Financial Assistance**  
**Bylaws of the Advisory Committee to the Student Financial Assistance Commission**  
(LAC 28:V.221 and 233)

The Louisiana Student Financial Assistance Commission (LASFAC) is exercising the emergency provisions of the Administrative Procedure Act [R.S. 49:953(B)] to amend and re-promulgate the rules of the Scholarship/Grant programs (R.S. 17:3021-3025, R.S. 3041.10-3041.15, and R.S. 17:3042.1.1-3042.8, R.S. 17:3048.1, R.S. 56:797.D(2)).

The proposed rulemaking will add certain schools to the membership of the Commission's Advisory Committee and will change the term of members from two years to three years. The rulemaking also adds provisions to the business rules.

The emergency rules are necessary to implement changes to the Scholarship/Grant programs to allow the Louisiana Office of Student Financial Assistance and state educational institutions to effectively administer these programs. A delay in promulgating rules would have an adverse impact on the financial welfare of the eligible students and the financial condition of their families. LASFAC has determined that these emergency rules are necessary in order to prevent imminent financial peril to the welfare of the affected students.

This declaration of emergency is effective September 22, 2015, and shall remain in effect for the maximum period allowed under the Administrative Procedure Act. (AC16166E)

**TITLE 28**  
**EDUCATION**

**Part V. Student Financial Assistance—Higher Education Loan Program**

**Chapter 2. Bylaws of the Advisory Committee to the Student Financial Assistance Commission**

**Subchapter C. Membership and Officers of the Committee**

**§221. Membership**

A.1 -3....

B. Rotation of Members. Voting members shall rotate according to the following schedule.

1. Louisiana State University System

~~a. University of New Orleans~~

~~ba.~~ Louisiana State University at Alexandria

~~eb.~~ Louisiana State University at Shreveport

~~ec.~~ Louisiana State University at Eunice

~~ed.~~ Louisiana State University at Baton Rouge

2. Southern University System

a. Southern University at Baton Rouge. The initial term shall be for one year.

b. Southern University at New Orleans

c. Southern University at Shreveport

3. University of Louisiana System

a. University of Louisiana at Monroe. The initial term shall be for one year.

b. Louisiana Tech University

c. McNeese State University

d. Nicholls State University

e. Northwestern State University

f. Southeastern ~~State~~Louisiana University

g. University of Louisiana at Lafayette

h. Grambling State University

i. University of New Orleans

4. Louisiana Community and Technical College System

a. Delgado Community College. The initial term shall be for one year.

b. Baton Rouge Community College

c. Bossier Parish Community College

d. Louisiana Delta Community College

e. ~~L.E.~~ Fletcher Technical Community ~~and Technical~~ College

f. River Parishes Community College

g. South Louisiana Community College

- h. SOWELA Technical Community College
  - i. Louisiana Technical College
  - j. Central Louisiana Technical Community College
  - k. Northshore Technical Community College
  - l. Northwest Louisiana Technical College
  - m. Nunez Community College
  - n. South Central Louisiana Technical College
5. Professional Schools
- a. Louisiana State University Health Sciences Center at New Orleans
  - b. Louisiana State University Health Sciences Center at Shreveport
  - c. Southern University Law Center
  - d. Tulane Medical and Law School
6. Louisiana Association of Independent Colleges and Universities
- a. Centenary College
  - b. Dillard University
  - c. Louisiana College
  - d. Loyola University
  - e. New Orleans Baptist Theological Seminary
  - f. Our Lady of Holy Cross College
  - g. Our Lady of the Lake College
  - h. St. Joseph Seminary College
  - i. Tulane University
  - j. Xavier University
7. Proprietary Schools
- a. The Louisiana Career College Association shall rotate membership among the proprietary schools.
  - b. The rotation will ensure that all schools are offered membership before the rotation repeats.
8. Student—Through September 30, 2010
- a. A student member shall be selected by the financial aid officer who is a member of the advisory committee beginning with the member from the Louisiana State University System and rotating in the order of members listed above.
  - b. Student members shall serve one year terms and may not serve two consecutive terms.
  - c. The student selected should be an employee of the financial aid office, have financial aid experience or otherwise have an interest in financial aid.
9. High School Counselors—Beginning October 1, 2011

a. One active public high school counselor selected by the Louisiana Student Counselor Association whose initial term shall be one year.

b. One active non-public high school counselor selected by the Louisiana Student Counselor Association whose initial term shall be two years.

C. Term

1. a. The term of voting members shall be for two years except as indicated in §221.B above. Members may not serve two consecutive terms, except as indicated in §221.E.2 below.

b. Beginning with the 2015-2016 year, the term of voting members shall be for three years except as follows:

i. The term of the member selected by the Louisiana Student Counselor Association to represent non-public high schools for the 2015-2016 academic year shall be one year.

ii. The term of the member selected by the Louisiana State University System, the University of Louisiana System, and the Louisiana Association of Independent Colleges and Universities beginning in the 2015-2016 academic year shall be two years.

2. Terms shall be staggered.

3. Terms shall begin on October 1 of each year.

D. Notification of Membership

1. Except for the 2007-2008 academic year, LOSFA shall send a notice to the financial aid directors of the schools who are eligible to be members of the advisory committee no later than September 1 of each year. In the notice, LOSFA shall request confirmation of that financial aid director's willingness to serve as a member and the name of the financial aid director's designee, if there is one.

2. The financial aid director must submit the confirmation of membership by September 30 of that same year.

E. Replacements

1. If a financial aid director declines to participate or does not submit a timely confirmation, the next school in the rotation shall be eligible for membership and LOSFA shall so notify the appropriate financial aid director.

2. If a financial aid director is unable to complete his/her term for any reason, the financial aid director from the next school in the rotation shall be eligible for membership and LOSFA shall so notify the appropriate financial aid director. The replacement member shall complete the rest of the term and shall be eligible for membership for the next ~~two~~three year term.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:435 (March 1998), amended LR 33:1339 (July 2007), LR 34:610 (April 2008), LR 37:2598 (September 2011).

## Subchapter D. Business Rules

### §233. Order of Business

A. The order of business of regular meetings of the committee shall be as follows, unless the rules are suspended by a simple majority vote of the quorum present:

1. call to order;
2. roll call;
3. introductions and announcements;
4. corrections and approval of minutes of the preceding regular meeting and of all special meetings held subsequent thereto;
5. public comment;
6. reports and recommendations of subcommittees;
7. unfinished business; and
8. new business.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 24:436 (March 1998).

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