

Athletic Scholarship Appeal Policy and Procedures

Policy

In accordance with NCAA regulations 15.3.2.4, the institution's financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletic ability is to be reduced or canceled during the period of the award or is reduced or not renewed for the following academic year or years.

During the period of award, a reduction or cancellation of athletic scholarship is permissible if any of the following are met (per NCAA bylaw 15.3.4.2): the student-athlete renders himself or herself ineligible for intercollegiate competition; fraudulently misrepresents any information on an application; letter of intent or financial aid agreement; engages in serious misconduct warranting substantial disciplinary penalty; voluntarily withdraws from the sport at any time per personal reasons; provides written notification of transfer to the institution; however, the student-athlete's financial aid may not be reduced until the end of the academic term in which written notification of transfer is received.

West Chester University Athletic scholarships are one-year contracts and are renewable for the upcoming academic year at the Athletics Department's discretion. Therefore, athletic scholarships are not guaranteed for the four-year period.

Procedures

Appeals Committee

The Appeals Committee is comprised of an Appeals Chair (Executive Director of Financial Aid) and West Chester University administrators selected by the Appeals Chair. All committee members are employed outside of the Athletics Department and therefore do not report to a supervisor within the Athletics Department.

Requesting an Appeal

1. The student submits the appeal in writing to the Executive Director of Financial Aid within fourteen (14) days of the date on the Cancellation or Reduction Notification letter.
2. The appeal must include:
 - Student's name, WCU ID number, Major, Sport
 - Reasons for believing that the decision was improper, including names of institutional staff members (e.g., coach, WCU staff, etc.) with whom the student has discussed the aid
 - Copies of any relevant documents
- A hearing will be scheduled within 10 business days of receipt of the appeal, and the student-athlete and Athletics Department will be notified of the time/place or Zoom Link with invite

Hearing Guidelines

1. A hearing will be scheduled within ten (10) business days in receipt of the appeal. The actual date of the hearing may be outside of the ten-business-day window.
2. Student and appropriate members of the Athletics Department are notified by the Appeals Chair of the time/place or Zoom link with invite.
3. Two business days prior to the hearing, the following needs to be submitted to the Executive Director of Financial Aid for the Appeals Committee to review:
 - Written evidence sent from the student-athlete.
 - Written documentation from the Athletics representatives.
 - A list of individuals attending the hearing from both parties.
 - The student-athlete may be accompanied by parent(s) or guardian(s).
 - Athletics Department representatives may include Compliance Officer(s), Sport Administrator (s), and Designated Coaching Staff.
 - ***Individuals not disclosed to the Executive Director of Financial Aid will not be permitted to attend the hearing.**
 - Conduct of the Hearing:
 - Both parties will bring copies of the additional documentation that was previously sent to the Executive Director of Financial Aid.
 - The Appeals Chair will serve as the moderator of the hearing.
 - The student-athlete will have the opportunity to present their arguments to the Appeals Committee.
 - The Athletics Department representative (Coach, Coaching Staff, etc.)
 - The Appeals Committee will ask any further questions.
 - The Appeals Committee will excuse all parties from hearing.

Notice of Decision

After the conclusion of the hearing, the Appeals Committee will meet privately to deliberate on the evidence presented until a verdict is reached by majority vote. A written response to the appeal will be sent to the students, and other appropriate parties within ten (10) business days after the appeal has been heard. The Committee's decision is final.