Opportunity for a Hearing
In accordance with NCAA Bylaws 15.3.2.4, 15.3.4 and 15.3.5, when a student-athlete’s athletics aid is reduced or cancelled during the period of the award, or is reduced or not renewed for the following academic year, San Jose State University (SJSU) must provide the student-athlete with an opportunity for a hearing upon the student-athlete’s request. The appeal hearing will be conducted by a Subcommittee consisting of the Chair, the Director of Financial Aid, and two additional SJSU campus staff members.

Notification of Hearing Opportunity
Upon request from the Director of Compliance for a reduction or cancellation of athletics aid during the period of the award or a reduction or non-renewal of such aid for the following academic year, the Director of Financial Aid will promptly provide the student-athlete with written notification of the decision affecting his/her athletics aid, and of the opportunity for an appeals hearing. This written notification will be sent by both mail and email and must include the SJSU Athletics Aid Appeal Policy and a date by which the student-athlete must request a hearing. Failure to request a hearing by the deadline indicates the student-athlete’s acceptance of the Athletic Department’s decision regarding his/her athletics aid.

Statement of Intent
Should the student-athlete decide to exercise the option of a hearing, he or she must file a Statement of Intent to do so with the Associate Athletic Director of Compliance within 14 calendar days* of the date of the written notification that athletics aid will be reduced, cancelled or not renewed. The Statement of Intent must be emailed to lynn.meade@sjsu.edu or faxed to the attention of Lynn Meade at 408-924-1738. Upon receipt of a Statement of Intent, the Associate Athletic Director of Compliance will answer any of the student-athlete’s NCAA rules and/or procedural questions. Following this communication with the student-athlete, the Associate Athletic Director of Compliance, in conjunction with the Subcommittee, will make a good faith effort to arrange the hearing within a reasonable time period and notify the student-athlete of the location and time via telephone and/or email.

*F/NC/WU grades – Student-athletes receiving a reduction of athletics aid as a result of F/NC/WU grades who decide to exercise the option of a hearing must file a Statement of Intent to do so with the Associate Athletic Director of Compliance within 7 calendar days of the date of the written notification that athletics aid will be reduced.

Supporting Documentation
The Statement of Intent will be provided to the Subcommittee members hearing the appeal. The student-athlete will also be given an opportunity to present supporting documentation to the Subcommittee. This material must be provided to the Associate Athletic Director of Compliance at least 48 hours prior to the hearing date. The Associate Athletic Director of Compliance will disseminate the student-athlete’s supporting documentation to the Subcommittee, as well as the relevant NCAA Bylaws and other pertinent information. The student-athlete should be aware that the involved coaching staff may also exercise the option of providing a statement and/or other relevant documentation.

Hearing Participants & Decision
In addition to the Subcommittee members mentioned above, the Faculty Athletics Representative and the Associate Athletic Director of Compliance will be in attendance in a non-voting capacity to provide procedural guidance to the Subcommittee and all relevant participants. Both the student-athlete and the involved coach will be individually afforded time to present the merits of their respective case. After oral presentations by the relevant parties, the Subcommittee will review all evidence presented and deliberate until a decision is reached. The decision will be forwarded to the Associate Athletic Director of Compliance, who will then issue the Subcommittee’s written decision to all parties involved within one week of the hearing.

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