

West Texas A&M University Procedure

13.99.99.W0.01/SS Financial Aid Student-Athlete Appeal Procedures

Approved September 20, 2002

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 certified mail, written notification to students. Letters must be postmarked 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.

STUDENT-ATHLETE APPEAL PROCEDURE

1. If a student receives letter notification of reduction or cancellation of athletic aid, and the student wishes to appeal, the student should contact FA 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 Office of Financial Aid, West Texas A&M University, Old Main Building, Room 110.
3. Upon a student submitting a complete appeal request, FA will request the Scholarship-Financial Aid Committee hear the appeal.
4. The Scholarship-Financial Aid Committee consists of ten (10) members, each appointed for a one academic year term and being: the committee chair being the vice president for student services, two (2) faculty representatives, two (2) student representative, director of admissions, director of alumni relations, director of development, director of student financial aid, and assistant to the president. If a “Student Consent for Release of Information” is not completed and submitted to the Office of Financial Aid, the two (2) student representatives will not participate in the appeal hearing process. A quorum of five (5) will be required to proceed with a hearing. Scholarship-Financial Aid members cannot be members of the Athletic Department.
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 be a non-voting member, except in the instance of a tie vote. The chair 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 student-athlete and the coach will be offered the opportunity to present their cases.
 - The committee members shall question the student-athlete and coach 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 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 tape recorded by the committee. The student may obtain a copy of the tape recording by providing a blank tape cassette to the chair of the committee within five (5) working days after the hearing.
 - 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. Five (5) members present and voting shall constitute a quorum and the recommended action shall be by majority vote of the members. If a tie occurs, the committee chair will vote.
 8. Upon conclusion of the hearing and review of all information, the student will receive certified mail notification and the appropriate athletic personnel will receive written notification (mailed or hand delivered) 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.

9. The committee's decision is final. There is no appeal beyond the Scholarship-Financial Aid Committee.
10. All hearings are confidential and closed to the public.

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

CONTACT FOR INTERPRETATION: Vice President for Student Services