



## Appeal Procedures Regarding Gradation of Athletic Grant-In-Aid

The following steps outline the procedures to be used by student-athletes who wish to appeal the reduction, cancellation or non-renewal of their athletic grant-in-aid.

Students who have received athletic grant-in-aid support are entitled to appeal any reduction or non-renewal of their support to the Office of Student Financial Aid, if they feel they have been unfairly treated. At Wayne State University, the Director of Student Financial Aid is the head of the “regular agency for the awarding of financial aid” as defined by the NCAA.

### STEP ONE

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The Office of Student Financial Aid will inform student-athletes of their right to an appeal when the student is notified that their athletic aid has been reduced or cancelled. The student will be given **fourteen calendar days** from the date of this notification in which to notify the Office of Student Financial Aid of his or her intent to appeal the decision. The expiration of the fourteen-day period will conclude the student’s right to appeal. Appeals should be directed to:

Catherine Kay, Director  
Office of Student Financial Aid  
The Welcome Center • 42 West Warren • P.O. Box 2340 • Detroit, MI 48202-0340  
[Catherine.Kay@wayne.edu](mailto:Catherine.Kay@wayne.edu)

### STEP TWO

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Students contacting the Office of Student Financial Aid within this fourteen-day period will be provided with the written procedures for the appeal process. The procedures will include the “Student-Athlete Appeal Form”.

If necessary, the representative of the Office of Student Financial Aid listed above will discuss with the student his/her appeal, the hearing process, and confirm the student’s decision to appeal. It may be desirable at this point for the student to meet with the designated Financial Aid Representative, in order to discuss his/her appeal in detail. These discussions with the Financial Aid Representative do not involve the Athletics Department, but separate conversations may take place with Athletics Department Officials. The student will then have fourteen days to complete the appeal request form and return it to the Office of Student Financial Aid contact listed above.

No contact is necessary if the student decides not to appeal. The passage of this fourteen-day period without submitting the appeal form to the Office of Student Financial Aid representative will conclude the student’s right to appeal.

### STEP THREE

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The scheduling of the hearing will occur at the earliest convenient date for the student and the Office of Student Financial Aid. Depending upon the nature of the appeal, the coach and/or other knowledgeable individuals may be included in the hearing process.

The appeal hearing will be scheduled within fourteen calendar days of the student’s submitting the appeal form to the representative of the Office of Student Financial Aid unless conflicting schedules prevent this, in which case the hearing will be scheduled at the earliest possible agreeable date, but not more than 30 consecutive calendar days later.



## Student-Athlete Appeal Hearing Purpose and Procedures

### PURPOSE

The student athlete appeal hearing is established as Step Three of the Appeal Procedures Regarding Gradation of Athletic Grant-in-Aid. The hearing provides an opportunity for the student athlete to appeal the reduction or non-renewal of their grant-in-aid in person.

A Student Athlete Appeal Hearing Committee has been established to hear the student athlete's appeal. The committee consists of three members, the Director of Student Financial Aid and two additional faculty/staff members from outside of the Athletics Department to be selected by the Director of Student Financial Aid.

### GOAL

The committee is charged to determine whether decisions made by the University were in compliance with NCAA regulations regarding such matters.

### PROCESS

The hearing will provide the opportunity for each side to be heard and ask questions regarding the facts of the case. Proper decorum will be maintained at all times. Hearing procedures are designed to provide the parties to the case with a fair and reasonable opportunity to express their respective points.

### HEARING PROCEDURES

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| 1. Review NCAA/Wayne State rules relevant to this case   | 5 min.  |
| 2. The Department of Athletics (DOA) presents information in support of the action taken                                 | 15 min. |
| 3. The student has the opportunity to question the DOA representative  | 10 min. |
| 4. The student presents information in support of the appeal   | 15 min. |
| 5. The DOA representative has the opportunity to question the student  | 10 min. |
| 6. The Hearing Committee members have the opportunity to ask questions of the DOA representative and the student athlete | 30 min. |
| 7. The DOA representative makes closing remarks  | 5 min.  |
| 8. The student athlete makes closing remarks   | 5 min.  |

Questions will be permitted only during the periods established for the questions.

Please ask one question at a time and allow adequate time for a response before going on to the next question. The Hearing Committee Chair will rule on the appropriateness of a question or the line of questioning. Students are permitted to bring an additional person to the hearing, but this person may not speak to the group or otherwise act in an advocacy role.

### DECISION

The Director of Student Financial Aid is the final appellate on decisions related to student-athlete financial aid in accordance with NCAA Bylaws 15.6.4.1 and 15.6.4.3. Under University policy, the Athletics Department agrees to abide by decisions made by the Hearing Committee. Notification of an appeal decision is normally within a week of the hearing.



# Student Athlete Appeal Form

Student's First Name	<input type="text"/>	9-digit WSU Student ID #	<input type="text"/>
Student's Last Name	<input type="text"/>	Phone Number	<input type="text"/>

Sport:	<input type="text"/>
Year in school:	<input type="text"/>
Type and amount of previous financial aid:	<input type="text"/>

Please provide an explanation of why you believe that the reduction or non-renewal of your athletic scholarship is unjustified and any extenuating circumstances you feel warrant special consideration. Attach any supporting documentation.

- What is the specific basis for your appeal?  
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- What alternatives have you discussed with the Athletics Department, if any?  
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- Briefly describe any circumstances which make your situation unique to the governing polices of your athletic grant-in-aid.  
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- Please list the name(s) of any individual(s) who have information which is relative to your specific appeal case.  
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**NOTICE:** Submission of this appeal does not guarantee approval. If the scholarship is not reinstated, you are responsible for payment of your tuition and fees. To apply for need-based financial aid, file the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov).

## REQUIRED SIGNATURE

Student's Signature	Date
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Print your name and student ID number on all documents - Return this form with all documents attached to:  
OFFICE OF STUDENT FINANCIAL AID • The Welcome Center • P. O. Box 2340 • 42 West Warren • Detroit, MI 48202-0340