



<b>University Policy Number:</b> UP-02-01	<b>Effective/Revision Date:</b> July 2, 2021
<b>Subject</b>	Athletic Financial Aid Appeal Policy
<b>Authority</b>	BOG 3.009; BOG 6.022
<b>Applicability</b>	This policy pertains to all University athletes, Athletics Department and Office of Financial Aid

## I. POLICY PURPOSE AND INTENT

In accordance with NCAA Bylaw 15.3.2.3, the following outlines Florida Agricultural and Mechanical University's policies and procedures for conducting an appeal hearing related to the cancellation, reduction, or nonrenewal of athletics aid.

## II. STATEMENT OF POLICY

The University may not award Athletics aid for a period of more than one (1) year unless a multi-year athletics grant-in-aid award is issued. At the end of each academic year, aid may be renewed, increased, reduced, or cancelled at the discretion of the institution, and student-athletes will be notified of the status of their award. The renewal of a one (1) year grant-in-aid award must be made on or before July 1 prior to the academic year in which the aid will be distributed, pursuant to NCAA Bylaw 15.3.4.2, and 15.3.7.1.

Student-athletes may appeal any decision related to their athletic grant-in-aid award by submitting the Student-Athlete Grant-in-Aid Appeals Request Form and any supporting documentation to the Office of Financial Aid. The Chair of the Student Athletic Appeals Committee will schedule a hearing before the Appeals Committee with the student-athlete and the coach to re-evaluate the financial aid decision. The Committee is comprised of three to five University officials who are appointed by the Vice President of Student Affairs which includes Athletics Department Staff, Student Affairs Representative, and Academic Affairs Representative.

## III. DEFINITIONS

A full grant-in-aid award (aid) is defined as the cost of tuition, fees, room, board and required textbooks. The period of an award cannot exceed one (1) year. Grant-in-Aid award renewals are completed in the spring for continuing student-athletes on athletic scholarships. For incoming freshmen, a grant-in-aid award must accompany the National Letter of Intent during the designated signing period.

## IV. PROCEDURES

### A. Hearing Opportunity

1. In accordance with NCAA Bylaw 15.3.2.3 (Hearing Opportunity), the Florida A&M University's Office of Financial Aid shall notify the student-athletes in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year(s).

### B. Appeal Procedures

1. The Office of Financial Aid will send a notification of non-renewal, cancellation or reduction of athletics aid to the student-athlete. This is sent electronically to the student-athlete's university email.

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2. If the student-athlete wishes to appeal the non-renewal, cancellation, or reduction of athletics aid, they must submit a Student-Athletic Grant-in-Aid Appeals Request Form to the Office of Financial Aid. The form is available in the Office of Financial Aid Office or online via the website and the student-athlete must submit the form within fifteen (15) business days from the date on the non-renewal, cancellation, or reduction letter. If the student-athlete does not appeal within the specified fifteen (15) business days, or inform the Office of Financial Aid in writing that they are appealing the decision, then the hearing opportunity will be forfeited.
3. An appeal hearing will be scheduled within seven (7) business days of receipt of the Form and both parties will be notified of the date, time, and place of the hearing. Hearings will be scheduled at a time in which all involved individuals (Appeals Committee, student-athlete, and coach) can be present in person, or virtually.
4. Each party will receive all documentation provided by the other party no later than three (3) business days prior to the hearing.
5. The student-athlete may, at his/her own expense and initiative, have an advisor, who may be an attorney, of the student's choice present during the student conduct process. It is the student-athlete's responsibility to make appropriate arrangements for the advisor to attend the appeal proceedings, and the proceedings will not be delayed due to scheduling conflicts of the chosen advisor. The student-athlete shall coordinate the scheduling of the hearing and not the advisor.
6. The student-athlete is responsible for presenting his or her own information. Advisors are not permitted to speak or participate directly in any proceeding. An advisor may not act as a witness. An advisor's attempt to participate in a proceeding by speaking, presenting information or otherwise intervening in the proceeding is grounds for the advisor being required to leave. In such event, the proceeding will continue without the advisor present, and the advisor's absence shall not require a delay or affect the validity of the proceedings.

### **C. Hearing Format**

1. The Committee Chair shall commence the hearing by introducing the Committee and parties and reviewing the hearing format.
2. The Committee members may ask questions directly to the student-athlete. The student-athlete will be permitted to ask any questions and the Chair will advise the student-athlete of the policy and process.
3. The Committee will meet with all parties at the same time to present their cases. The Committee members may ask questions directly to the student-athlete and coach during this time.

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4. Prior to the conclusion of the hearing, the Committee Chair will call for any additional questions of the Committee regarding clarification of any statements or submitted documentation. Upon conclusion of the meeting(s), the Committee will deliberate, vote and inform the parties of the decision within five (5) business days via email. The Committee Chair will also inform the Office of Financial Aid and Athletics Compliance Office via email.

*Larry Robinson*

**Larry Robinson, Ph.D.**  
Interim President

7/2/2021

Date

*William Hudson, Jr*

**Dr. William Hudson, Jr.**  
Vice President of Student Affairs

7/2/2021

Date

<b>Attachments:</b>	<b>N/A</b>
<b>Hyperlink Addresses:</b>	<a href="#">NCAA Bylaw 15.3.2.3</a> , <a href="#">15.3.4.2</a> and <a href="#">15.3.7.1</a>