

Financial Aid Office Policies and Procedures

Clemson University

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Grants-In-Aid (Athletic)

The non-renewal, gradation (reduction) or cancellation of aid requires written notification to the student athlete by the institution's financial aid authority (Director of Financial Aid) and must include, that upon request, a hearing. The University Scholarships and Awards Committee appointed in accordance with the faculty manual is designated for this charge. Notification of non-renewal or reduction must be made on or before July 1 prior to the academic year for which it is effective (NCAA Manual 15.3.6.1).

Purpose:

The Scholarships and Awards Committee supports the institution's commitment to NCAA rules compliance. It provides an opportunity for student-athletes to appeal decisions of non-renewal and reduction or cancellation of athletic financial aid. The Committee receives all relative information about the decision, holds a hearing and then renders a final decision on behalf of the University about the appeal.

Historically, the Committee has not considered poor athletic performance as a justification for non-renewal of aid.

Procedure:

- I. The student athlete notification of non-renewal, reduction or cancellation includes a requirement that an appeal of this action be requested within 21 days of the date of the letter to the Chair or the University Scholarships and Awards Committee.
- II. In response to a request for a hearing, written notification is sent to the coach and student athlete requesting written documentation along with any applicable details regarding the decision within 21 days along with availability to appear before the committee. (Material submitted must be shared with each party no later than 48 hours prior to the meeting.)

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III. A hearing date will be set at a time most convenient as possible for all parties. The notification to the coach and athlete defining the date, location and time will include procedures to be followed during the hearing and copies of documentation submitted by opposing parties.

IV. Hearing

1. The Chair of the University Scholarships and Awards Committee will lead the hearing.
2. The Committee will be briefed on NCAA and institutional requirements.
3. The Committee will be provided the opportunity to review the documentation (only information relevant to the decision will be evaluated during the hearing).
4. The University Athletic Department will present information regarding the decision.
5. The student athlete will present information responding to the Athletic Department information.
6. The Athletic Department may respond.
7. The student may respond.
8. Committee members may ask questions at any time with an opportunity for closing questions.
9. The Chair will make the decision to close the discussion and everyone except the committee members will be excused.
10. Following committee deliberation a decision will be rendered by the committee.
11. Both parties will be notified in writing as soon as possible.

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Note: The coach may be accompanied by other athletics officials. The student-athlete may be accompanied by family members if desired. The coach and student-athlete will serve as primary speakers, but other individuals may be requested to provide information in response to specific issues. The institution's director of NCAA compliance will serve as a resource to the Committee and both parties. The chair may request other resource presentation as the situation or circumstances dictate.

The committee's decision is made in compliance with NCAA rules and is considered final. All information regarding the appeal is considered confidential and will not be open for public disclosure.

The hearing will be tape recorded. The deliberation will not be recorded.

Policies and Procedures are reaffirmed prior to each hearing.

(Editorial changes 4/29/13.)