

## **Athletic Appeal Process**

### **Reduction or Non-Renewal of Athletic Financial Aid**

Student-athletes who have changes in their athletically-related financial aid are so notified in writing by the Department of Athletics. Students that wish to appeal a decision must initiate the appeals process within seven (7) business days of receipt of the notice letter from the Department of Athletics. Once the appeals process is initiated, a hearing will be scheduled with the Athletic Appeals Committee. This Committee, which consists of members of the university community, makes its decision based upon the merits of each case. Once a decision is rendered, the Committee will issue a written decision to the student. This written decision will also include the final step of the appeals process. The aggrieved student may make a final appeal to the President-Chancellor within three (3) business days of receipt of the Committee's decision. The decision of the President-Chancellor is final.

Upon initial receipt of the notice of reduction or non-renewal, the student may schedule a meeting with the Director of Athletic Compliance who will verbally describe the appeals process and answers any questions related to it. The Office of the Dean of Students will not fulfill such requests.

### **Transfer-Related Appeal Procedures**

In some instances, circumstances arise where the fit between the student-athlete and the institution is not suitable for either the student or the institution. In those instances, the institution exercises considerable discretion over whether or not to permit the student to contact other institutions regarding a possible transfer or whether or not to grant an applicable exception to the transfer rule. Similar to the financial aid appeals process, an aggrieved student may schedule a meeting with the Director of Athletic Compliance to discuss the application of relevant NCAA and SWAC rules to their individual circumstances. The Office of the Dean of Students will not fulfill such requests.

Students that wish to appeal a transfer decision made by the Department of Athletics should note the following prior to the submission of a formal appeal:

- *Permission to Contact Requests.* NCAA Bylaw 13.1.1.3.1 requires that if the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department. The institution shall provide written results of the hearing to the student within 15 business days.
- *Transfer Exception Requests.* The basic NCAA four-year college transfer rule states that if a student-athlete transfers from one four-year school to another four-year school, then the student-athlete must serve one year of residence at the second four-year school before being eligible for competition (NCAA Bylaw 14.5.5.1). Assuming Southern University granted permission to speak with the student-athlete to the 4-year institution to which the student-athlete is transferring (NCAA Bylaw 13.1.1.3), it would be permissible for the student-athlete to receive athletically-related financial aid and to practice, but not compete, during that one year of residence.

Additional NCAA rules outline exceptions to this basic rule. One such condition [NCAA Bylaw 14.5.5.2.10 (d)] is that the school from which the student-athlete is transferring (School #1) must certify in writing that it has no objection to the student-athlete being granted an exception to the transfer residence requirement. If School #1 does object, then the student-athlete shall be notified in writing of his/her right to a hearing on this issue.



**Athletic Appeal Form**

**STUDENT INFORMATION**

A student-athlete who wishes to file a formal appeal of a Department of Athletics' decision to cancel or reduce athletically-related financial aid, not to grant a permission to contact, or to release a student-athlete under the one-time transfer exception or other transfer residence requirement **MUST** submit this form and supporting information to the Athletics Appeal Committee indicating his/her intent to have an appeals hearing.

**Submit appeal information (in one packet) to: Suite 213, Smith-Brown Memorial Student Union.**

Student Name: \_\_\_\_\_ Date of Appeal: \_\_\_\_\_

S-Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Sport: \_\_\_\_\_

SUBR Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Appeal (check one):  Financial Aid  Transfer

**PRIMARY RATIONALE FOR APPEAL**

In addition to the appeals form, the student-athlete must submit a typed statement containing the following:

- The student-athlete's reasons for requesting an appeal and the student-athlete's reasons for his/her belief that the Department of Athletics' decision was unfair. Include names of University staff with whom the student-athlete has discussed the case. Also include the approximate date and nature of the events that lead to the filing of the grievance.
- All the relevant facts the student knows that support these allegations, including any stated policies or procedures that are alleged to have been violated.
- How the aggrieved student seeks to resolve the grievance.