



CANCELLED, REDUCED OR NON-RENEWED ATHLETIC AID APPEALS

Committee:

1. In accordance with NCAA bylaw 15.3.2.3.2, the responsibility to hear an appeal will not reside in or include any employee within the Athletics Department.
2. The committee will consist of three members and will be chaired by the Director of Financial Aid or in her absence, an Associate Director of Financial Aid. One member of the committee will be appointed by the Boulder Faculty Assembly (BFA).
3. The BFA-appointed faculty member will serve a three year appointment to this committee. The appointed member will be required to:
 - a. be available May through mid-July and December through January to render decisions within the timeframes set below
 - b. attend any designated training(s)
4. Beginning fall of 2013, the standing committee members are:
 - a. **Gwen Pomper** (chair), Assistant Vice Chancellor of Enrollment Services and Director of Financial Aid (staff)
 - b. **Michael Grant**, Vice Provost for Undergraduate Education (faculty)
 - c. **Joe Jupille**, Associate Professor, BFA-appointed faculty (term expires fall of 2016)
5. In the event that any standing committee member is unavailable to hear an appeal, the Director of Financial Aid will be responsible for appointing a substitute member to serve on the committee. The substitute committee members are:
 - a. **Ofelia Morales**, Associate Director of Financial Aid (staff)
 - b. **Susan Youtz**, Associate Director of Financial Aid (staff)
 - c. **Jeffrey Cox**, Associate Vice Chancellor for Faculty Affairs (faculty)

Appeal Hearing Request:

1. NCAA bylaw 15.3.4 prohibits cancelling, reducing or non-renewing athletic aid for athletic reasons during or after the period(s) of the award for athletically related reasons for those student-athletes receiving athletics aid during their initial academic year of enrollment, or during the period(s) of the award for those student-athletes first receiving athletics aid after the initial academic year of enrollment. If an athletic scholarship is cancelled, reduced or non-renewed for nonathletic reasons, a student-athlete must be provided with the opportunity to request a hearing.
2. If the University of Colorado Boulder reduces or cancels a student-athlete's athletic scholarship, the Office of Financial Aid (OFA) will notify the student-athlete in writing of the reduction or cancellation and their right to a hearing in one of two ways:
 - a. The preferred method will be the head coach delivering the reduction or cancellation letter so that a conversation can occur between the student athlete and the coach. A sports supervisor will be present as an observer. When delivered in this manner, the student, the coach and the sport supervisor will sign and date a form acknowledging that the letter has been delivered and received

- b. If delivering the letter in-person is not possible, the student athlete will be sent the reduction or cancellation letter to their permanent home address, via certified mail, fedex, or a similarly tracked delivery method informing them that they have the right to a hearing on the matter. The student-athlete will also be sent an e-mail notification to their CU email address informing him/her that a certified letter has been sent to their permanent address.
3. To request a hearing, the student-athlete must notify the Office of Financial Aid in writing within **15 calendar days** of either:
 - a. receiving the letter from the head coach,
 - b. receiving the letter via USPS, fedex or other carrier, or
 - c. 15 calendar days after the first attempted delivery of the letter by the selected carrier.

A written appeal will be accepted if it is delivered to OFA in person, by email or by fax within the 15 calendar day period. If the written appeal is delivered via U.S. mail, it must be postmarked by the 15th calendar day.

4. The hearing will occur as soon as possible, but no later than **15 business days** following the student-athlete's written request. Requests received outside of the regular academic semester may take up to **20 business days**, but will occur no later than the first day of the next academic semester.

Financial Aid Appeal Hearing:

1. The student-athlete will meet with the appeals committee and may be represented by legal counsel or have a family member present at the hearing. However, if a family member or legal counsel is present, they are not permitted to speak on behalf of the student-athlete. It is the responsibility of the student-athlete to notify the chair of the committee if anyone (legal counsel or family member) will accompany the student-athlete at the hearing. The notification must be made at least **one business day** in advance of the scheduled hearing.
2. At the hearing, the student-athlete will present his/her reasons why the cancellation, reduction or the non-renewal decision should be overturned. The student-athlete will present their side to the committee members independent of the coach or athletics department administrator.
3. The appeals committee will also meet with a representative of the Athletics Department (coach or administrator) who will present their reasons for the cancellation, reduction or non-renewal of the athletic scholarship.
4. If necessary, the Committee will have an opportunity to meet with each side again for clarification or elaboration on points made during each case.
5. At any time during the process, the committee may request additional documentation from the student-athlete, the Athletics Department or other University departments that may be relevant to the appeal.

Committee Decision:

In making its decision, the Committee shall weigh both the interests of the student-athlete and the interests of the Athletics Department. The appeals committee has final authority to affirm or overturn any cancelled, reduced or not renewed athletic financial aid. A majority decision is required.

The Committee will notify the student-athlete, the Athletic Director, Director of Compliance, the Head Coach of the sport team and the sport supervisor of its decision in writing no later than **2 business days** after the final decision is made.