



Reduction/Cancellation/Nonrenewal of Athletics Aid

Process:

1. When an SDA head coach decides to modify a student-athlete's athletics financial aid award, the coach must first determine whether he or she believes the award modification is likely to be permissible and consistent with SDA policy and the terms of the student-athlete's financial aid agreement.

[Note: If a sport administrator initiates the modification (e.g., in-between coaching hires), the process begins at step 3.]

2. If the head coach believes a modification is likely to be permissible and consistent with SDA policy and the terms of the agreement, the coach will seek approval from the coach's sport administrator who will:
 - a. Determine whether the administrator agrees the modification is likely to be permissible and consistent with the terms of the agreement; and
 - b. Determine whether the administrator agrees the aid should be modified under SDA policy.
 - i. If the sport administrator agrees with the aid modification, the head coach will continue with step 3.
 - ii. If the sport administrator disagrees with the aid modification, the issue may be presented for resolution to a panel consisting of the other sport administrators, the athletics director, and a representative from the Office of Student-Athlete Development.
3. The coach (or sport administrator) will attempt to contact the student-athlete to set up a meeting to discuss and explain the reasons for the award modification.

[Note: This meeting may also occur at any time before the head coach meets with the sport administrator.]

- a. The coach must attempt to contact the student-athlete for purpose of scheduling the meeting through the coach's regular method of communication with the student-athlete (e.g., email, text message, phone call).
- b. If, after five business days, the coach does not receive a response to the meeting request, the coach can continue with this process as set forth in step 4.

4. After meeting with the student-athlete (or receiving no response to the meeting request), the coach or sport administrator will submit the [Change of Athletics Aid Form](#) to the Compliance Office.
5. The Compliance Office will review the form to decide whether a meeting with the student-athlete is necessary to determine whether the modification is permissible (e.g., coach claims a student-athlete voluntarily withdrew from the sport).
 - a. If the Compliance Office decides a meeting is unnecessary to determine whether the modification is permissible (e.g., student-athlete expulsion), the Compliance Office may continue the process as set forth in step 8(b).
 - b. If the Compliance Office decides a meeting is necessary, the process will continue with the next step.
6. The Compliance Office will attempt to contact the student-athlete to set up a meeting.
 - a. The Compliance Office will email the student-athlete at the address the Compliance Office has on file. The Compliance Office may also attempt to contact the student-athlete through the Compliance Office's other regular methods of communication with student-athletes (e.g., email, text message, phone call) based on the information they have on file.
 - b. If the Compliance Office does not receive a response to its meeting request after five business days from the day it sends the above-referenced email, the Compliance Office may continue as set forth in step 8 below.
7. During the meeting with the student-athlete (or other conversation if an in-person meeting is not able to be scheduled), the Compliance Office will:
 - a. Provide SDA's stated rationale for the award modification and provide the student-athlete an opportunity to respond.
 - b. If necessary, ask the student-athlete to complete a [Discontinuation of Sport Form](#).
 - c. Notify the student-athlete of his or her right to seek a meeting with the sport administrator and/or athletics director if the student-athlete has not already done so.
 - i. The sport administrator will make a reasonable effort to schedule the meeting within 10 business days of the student-athlete's meeting with the Compliance Office.
 - ii. If the student-athlete does not respond to a sport administrator's meeting request within five business days, the Compliance Office may continue as set forth in step 8 below.

- d. Notify the student-athlete of the student-athlete's right to seek process-related guidance from the Faculty Athletics Representative regarding the student-athlete's right to appeal the decision.
8. Based upon the information the Compliance Office receives relating to the student-athlete's award modification, the Compliance Office will make a determination as to whether the modification is permissible.
- a. If, in the Compliance Office's opinion, the award modification is impermissible, the Compliance Office will inform the sport administrator and/or head coach.
 - b. If it is permissible to modify the athletics aid, the Compliance Office will request that the Financial Aid Office send a letter to the student-athlete in accordance with financial aid office policy regarding similar notifications.