

Athletics Policy and Procedures

An Athletics Department staff member (coach or office personnel) will submit to the Office of Scholarships and Financial Aid a *Contract for Financial Assistance, Intercollegiate Athletics* for each prospect/new student that they are recruiting for Ferris State University athletic teams. This should be marked as an *Initial* contract. The policy dictates that they will submit the contracts to our office at least 24 hours prior to the mailing date that they have established with the prospect. Exceptions to this policy can be made in emergency situations.

The director of athletics will submit an estimated budget to the financial aid programs coordinator for the academic year on or before March 15 with final budgets by July 30. As the contracts flow into the office, check that each contract fits into the budget for the specific sport.

Next we calculate the equivalency for any countable aid (determine by using chart 15-1: Appendix 1) that the student athlete may have. To calculate equivalencies divide the amount of countable aid by the *Full Grant in Aid* amount. The *Full Grant in Aid* is a total of tuition & fees, room & board and books. There should be a Full Grant in Aid for Michigan residents, Mid-west Compact Undergrad (MSEP) and non-resident students.

If the contract fits within NCAA equivalency maximum for the sport (Appendix 2) and within the budget maximum, then the financial aid office can approve/sign and date it.

When the renewal contracts are submitted, they must go through the same process as a new/initial *Contract for Financial Assistance, Intercollegiate Athletics*. The renewals and a list of non-renewals for each sport must be submitted to the Office of Scholarships and Financial Aid no later than April 15. All Renewals and/or Notices of Non-Renewal must be submitted to the student athlete before July 1 (NCAA Bylaw 15.3.5.1). A letter must be sent to each athlete for notification of *Non-Renewal of Athletic Aid*. The *Contract* serves as the notice of renewal.

Hearing Opportunity

If the institution does not renew or reduces the amount of an athletic contract for an athlete, the athlete has the right to appeal that decision. A letter of the decision and her/his right to appeal is sent to the student athlete. A hearing is required if requested by the student athlete. The Coordinator of Athletic Programs in the Office of Scholarships and Financial Aid will work with both parties in convening the hearing. The athletic department personnel cannot be participants on the Appeal Committee for the assurance to the student athlete that the hearing is fair and impartial. The decision of the Committee is final and will be reached in accordance with NCAA guidelines and institutional policy.

To request a hearing the student athlete submits a type written letter to the Coordinator of Athletic Programs. The letter will include, but has no bearing on the outcome, the basis for the student athlete's appeal, a contact phone number, contact address, and any names of attendees that will accompany student athlete to hearing. (This is only to help in selecting committee members from across campus so there isn't a conflict of interest.) The letter/appeal must be submitted within the time frame stated in the Non-Renewal/Reduction Letter.

The Coordinator will contact the student athlete within five (5) business days, if possible, of receipt of the appeal to coordinate the date of the hearing. Once a date has been established that is satisfactory to all three parties (Student, Athletic Department, Financial Aid) , the Coordinator will proceed with contacting Ferris Community members who will agree to sit on the committee.

The Hearing will be held within five (5) business days, or documented as to why it was not possible to accomplish within the timeframe. The Coordinator will Chair the Committee, unless circumstances prevent it then Coordinator will appoint replacement. The Committee will have 5 members with at least one member a student.

The student athlete, coach, and Athletic Department will be notified of the Hearing results by mail within five (5) business days after the close of the Hearing.

The same procedures would be followed for One Time Transfer Exception Denials.

Squad Lists

The athletic department will submit squad lists for each sport*. The deadline date for completion is before their first day of competition. The policy is to have all sports in by September 30. Exceptions can be made for spring sports. After completion, send a copy to the athletics department and a copy to the registrars' office; keep the original copy in the financial office. An updated squad list must be completed for spring semester.

*NOTE: When the squad list arrives in the financial aid office make a copy to complete for spring semester.

Satisfactory Progress

The student athletes must make Satisfactory Academic Progress (SAP) in accordance with the institutional policy that is in effect for all students at Ferris State University (Appendix 3).