



# Procedures for Redress of Grievances

## Athletic & Grants-in-Aid Grievances:

### Internal Resolution:

If a student-athlete wishes to protest a suspension, alleges that a violation of his/her student rights has occurred in an athletic matter or wishes to protest a termination or change in grant-in-aid status, the following *internal* steps may be taken. These steps are informal in nature and are in place to resolve athletic and grants-in-aid grievances internally (within the athletic department). Please note that the utilization of these internal steps in no way precludes a student-athlete from also using the more formal, external appeal process (see External Resolution).

1. Discussion with Coach – The student-athlete should request in writing a meeting with the Head Coach within five (5) calendar days following the suspension, alleged violation or termination/change in grant-in-aid status. A copy of the letter should also be forwarded to the Supervisor of the applicable sport.
2. Discussion with Director of Athletics – If the problem is not resolved between the coach and the student-athlete, the student-athlete should request in writing a meeting with the Director of Athletics within ten (10) calendar days following the meeting with the coach.

### External Resolution - Grants-In-Aid Grievances:

Any termination or change in grant-in-aid status (i.e., reduction) shall be given to a student-athlete in writing via two (2) means. The first written notification of termination/change will occur via the Change of Status Form (assuming the student-athlete is available to sign the document). The second written notification will occur via a letter (sent via email) from the University of Wyoming Office of Student Financial Aid.

If a student-athlete wishes to formally protest a termination or change in grant-in-aid status, the following steps must be taken:

1. Appeal to the Director of Student Financial Aid - If a problem involving a termination or change in grant-in-aid status is not resolved between the Director of Athletics and the student-athlete, the student-athlete may appeal in writing to the Director of Student Financial Aid; or, as previously mentioned, the student-athlete may skip the internal resolution process and appeal (in writing) directly to the Director of Student Financial Aid. Please note that per university regulations, the formal appeal process will be initiated on the day the letter is sent to the student-athlete from the Office of Student Financial Aid (the second written notification). The written appeal must be received by the Director of Student Financial Aid within 14 (fourteen) days (from the date the letter was sent). *(Please note that if the student-athlete wishes to notify the Director of Student Financial Aid that he/she will be appealing (i.e., give a “heads up”) after the Change of Status form is signed (the first written notification), that is permissible).*

\*\*The letter from the Office of Student Financial Aid will be sent to the “preferred” email address as denoted by the student-athlete on the UW Banner system. Should a letter be returned for any reason (e.g., delivery error, etc) the formal appeal process will still have been considered initiated. Again, as noted above, the formal appeal process will be initiated on the day the letter is sent to the student-athlete from the Office of Student Financial Aid.

Documentation regarding appeals to the Director of Student Financial Aid should be addressed to:

Director of Student Financial Aid  
The University of Wyoming  
1000 East University Avenue, Dept. 3335  
Knight Hall, Room 174  
Laramie, WY 82071-3335

2. Appeal to the Financial Aid Appeals Panel – If either party wishes to appeal the decision of the Director of Student Financial Aid, a written request for appeal must be received by the Office of Student Financial Aid within fourteen (14) days of notification of the Director’s decision. The request shall include a statement of acts and circumstances asserted to justify reversal or modification of the action. Upon receipt of the request for appeal, the Director of Student Financial Aid shall arrange for a hearing to be held within fourteen (14) days. The Financial Aid Appeals Panel shall be assigned to oversee the appeal. The panel shall consist of three faculty and/or staff members outside of the Department of Athletics as agreed upon by the Faculty Athletic Representative (FAR) and the Director of Student Financial Aid. The FAR will serve as the Hearing Officer.

Documentation regarding appeals to the Financial Aid Appeals Panel should be addressed to:

Financial Aid Appeals Panel (Attn: Faculty Athletic Representative)  
The University of Wyoming  
1000 East University Avenue, Dept. 3414  
Laramie, WY 82071-3414

**By signing below, I affirm that:**

- **I have read and understand the Procedures for Redress of Grievances as outlined above.**
- **I have received a copy of this document.**
- **I also received a copy of the Procedures for Redress of Grievances when I signed my annual compliance paperwork.**
- **I am aware that the Procedures for Redress of Grievances are also located online in the Student-Athlete Handbook.**

Student-Athlete Signature: \_\_\_\_\_

Date: \_\_\_\_\_