

POLICY AND APPEAL PROCESS FOR REDUCTION, NON-RENEWAL, OR CANCELLATION OF ATHLETIC FINANCIAL AID

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Pursuant to NCAA Bylaws and University policy, the Financial Aid Office shall issue notice of renewal, reduction, non-renewal or cancellation of an athletics award on or before July 1st of the academic year in which it is to be effective. If a student-athlete's grant-in-aid is reduced, not renewed or cancelled, the student-athlete's notification must include notice of the right to appeal, the procedures for an appeal hearing and a copy of this policy. The Financial Aid Appeals Committee shall consider all student-athlete appeals using the following procedures:

1. On or before April 15th, the Athletic Department shall provide written notice to the Financial Aid Office of any reduction, non-renewal or cancellation of a student-athlete's athletic financial aid for the following academic year. The notice shall include a written statement identifying the basis for the reduction, non-renewal, or cancellation (the "Statement"). Any notification taking place after April 15th must be based, at least in part, on conduct or events taking place on April 15th or later, or conduct or events which could not have been reasonably known to the Athletic Department prior to April 15th.
2. Upon receipt of the notice of the reduction, non-renewal or cancellation of the athletic financial aid of a student-athlete from the Athletic Department, the Financial Aid Office shall provide written notice of any such appeal, including the basis for the action to the student-athlete by email, along with the deadline for any appeal of such action, including a copy of this policy document. Notice of the appeal shall also be given to the Faculty Athletics Representative. The notice shall also inform the student-athlete of the availability and contact information of the Faculty Athletics Representative, Professor Clare Pastore (cpastore@law.usc.edu) as resource to whom the student-athlete may direct inquiries concerning the appeal or the appeal process.
3. The student-athlete shall have the right to appeal any reduction, non-renewal or cancellation of his or her athletic financial aid within ten (10) business days of the date of the notice of such action from the Financial Aid Office. A student-athlete's request for appeal must be submitted to the Financial Aid Office in writing or by e-mail before 5 p.m. Pacific time on the deadline set forth in the Financial Aid Office notification letter. The expiration of this deadline will conclude the student-athlete's right to appeal. The student-athlete need not submit a reason for the appeal at the time of requesting the appeal, but is strongly encouraged to provide the Financial Aid Office with a written statement and any relevant supporting materials five (5) business days before the hearing.

All requests for appeal and supporting materials should be sent, within ten (10) business days of the date of the notice of reduction, cancellation, or non-renewal of aid from the Financial Aid Office to:

USC Financial Aid Office

Attn: Athletic Scholarship Appeal
700 Childs Way
Los Angeles, CA 90089
Fax: (213) 821-0257
athapp@usc.edu

4. Upon receipt of the student-athlete's notice appeal, the Financial Aid Office shall notify, via email, the Athletic Director, Sport Administrator, Head Coach, Office of Athletic Compliance, Faculty Athletics Representative, Student-Athlete Academic Services Office, and Office of Student Affairs of the student-athlete's notice of appeal.
5. No later than five (5) business days after the receipt of a student-athlete's notice of appeal, the Financial Aid Office shall determine a hearing date and notify all parties (the student-athlete, Athletic Director, Sport Administrator, Head Coach, Student-Athlete Academic Services (if "academic eligibility issues are involved), Athletic Compliance Office, Faculty Athletic Representative, and Office of Student Affairs) of the date, time and place for the appeal hearing. Hearing dates shall be set for a date not less than ten (10) nor more than twenty (20) business days after the student-athlete's notice of appeal is received by the Financial Aid Office.
6. The Athletic Department shall provide the Financial Aid Office and the student-athlete with a summary of any evidence that it intends to offer at the appeal hearing to support its action no later than five (5) business days before the hearing. After its receipt of the summary, the Financial Aid Office shall provide a copy of the summary to all parties attending the appeal hearing.

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7. The appeal shall be heard by the Financial Aid Appeals Committee (the “Committee”). The Committee shall consist of (1) a full time USC faculty member, (2) a member of the Office of Student Affairs, (3) three members of the Financial Aid Office, including the Dean of Financial Aid (or designee) who shall Chair the Committee. The Office of Student Affairs shall be responsible for identifying and ensuring the presence of a full time USC faculty member and a member of the Office of Student Affairs at the appeal hearing and subsequent deliberations.
 8. The following parties should attend the appeal hearing: the student-athlete, the Financial Aid Appeals Committee, the Sport Administrator who oversees the student-athlete’s sport, an Athletics Compliance officer and the Faculty Athletics Representative. The Sport Administrator may choose, at his/her discretion, to have a different representative from the Athletic Department attend on his/her behalf. The Head Coach may attend at his/her discretion. A member of the Student-Athlete Academic Services office may attend when academic eligibility is at issue. One other individual (e.g. a parent, advisor, or faculty member) may accompany the student-athlete to offer support, but cannot act as a legal representative. The support person will not be allowed to address the committee unless he or she has relevant information pertaining to the appeal; however, he or she may confer with the student-athlete if necessary. The Compliance Office representative shall provide interpretations of applicable NCAA bylaws as necessary. The Financial Aid Appeals Committee reserves the right to approve the presence of other parties as appropriate (e.g., both parents).
 9. Prior to the hearing, the Financial Aid Appeals Committee will review all documentation and supporting materials submitted by the student-athlete and the Athletic Department. The order of the hearing will be as follows:
 - a. The Sport Administrator (or head coach) presents relevant information in support of the action taken by Athletics.
 - b. The Financial Aid Appeals Committee has an opportunity to ask questions of the Sport Administrator (or coach).
 - c. The student-athlete presents relevant information in support of his/her appeal.
 - d. The Financial Aid Appeals Committee has an opportunity to ask questions of the student-athlete.
 - e. Requests for additional information will be made by the Financial Aid Appeals Committee to either party, if necessary.
 10. The Financial Aid Office Appeals Committee is solely responsible for deciding the outcome of the appeal and will do so in a closed meeting. The Athletic Compliance officer and the Faculty Athletics Representative may be present during the Committee’s deliberations to respond to inquiries or questions posed by members of the Committee; however, they shall not vote on the appeal.
 11. The Financial Aid Appeals Committee will render a written decision to the student-athlete and Athletic Department (with copies to the Athletic Director, Sport Administrator, Student-Athlete Academic Services, Office of Athletic Compliance, Faculty Athletics Representative and Financial Aid Office) no later than ten (10) business days after the adjournment of the appeals hearing.
 12. Additional appeals will not be available to the student-athlete or the Athletic Department. Decisions by the Financial Aid Office Appeals Committee will be final.
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NCAA Bylaw 15.3.2.3 – Hearing Opportunity

The institution’s regular financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year. The institution shall have established reasonable procedures for promptly hearing such a request and shall not delegate the responsibility for conducting the hearing to the university’s athletics department or its faculty athletics committee. The written notification of the opportunity for a hearing 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 such a hearing. (Revised: 1/9/06 effective 8/1/06, 4/3/07, 4/23/08, 8/7/14)

15.3.5.1 Institutional Obligation.

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and nonrenewals must come from the institution’s regular financial aid authority and not from the institution’s athletics department. (Revised: 1/10/95, 8/7/14)