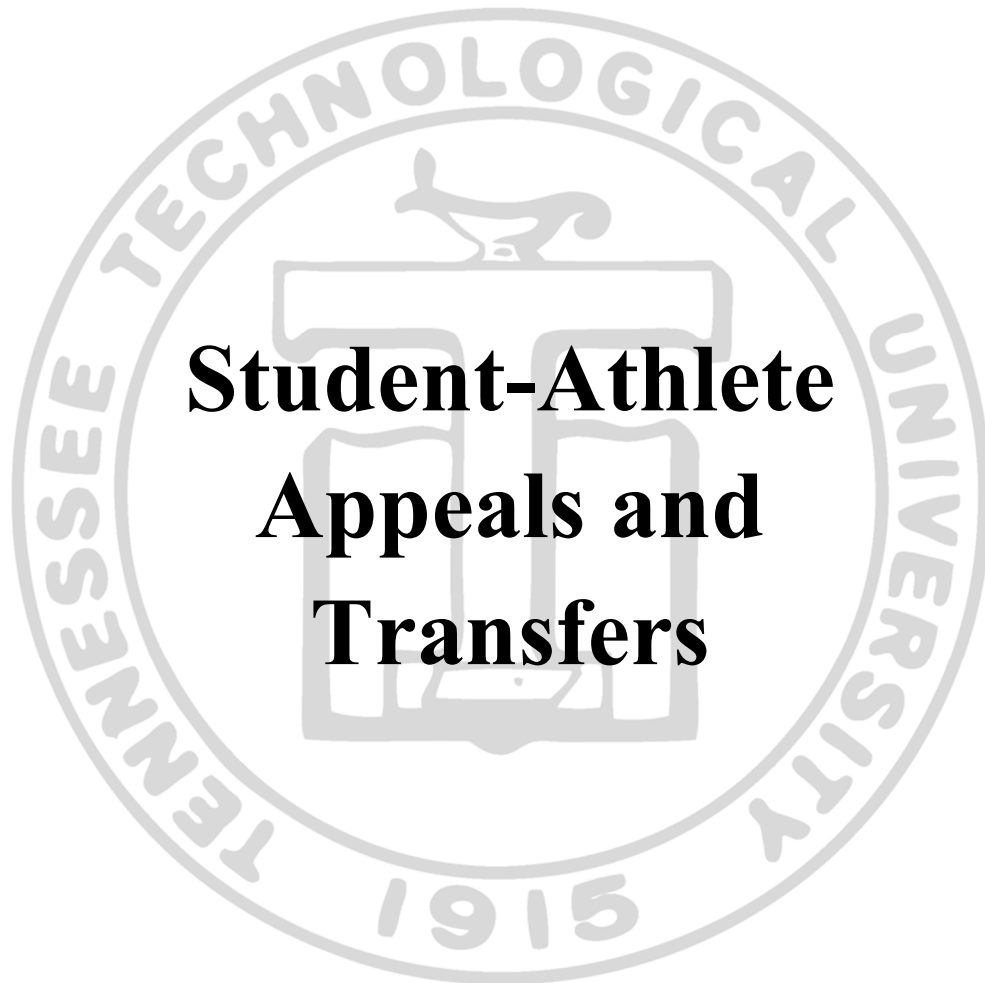


**Tennessee Technological University**  
**Policy No. 909**



**Student-Athlete  
Appeals and  
Transfers**

Effective Date: July 1, 2017

**Policy No.:** 909

**Policy Name:** Student-Athlete Appeals and Transfer Policy

## **I. Purpose**

This policy provides for a student-athlete appeals process in the event of nonrenewal or reduction of aid, for a student-athlete wishing to transfer to another institution, and in the event of nonrenewal or reduction of aid.

## **II. Review**

This policy will be reviewed every three years or whenever circumstances require review, whichever is earlier, by the Director of Athletics or the Faculty Athletics Representative, with recommendations for revision presented to the Athletics Committee, Administrative Council, and University Assembly.

## **III. Policy**

### **A. Transfer Process within the Department of Athletics**

- 1.** If a student-athlete wishes to transfer from Tennessee Tech to another institution, the student-athlete must complete the required Transfer Notification Form and submit it to the Office of Compliance. Per NCAA Bylaw 13.1.1.3.1, the institution has two business days to enter the student-athlete's name into the transfer database.
- 2.** When a student-athlete initiates the transfer process, it is at the discretion of the head coach for the student-athlete to remain on the roster. If the head coach chooses to remove the student-athlete from the roster, the Department of Athletics will offer the following services:
  - a.** Access to staff members of the Athletics Academic Office. Tutoring services will not be provided unless approved by the Director of Athletics.
  - b.** Sports Medicine resources for any injury received during participation in athletics while on a Tennessee Tech team (determination to be made by the Director of Sports Medicine).
  - c.** The former student-athlete will not have access to any Department of Athletics facilities for the purpose of physical training.

3. If applicable in his/her sport, the student-athlete will be denied a one-time transfer exception.

#### **B. Appeals Process within the Department of Athletics**

1. Tennessee Tech recommends that a student-athlete who wishes to appeal a decision related to his/her athletically-related financial aid should first appeal to the head coach of that sport program.
2. If a student-athlete wishes to appeal the denial of the one-time transfer exception, the appeal will go to the Director of Athletics, and appeal will follow the procedure outlined below.
3. If the student-athlete declines to discuss the issue with the head coach, or is unable to reach agreement and wishes to continue the appeal, the student-athlete must file a written appeal to the Director of Athletics within 15 business days, absent good cause, of receipt of notice (verbal or written) of the adverse action.
4. Absent good cause, the Director of Athletics must reply in writing within seven business days from the date of receipt of the appeal and all supporting documents.

#### **C. Appeal Process to the Student-Athlete Appeals Committee**

1. If the aforementioned appeals are unsatisfactory to the student-athlete, he/she may submit a subsequent written appeal to the Faculty Athletics Representative, who serves as the chair of the Student-Athlete Appeals Committee. Appeals to the Committee will only be considered after the student-athlete has exhausted the appeals process within the Department of Athletics.
2. The student-athlete should submit the request as soon as possible after receiving notification from the Director of Athletics, but no later than 15 business days, absent good cause, from the receipt of the Director of Athletics' decision.
3. The request must include:
  - a. The student-athlete's name, T-number, year in school, and sport;

- b.** Reasons for believing that the decision made by the Department of Athletics was unfair, including names of institutional staff members (e.g., coach, athletics administrator, financial aid officer, etc.) with whom the student-athlete has discussed this situation; and
  - c.** Copies of any relevant documents.
- 4.** If the student-athlete submits an appeal to the Committee, the Committee will forward a copy of the appeal and documentation to the Director of Athletics and the Office of Compliance.
- 5.** A representative from the Department of Athletics will thereafter submit a statement to the Committee delineating its position regarding the case prior to the meeting.
- 6.** The Committee will review the appeal and may request additional information from the student-athlete, the coach, or other athletic department personnel.
- 7.** In cases of denial for the one-time transfer exception, the student-athlete shall have the right to present his/her case to the committee in person if he/she so desires.
  - a.** The Committee may ask the student-athlete questions but is not required to do so.
  - b.** If new information is presented, the Department of Athletics will be allowed an opportunity to respond.
  - c.** The Committee will meet at a time that the student-athlete does not have class. Other commitments are the student-athlete's responsibility to avoid or reschedule.
  - d.** When the presentation and questions have finished, the student-athlete must leave the meeting room to allow the committee to deliberate in private.
- 8.** The Committee will make its decision and inform the student-athlete and the Director of Athletics in writing within 15 business days of the initial filing of the appeal, absent good cause
- 9.** The decision of the committee is final.

C. Composition of the Student-Athlete Appeals Committee: The committee shall be composed of at least five members, selected by the chair, from among the following, as appropriate:

1. Faculty Athletics Representative (Chair);
2. Chair of Athletics Committee;
3. Vice-President for Student Affairs;
4. Dean of Students;
5. Employee Acting as Registrar;
6. Any officer of Tennessee Tech's Student-Athlete Advisory Committee, including the OVC SAAC representative;
7. Director of Financial Aid or his/her representative;
8. Chair of the Scholarship Committee;
9. Former chair of the Athletics Committee;
10. President or former president of the Faculty Senate; or
11. A member of the Athletics Administration, as allowed per NCAA bylaws:  
The chair could select this committee member from the Director of Athletics, an Associate Athletics Director, the SWA, or a Head Coach from a sport uninvolved in the appeal. Per NCAA legislation, a Department of Athletics staff member may be on the committee only if the appeal is regarding reduction or cancellation of athletically related financial aid.

#### **IV. Interpretation**

The President or his/her designee has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(E); TTU Policy 003 (Board Reservation and Delegation of Authority); NCAA Bylaws 13 and 15; OVC Article 3

**Approved by:**

Athletics Committee: 11/1/2016; 11/8/2018

Administrative Council: 2/22/2017; 1/23/2019

University Assembly: 4/19/2017; 4/17/2019