

11.2.4 Procedures for Renewals and Academic-Related Non-Renewals

1. By July 1 all returning student-athletes must be notified of the renewal or non-renewal of their AGIA for the upcoming academic year. Such correspondence must come in writing from the Financial Aid Office (Bylaw 15.3.5).
2. At the end of May, The ICA Financial Aid Coordinator provides the head coach of each sport a participation worksheet. On the participation worksheet, coaches will list, in addition to other information, (1) whether the student-athlete will be returning the next year and (2) if they wish to renew the student-athlete's AGIA at this time.
3. The Worksheet must be turned in to the ICA Financial Aid Coordinator no later than June 1. The ICA Financial Aid Coordinator will prepare renewal and non-renewal requests based on those student-athletes who tentatively meet the GPA requirements and forward the requests to the Sr. Assoc. AD-Internal for approval.
4. Once the renewal and non-renewal requests are approved, the ICA Financial Aid Coordinator will send the pertinent information to the Financial Aid Office. Each student-athlete, unless eligibility has been exhausted, will receive one of two letters – *Renewal* or *Non-Renewal* – from the Financial Aid Office on or before July 1. Notification will be sent by email. In that spring grades will not have been released by July 1, all renewals and non-renewals will be contingent on the release of spring grades and renewals are subject to cancellation if spring grades result in the student-athlete falling below the required minimum cumulative GPA. A copy of the appeals process will also be included in the letter.
 - a. Upon the release of spring grades, the ICA Financial Aid Coordinator will re-evaluate all renewals and non-renewals and inform the Financial Aid Office of any changes in a student-athlete's athletics grant-in-aid status.
 - i. All student-athletes who originally received *Renewals* but who subsequently failed to meet the GPA requirements will receive a letter from the Financial Aid Office that their athletics grant-in-aid has been cancelled. A copy of the appeals process will be included in the letter.
 - ii. Any student-athletes who originally received academic based Non-Renewal letters but who subsequently meet the GPA requirements will receive a letter from the Financial Aid Office that their athletics grant-in-aid has been renewed.
5. A **UCSD Financial Aid Agreement** form is forwarded to the Athletics Director and Financial Aid Office for approval and signature.
6. The coach and student-athlete are contacted for signature.
7. A signed copy of the agreement is given to the Financial Aid Office, the head coach, the student-athlete and the original is kept in the ICA office in the NLI/CLI/AGIA Binder.

If a student-athlete is sent a renewal letter and subsequently does not make the team, he or she must keep their athletics grant-in-aid for the period of the award, the full academic year, if the period of award has

already begun. If the period of the award has not begun (either the first date of practice or the first day of the school year, whichever comes first), the AGIA can be cancelled.

If a student-athlete is cut from the team at the end of the season and sent a non-renewal letter, he or she is not precluded from receiving an athletics grant-in-aid should they make the team the next year.

11.2.5 Procedures for Athletically-Related Non-Renewals of Aid

The following procedures must be followed if a student-athlete's athletics grant-in-aid is not going to be renewed for athletically-related reasons in the ensuing academic year:

1. The ICA Financial Aid Coordinator provides the head coach of each sport a **Non-Renewal Worksheet**. On the **Non-Renewal Worksheet**, the coach will list all student-athletes who he or she does not want to guarantee a spot on the roster for the next season or whose return to the team is questionable.
 - a. If the head coach puts a student-athlete on the **Non-Renewal Worksheet**, he or she must meet with the student-athlete explaining that their AGIA will not be renewed. The student-athlete will sign a **Non-renewal Notification Verification** form indicating that they have been verbally informed by the head coach about the non-renewal of their AGIA. Signature does not indicate agreement with the decision nor does it preclude the student from filing a request for an appeals hearing with the Financial Aid Appeals Committee.
2. Non-Renewal Worksheets and address information must be turned in to the ICA Financial Aid Coordinator no later than June 1. The ICA Financial Aid Coordinator will create a list of non-renewals for each sport and forward the list to the Sr. Assoc. AD-Internal for approval.
3. Once approved, the ICA Financial Aid Coordinator will notify the Financial Aid Office of the decision not to renew a student-athlete's AGIAs and will forward their office any pertinent information.
4. The Financial Aid Office will send the student-athlete a letter (via email) informing them of the decision to not renew their AGIA by July 1 and inform them of the right to an appeal. A copy of the appeals process will be included in the letter.

11.2.6 Reduction or Cancellation of Aid during the Period of the Award

A. Permissible Cancellation:

Per NCAA Bylaw 15.3.4.1, a student-athlete's athletics grant-in-aid may be reduced or cancelled during the period of the award, if the recipient:

1. Renders himself or herself ineligible for intercollegiate competition;
2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement.

- a. **Fraudulent Misrepresentation:** If a student-athlete is awarded institutional financial aid on the basis of declaring intention to participate in a particular sport by signing a letter of intent, application or tender, action on the part of the grantee not to participate (either by not reporting for practice or after making only token appearances as determined by the institution) would constitute fraudulent misrepresentation of information on the grantee's application, letter of intent or financial aid agreement and would permit the institution to cancel or reduce the financial aid (Bylaw 15.3.4.1.1).
3. Engages in serious misconduct warranting substantial disciplinary penalty
 - a. **Misconduct:** An institution may cancel or reduce the financial aid of a student-athlete who is found to have engaged in misconduct by the university's regular student disciplinary authority, even if the loss-of-aid requirement does not apply to the student body in general (Bylaw 15.3.4.2).
 4. Voluntarily withdraws from a sport at any time for personal reason

If a head coach wishes to cancel a student-athlete's athletic grant-in-aid due to one of the permitted reasons listed above, the coach must notify both the Asst. AD-Compliance and the Sr. Assoc. AD-Internal

B. Impermissible Cancellation:

Per NCAA Bylaw 15.3.4.3, cancellation of a student-athlete's athletic grant-in-aid is not permitted during the period of the award based on the following:

1. A student-athlete's athletics ability, performance or contribution to a team's success;
2. An injury that prevents the recipient from participating in athletics; or
3. Any other athletic reason.

11.2.7 Increase of Aid

Per NCAA Bylaw 15.3.4.2, a student-athlete's athletics grant-in-aid may be increased for any reason prior to the commencement of the award period. However, once the period of the award begins, the athletics grant-in-aid may only be increased if the institution can demonstrate that the increase is unrelated in any manner to an athletics reason (i.e. increase athletics grant-in-aid based solely on academic achievement/GPA).

11.2.8 Counters and Non-Counters

A student-athlete is considered a "counter" if he/she is receiving financial aid based in any degree on athletics ability or who is receiving institutional financial aid, unless there is on file proper certification that such institutional aid was granted without regard in any degree on athletics ability (Bylaw 15.02.3).

A student-athlete receiving the AGIA automatically becomes a "counter" and his/her countable financial aid counts towards his/her intercollegiate team's aid limitation. A student-athlete who does not receive the AGIA but who receives institutional financial aid will be considered a "counter" unless a **Non-Counter** form

is on file in the Financial Aid Office documenting that the institutional aid was granted without any regard to athletics ability.

11.2.9 Appeals Process for Athletically-related Financial Aid Actions

Policy

In accordance with National Collegiate Athletic Association (NCAA) regulations, a student-athlete whose athletically-related financial aid is not renewed or is withdrawn by Intercollegiate Athletics (ICA) is entitled to an appeal. A committee in the University's Financial Aid Office (FAO) appointed by the Director of Financial Aid or his/her designee will review the appeal.

The student-athlete whose athletics aid is not renewed or is withdrawn by ICA will be notified in a letter sent by the Director of Financial Aid or his/her designee. The student will have two weeks from the date of the letter to file an appeal.

Committee

The Financial Aid Appeals Committee (FAAC) shall consist of three university staff members: one from the FAO, with an Associate or Assistant Director of Financial Aid as chair, one from Intercollegiate Athletics (ICA), and the current Faculty Athletics Representative (FAR).

Procedures

A student who wishes to appeal any decision related to their athletics grant-in-aid aid shall submit a written request to the Senior Associate Director of Financial Aid. The appeal must include the following:

- Student's name, student ID number, year in school, sport, local address, and local phone number;
- Statement of preference for an administrative review (paper) or an in-person hearing, a student cannot have both;
- If appealing for athletics-related reasons:
 - Describe/explain reasons for believing the decision was unfair, including names of institutional staff members (coach, financial aid officer) with whom the student has discussed the decision.
- If appealing for academic-related reasons:
 - Describe/explain extenuating circumstances that prevented you from attaining the requisite G.P.A. to qualify for the athletics grant-in-aid, and what actions will be taken during the coming year to remedy the GPA.
- Copies of any relevant supporting documents (e.g. initial award letter, financial aid contract).

On-Paper Administrative Review

The FAAC will review the provided information no later than two weeks after the appeal has been received. The student-athlete, head coach, Senior Associate A.D. and ICA Financial Aid Coordinator will be notified of the date, time and place of the FAAC meeting. All parties to the appeal must submit any supportive documents to Financial Aid Office to the attention of the Financial Aid Appeals Committee no later than two days before the Administrative Review.

The ICA Financial Aid Coordinator shall be provided with a copy of the student's request for an appeal to be kept on file in the ICA NLI/CLI/AGIA Binder.

In-Person Administrative Hearing

As with the administrative review, the in-person hearing will be scheduled as soon as possible, but no later than two weeks after the request for the hearing is received by FAO.

In general, participants at the hearing will be the student-athlete and the FAAC. The student-athlete may; however, elect to bring a representative to the hearing. The ICA Financial Aid Coordinator must be informed at least two days prior to the scheduled hearing if the student-athlete will have representation and whether the representation has legal training. ICA or another University department will provide representation for the coach/department, if there is a student representative.

Appeal Guidelines

The scope of the administrative review or in-person hearing shall be limited to the following issues:

- Was there a violation of NCAA or Conference rules and regulations?
- Was there a violation of University policy, guidelines, or practice?
- Was there a lack of good faith on the part of either party?

The FAAC shall reach a decision and notify both parties in writing within 10 days of the date of the administrative review or in-person hearing.

One of two actions is taken:

If the FAAC find that the decision to not renew or withdraw aid is not a violation of NCAA regulations or institutional policies, and that no extenuating circumstances are present, the appeal is immediately denied.

If the FAAC finds that the decision to not renew or withdraw aid is a violation of NCAA regulations or institutional policies, or that there are extenuating circumstances, the appeal is immediately approved. The athletics grant-in-aid is then made available to the student-athlete as soon as possible. Reinstatement of athletics financial aid has no effect on the student-athlete's status as a member of the relevant athletic team.

The decision of the FAAC shall be binding to ICA. A student-athlete who wishes to appeal the decision of the FAAC shall be entitled to do so in accordance with the University's Student Grievance Procedures.