



## **13.99.99.W0.01**

### **Financial Aid Student-Athlete Appeal Procedure**

Approved September 20, 2002

Reviewed September 5, 2018

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#### **Procedure Statement**

Renewals and non-renewals of athletic aid shall be made in accordance with NCAA Bylaws. In the event of a non-renewal of athletic aid, the Athletic Department will advise Financial Aid (“FA”) in writing of student-athletes who are not receiving aid for the ensuing academic year. The director of FA will be responsible for sending by written notification to students. Notification must be sent no later than July 1 before the academic year in which the reduction or cancellation of athletic aid is to be effective. If the head coach decides to reduce or cancel athletic financial aid during the period of award, he or she should notify the Athletic Department promptly so that the department can send the required information to FA, which will send certified mail notification to the student.

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#### **Procedures and Responsibilities**

1. If a student receives written notification of reduction or cancellation of athletic aid, and the student wishes to appeal, the student should contact the Faculty Athletics Representative (FAR) and request an appeal.
2. To request an appeal hearing, a student should complete a “Student Application for Appeal Hearing” form and submit the form and relevant documents to the FAR.
3. Upon a student submitting a complete appeal request, the FAR will request the Scholarship-Financial Aid Committee hear the appeal.
4. The Scholarship-Financial Aid Committee consists of six (6) members of the University Athletic Committee. The committee will be chaired by the FAR and will consist of four (4) faculty or staff representatives, and one (1) non-athlete student representative. The only other individuals allowed in the hearing (without prior approval of the chair) include: the student athlete, athletic director (AD), head coach, and the compliance officer.

5. The committee will review the student's appeal packet and will request a written statement from the head coach and the athletic director explaining why the athletic aid has been reduced or cancelled. The chair of the committee will set a hearing date mutually convenient to all parties and will notify them regarding the date, time and place.

6. The committee will adhere to the following procedure for the hearing:

- The chair of the committee will guide the hearing, will call the student athlete, coach, and witnesses to speak, and the chair may order any person who disrupts the hearing to leave.
- The student athlete and/or the coach can have one (1) person (attorney, friend, relative, etc.) attend the hearing with him/her; however, that person will only attend in an advisory capacity and cannot present the case, address the committee, or be a witness.
- The athletics compliance officer will be present to provide any necessary rule interpretations.
- The student-athlete and the coach will be offered the opportunity to present their cases separately, without the AD present.
- The committee members shall question the student-athlete and coach separately in order to determine the facts of the case. Further questions and information may be exchanged between and among all parties participating in the hearing.
- The committee will have discretion, with chair approval, over whether to allow a witness to be called depending on his/her relevance to the case. Witnesses will only be allowed in the hearing room while giving their statements, and will be barred from the room otherwise.
- The proceedings of the hearing shall be recorded by the committee.
- After all presentations have been made and the hearing has been concluded, the committee chair shall excuse all parties and witnesses, and the committee shall make its determinations of fact in private.

7. Upon conclusion of the hearing and review of all information, the student will receive written notification and the appropriate athletic personnel will receive

written notification within five (5) working days from the Office of Financial Aid regarding the committee's decision. One of two actions will be taken:

A. If the committee finds that the coach's decision to reduce, cancel or not renew the aid is not in violation of the rules, regulations, or policies governing athletic aid, the appeal will be denied; or,

B. If the committee finds the decision to reduce, cancel or not renew the aid is in violation of the rules, regulations, or policies governing athletic aid, the appeal will be approved and the aid will be made available to the student.

8. The committee's decision is final. There is no appeal beyond the Scholarship-Financial Aid Committee.

9. All hearings are confidential and closed to the public.

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\*Any reference to "working days" is the same as the West Texas A&M University calendar of working days.

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**Contact Office**

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