

## **STUDENT-ATHLETE GRIEVANCE PROCEDURE**

(Revised March 24, 2003)

A grievance is a complaint a student athlete may have concerning a substantive issue over which the Athletics Department has administrative responsibility, such as loss or reduction of scholarship, suspension from the team, transfer denials or violation of the rules governing participation. This procedure does not cover complaints dealing with coaching authority, such as playing time, team assignments, or coaching philosophy, nor does it cover complaints of discrimination or sexual harassment, which must be reported to the Human Resources/Affirmative Action Office.

### **Level 1:**

A student-athlete initiates a grievance by submitting a written statement of his or her complaint to the Department of Athletics administrator to whom the student-athlete's coach reports. The statement should lay out the complaint, include relevant dates, explain why the student-athlete believes the treatment to be unfair, and indicate the precise relief the student-athlete seeks. The administrator shall send a copy of the grievance to the Athletics Department employee against whom the grievance is made.

The administrator shall review the written materials submitted, interview each party, and render a written decision with remedies within ten (10) working days of receipt of the grievance. If the process is not concluded within this time, the student-athlete may carry the grievance to Level 2.

A student athlete who is dissatisfied with the findings or remedies proposed at Level 1 may, within five (5) working days of receipt of the administrator's report, appeal the decision by submitting a written rebuttal and proposed remedies to the Faculty Athletics Representative.

### **Level 2:**

An Athletics Committee Hearing Board considers the student-athlete's appeal of the Level 1 decision. The following members of the Athletics Committee constitute a Hearing Board: three of the four faculty, one of the two students representing ASMSU, one of the two student-athletes, and the Athletics Scholarship Association representative.

The Faculty Athletics Representative appoints the members of an Athletics Committee Hearing Board, establishes rules for its proceedings, convenes the hearing, and serves as chair. A potential member who has a conflict of interest (a member of the same team, a close friend of the grievant, a faculty member currently instructing the grievant, for example) shall not be appointed to a Hearing Board.

The Hearing Board shall receive and review the findings and remedies proposed by the Administrator at Level 1, and shall ensure that both parties are heard. The Board shall submit a written decision with recommendations to the Director of Athletics. Copies shall be provided to the parties. The Director receives the report and makes the final decision for the Department of Athletics, in writing. Copies shall be provided to the parties.

A student-athlete who is dissatisfied with the final decision of the Department of Athletics may proceed to Level 3.

### **Level 3:**

A student-athlete may appeal the final decision of the Department of Athletics by submitting a written rebuttal and proposed remedies within five (5) working days of receipt of the decision. Appeals of grievances concerning the student-athlete's scholarship must be submitted to the Financial Aid Committee. All other appeals shall be directed to the Vice President for Student Affairs.

The decision of the Financial Aid Committee or the Vice President for Student Affairs (or designee) shall be rendered in writing within ten (10) academic days of receipt of the appeal. The decision of the Financial Aid Committee or the Vice President (or designee) shall be the final decision of the University.