

Queens University of Charlotte

Athletic Appeal Policy and Procedure

The following policy and procedures of Queens University of Charlotte are in accordance with NCAA regulation.

Permission to Contact

13.1.1.2.1 Hearing Opportunity. If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the athletics director (or his or her designee) shall inform the student-athlete in writing, within 14 consecutive calendar days from receipt of a student-athlete's written request, that he or she, on request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and nonathletic faculty/staff members). The notification of the hearing opportunity shall include a copy of the institution's policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing. The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 30 consecutive calendar days of receiving a student-athlete's written request for the hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If the institution fails to conduct the hearing or provide the written results to the student-athlete within 30 consecutive calendar days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete. (Adopted: 1/11/94, Revised: 1/8/07 effective 8/1/07, 1/14/08 effective 8/1/08, 1/17/15 effective 8/1/15).

Request for Release

14.5.3.9.1 Hearing Opportunity. If the student's previous institution denies his or her written request for the release, the athletics director (or his or her designee) shall inform the student-athlete in writing, within 14 consecutive calendar days from receipt of a student-athlete's written request, that he or she, on request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and nonathletic faculty/staff members). The notification of the hearing opportunity shall include a copy of the institution's policies and procedures for conducting the required hearing, including the deadline by which a student athlete must request such a hearing. The institution shall conduct the hearing and provide written results of the hearing within 30 consecutive calendar days of receiving a student-athlete's written request for the hearing. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing. If the institution fails to conduct the hearing and provide written results of the hearing within 30 consecutive calendar days, the release shall be granted by default and the institution shall provide a written release to the student-athlete. (Adopted: 1/17/15 effective 8/1/15)

Financial Aid

15.5.2.4 Hearing Opportunity. The institution's regular financial aid authority shall notify the student athlete in writing, within 14 consecutive calendar days from the date the student-athlete has been notified of the decision to reduce or cancel aid during the period of the award or the reduction or nonrenewal of aid for the following academic year, of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is reduced or canceled during the period of the award, or not renewed. The hearing shall be conducted by an institutional entity or committee outside of the athletics department (e.g., financial aid review committee, the office of student affairs, office of the dean of students or a committee composed of the faculty athletics representative, student-athletes and nonathletics faculty/staff members). The notification of the hearing opportunity shall include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing. *(Adopted: 1/12/04, Revised: 1/8/07 effective 8/1/07, 1/14/08 effective 8/1/08, 10/21/14, 1/21/17 effective 8/1/18)*

Notification Letter

The student-athlete has the right to appeal decisions related to permission to contact, release and financial aid to the Managing Director of Financial Aid within 14 consecutive calendar days from the date the student athlete was notified of the decision. The appeal may be mailed or emailed to:

Managing Director of Financial Aid
Office of Student Financial Services
Queens University of Charlotte
1900 Selwyn Avenue
Charlotte, NC 28274
finaid@queens.edu

The Managing Director of Financial Aid will notify the chair of the Athletics Compliance Committee of the appeal.

Hearing Notification

The Chair of the Athletics Compliance Committee will notify all parties of the appeal and subsequent hearing. Notification of the hearing opportunity shall include a copy of the institutions established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing. Queens shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing and shall not delegate the responsibility for conducting the hearing to the Queens Athletics department.

Right to an Advisor

An advisor may assist the student-athlete at his/her hearing. The advisor must be a current Queens' student, faculty, or staff member. Any member of the Athletics Compliance Committee may serve as an advisor for the case in question. The advisor cannot speak for the student-athlete; he/she may only advise the student. If an advisor is a member of the Athletics Compliance Committee acting as part of the hearing body he/she will be excused from the body for this hearing. The student-athlete must notify the Chair of the Athletics Compliance Committee at least 48 hours in advance of a hearing if he/she intends to bring an advisor. It is the student-athlete's responsibility to communicate with his/her advisor the details of the hearing and case.

Hearing Outline

All hearings will proceed in the following order (some variations may exist depending upon the hearing body). The hearing body will be comprised of five or seven voting members from the Athletic Compliance Committee who are non-athletic department university staff or faculty and the Assistant Athletic Director for Compliance who is a nonvoting member of the hearing body.

1. Immediately prior to the hearing the hearing body:
 - a. Reviews the relevant NCAA, SAC and Institutional Policy / Regulation
 - b. Clarifies any policy questions with the Assistant Director of Athletics for Compliance

2. The hearing is called to order:
 - a. The head coach is invited into the hearing:
 - i. Introductions (members introduces themselves)
 - ii. Head coach details the reasons for not renewing the athletics financial aid
 - iii. Questions by members of the hearing body
 - iv. Head coach departs the hearing

 - b. The student athlete is invited into the hearing:
 - i. Introductions (members introduces themselves)
 - ii. Student-athlete details evidence regarding why he/she should continue to receive the athletics financial aid
 - iii. Questions by members of the hearing body
 - iv. Student athlete departs the hearing

3. Deliberation by the committee

- a. Voting members of the hearing body will deliberate on the evidence presented
- b. The Assistant Director of Compliance (non-voting) will only answer policy specific questions from the voting members of the hearing body during deliberation

4. Notification of Decision

- a. The student will be called into the hearing room to be notified of the body's decision verbally and in writing
- b. The student will depart the hearing room
- c. The coach will be called into the hearing room to be notified of the body's decision verbally and in writing
- d. The coach will depart the hearing room
- e. The hearing body's decision is final and no debate will be heard during the reading of the decision
- f. A formal decision will be mailed to the student within in 48 hours of the hearings conclusion.