



APU Fact Page

Below, you will find information that gives a comprehensive review of California law as it relates to Student-Athletes as well information related to Azusa Pacific University (APU) athletic scholarships, athletic injuries/medical insurance and the transfer release process

A. California Law for Student-Athletes

California Assembly Bill 2079

On September 30, 2010, AB 2079 was signed into California law by the Governor. This law requires educational institutions that offer athletic scholarships, or that provide, by any delivery method, written material regarding their athletic program to a student-athlete, to provide a direct link to the institution's Internet web page where the student-athlete shall be able to access all information regarding the institution's athletic scholarship program.

California Senate Bill 1525

On September 27, 2012, SB 1525 was signed into California law by the Governor. This law establishes an Athlete Bill of Rights for student-athletes in institutions of higher education. Below, you will find information that gives a comprehensive review of how the APU Athletic Department upholds the Student-athlete Bill of Rights.
California Education Code, Title 3, Division 5, Part 40.3.

STUDENT-ATHLETE BILL OF RIGHTS

CHAPTER 1. Preamble Section 67450.*

The Legislature finds and declares all of the following:

- (a) Meeting the educational needs of student-athletes should be a priority for intercollegiate athletic programs.

- (b) California's institutions of higher education that participate in Division I and Division II intercollegiate athletics collectively generate millions of dollars annually in media contracts, and this revenue would not exist without the efforts of student-athletes.

(c) Student-athletes generate large revenues for many athletic programs, spend approximately 40 hours per week participating in their respective sports, and suffer current and historically low graduation rates.

(d) Providing adequate health and safety protection for student-athletes can help prevent serious injury and death.

(e) Current and former student-athletes can be left to pay for medical expenses incurred from injuries suffered while participating in intercollegiate athletics.

(f) Institutions of higher education should provide their student-athletes with the same due process protection afforded to students who do not participate in athletics.

(g) Athletic programs in this state are subject to federal gender equity requirements under Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).

(h) An institution of higher education should not punish any student-athlete for transferring to another institution of higher education.

(i) An institution of higher education should not use funds for purposes of this part that are dedicated for the benefit of the general student body.

* Section 67452 and Section 67453 do not apply to Azusa Pacific University. "An institution of higher education that receives, as an average, less than ten million dollars (\$10,000,000) in annual income derived from media rights for intercollegiate athletics shall not be subject to the requirements of th[ese] section[s]." California Education Code, Title 3, Division 5, Part 40.3, Chapter 1, Section 67452(e) and Section 67543(c).

B. Student-Athlete Information

1) APU Undergraduate Cost of Attendance

Estimated Full-Time Cost of Attendance 2015-16 (Academic Year)

	Per Semester	Per Year
Tuition (12-17)*	\$17,087	\$34,174
General Fees	\$290	\$580
Room & Board**	\$4,256	\$8,512
Books***	\$400	\$800
Health Insurance#	\$850	\$1,700
Total	\$22,883	\$45,766

For more details see APU website <http://www.apu.edu/sfs/undergraduate/cost/2015-2016/>.

* Units in excess of 17/18 (based on class year) or less than 12 are \$1,424 per unit.

** Based on the most expensive room and a most expensive meal plan.

***NCAA allows \$800 for books per academic year.

Students who have proof of health insurance are exempt from this fee.

2) Expenses not included in a full grant-in-aid athletic scholarship pursuant to the National Collegiate Athletic Association's (NCAA) rules

Application Fee: \$45

Enrollment Deposit: \$500

3) Athletic Aid and Scholarship Information

In accordance with NCAA rules, an athletics grant-in-aid may not be awarded in excess of one academic year. Full athletics grants-in-aid cannot exceed the total cost of tuition and fees, room and board, required course-related books and required course-related supplies. APU must distribute all financial aid to the student-athlete for them to remain eligible.

Institutional financial aid includes scholarships, grants, loans, tuition waivers, on-campus employment (including work-study). [*NCAA Bylaw 15.02.4.1*].

Financial Aid from Outside Sources

However, financial aid from outside sources (*NCAA Bylaw 15.2.5*) is permissible if it is:

- Received from one on whom the student-athlete is naturally or legally dependent;
- Awarded solely on bases having no relationship to athletics ability; or
- Awarded through an established and continuing program to aid students, under the conditions listed in *NCAA Bylaw 15.2.5.3*.

Additional Financial Assistance

Student Financial Services is located in the One Stop office and is available to help students research other methods to help fund their education outside of athletic scholarships. One Stop Office: 888-788-6090 or onestop@apu.edu.

Additional financial assistance may be available in the form of grants, scholarships, federal loans, parent loans and personal loans.

Outside Aid Reporting Requirements

Student-athletes must report to APU any financial aid that received from a source other than APU. However, student-athletes do not need to report financial aid received from anyone upon whom they are naturally or legally dependent.

4) Student-Athlete Summer Semester Financial Aid

All student-athletes who intend to register for summer courses at Azusa Pacific University may be awarded financial aid up to the cost of attendance and in accordance with APU summer semester financial aid policies. Summer athletic scholarships will not be awarded to a student-athlete until the Financial Aid Officer for Student-Athletes has received a completed and signed summer Athletic Scholarship Agreement. Student-athletes may be eligible for athletic, departmental, and endowed scholarship awards for summer courses taken at APU based on the availability of funding but the total of awards may not exceed on-campus charges. If a student-athlete drops any course for which they were awarded institutional funds, the award amount will be adjusted accordingly for the number of units dropped. All federal and state financial aid awarded will be adjusted according to regulation and institutional policy.

5) NCAA Scholarship Information

Pursuant to NCAA rules, a verbal commitment is not binding on either the student-athlete or the institution. The National Letter of Intent is a binding agreement between a prospective student-athlete and an institution. In this agreement, the institution agrees to provide a prospective student-athlete (who is admitted to the institution and is eligible for financial aid under NCAA rules) athletic aid for one academic year in exchange for the prospective student-athlete's agreement to attend the institution for one academic year. The National Letter of Intent must be accompanied by the institutional athletic scholarship agreement. If the prospective student-athlete signs the National Letter of Intent but does not enroll at that institution for a full academic year, he or she may be subject to specific penalties, including loss of a season of eligibility and a mandatory residence requirement.

6) NCAA Rules Regarding Scholarship Duration

If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period less than one academic year nor for a period that would exceed the student's five-year period of eligibility (see *NCAA Bylaws 14.2* and *15.01.5*). One-year grants-in-aid shall be awarded (as set forth in the written statement per *NCAA Bylaw 15.3.2.3*) in equal amounts for each term of the academic year.

NCAA Bylaw 15.02.6: Period of Award

The period of award begins when the student-athlete receives any benefits as part of the student-athlete's grant-in-aid on the first day of classes for a particular academic term, or the first day of practice, whichever is earlier, until the conclusion of the period set forth in the financial aid agreement. An athletics grant-in-aid shall not be awarded in excess of one academic year.

NCAA Bylaw 15.3.3.1: One-Year Period

When a student's athletics ability is taken into consideration in any degree in awarding financial aid, such aid shall not be awarded in excess of one academic year.

An institution may award athletically related financial aid to a student-athlete for a period of less than one academic year only under the following circumstances:

(a) **Midyear Enrollment.** A student-athlete who first full-time attendance at the certifying institution during a particular academic year occurs at midyear (e.g., the beginning of the second semester) may receive a financial aid award for the remainder of the academic year.

(b) **Final Semester/Quarter.** A student-athlete may receive athletically related financial aid for less than one academic year, provided the student is in the final semester or final two quarters of his or her degree program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements per *NCAA Bylaw 15.01.5.1*

(c) **Graduated During Previous Academic Year and Will Exhaust Eligibility During the Following Fall Term.** A student-athlete who graduated during the previous academic year (including summer) and will exhaust his or her athletics eligibility during the following fall term may be awarded athletically related financial aid for less than one academic year.

(d) **Eligibility Exhausted/Medical Non-counter.** A student-athlete who has exhausted eligibility and is exempt from counting (per *Bylaw 15.5.1.6*) in the institution's financial aid limit, or a student-athlete who is exempt from counting (per *NCAA Bylaw 15.5.1.3*) due to an injury or illness may receive athletically related financial aid for less than one academic year. If an institution awards aid under this provision, the institutional financial aid agreement shall include specific non-athletically related conditions (e.g., academic requirements) the student-athlete must satisfy in order for the aid to be renewed for the next academic term or terms. If the student-athlete satisfies the specified conditions, the institution shall award

financial aid at the same amount for the next term or terms of the academic year. If the student-athlete does not satisfy the specified conditions, he or she must be provided a hearing opportunity per *NCAA Bylaw 15.3.2.4*.

7) APU Athletics Aid Duration and Renewal Information

Renewal Athletic Scholarship Deadline By Sport

- Fall (Football, Volleyball, Cross Country and Soccer) and Winter (Swimming and Diving, and Basketball) sports renewal forms are due from Head Coaches no later than May 1st.
- Spring (Softball, Baseball, Tennis, Track and Field, Acrobatics and tumbling, and Water Polo) sports renewal forms are due from Head Coaches no later than May 15th or within one week of final contest.

All athletic grant-in-aid funds will be posted to the Student-Athlete's billing account by the Financial Aid Officer or designee two weeks after the start of the semester at a point in time consistent with all financial aid awards and following notification (Athletic Clearance) from the Assistant Athletic Director for Compliance and Academic Support of their eligibility to compete.

Prior to the start of each semester, the Financial Aid Officer or designee will be notified of all Student-Athletes receiving aid over their institutional charges as to their eligibility to receive the aid prior to the issuance of any credit balance to the Student-Athlete. This is applicable to initial and renewal awards.

Athletic Aid Reduction, Removal, Non-Removal & Appeals Procedure

It is NCAA policy that institutional aid, based in any degree on athletic ability, may only be reduced or removed during the period of the award, if the recipient:

- Renders him or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or

- Voluntarily withdraws from a sport at any time for personal reasons

Any such reduction or removal of aid during the period of the award will be approved only if such action is taken for proper cause and written documentation is submitted to the Athletic Director and Assistant Athletic Director for Compliance and Academic Support. In addition, at the end of the period of the award athletic aid will be reviewed by the Head Coach and may increase, reduce, or not renew for the following year based on the athlete's level of performance or any violation of institution, department, or team policies. Any circumstances that involve a head coaching change or when a Student-Athlete in good academic standing suffers a temporary or permanent sports-related injury will be evaluated on a case-by-case basis by the Athletic Director.

The Director of Athletics or Compliance Office will also notify the Head Coach of the final decision.

These are procedures for reducing, removing, or non-renewal of athletic aid:

1. The Head Coach recommends to the Athletic Director in writing that a Student-Athlete's athletic financial aid be reduced, removed, or not renewed. The Athletic Director will review the Head Coach's recommendation with the Assistant Athletic Director for Compliance and Academic Support. The Athletic Director will decide whether to approve or deny the coach's recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If the recommendation is denied, the Student-Athlete's athletic financial aid will not be removed, or reduced. If a non-renewal request is denied, the aid will be renewed at the discretion of the Athletic Director.
2. If the recommendation is approved, the Athletic Director recommends in writing to the Director of Financial Aid that a Student-Athlete's athletic financial aid award be reduced, removed, or not renewed.

The Athletic Director will also notify the Head Coach of this decision, directing the Head Coach to meet with the Student-Athlete to inform the Student-Athlete of the decision. The Head Coach will also verbally advise the Student-Athlete of the appeal process (*described in the Student-Athlete Handbook*).

1. The Director of Financial Aid shall send written notification to the Student-Athlete regarding the opportunity for an appeal hearing. The Student-Athlete shall have fourteen (14) consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the Director of Financial Aid and formally request a hearing.

2. Failure by the Student-Athlete to submit a written request for a hearing within fourteen (14) consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal, or reduction of athletic grant-in-aid shall be made final and binding.
3. If the Student-Athlete notifies the Director of Financial Aid in writing of their intent to appeal within the required time limit, (1) with their name, Student ID number, year in school, and sport, (2) current contact information, (3) their reason for appeal including names of institutional staff members (e.g., coach, financial aid staff) with whom the student has discussed the case (4) Copies of any relevant documents (e.g., letter regarding initial award of athletics scholarship
4. The Financial Aid Appeals Committee shall conduct the hearing within 30 consecutive calendar days of receiving written notification of a Student-Athlete's intent to appeal, in accordance with NCAA rules. The Director of Financial Aid will notify the Student-Athlete and the Athletic Department of the time, date, and location of their respective hearings via email.
5. The Financial Aid Appeals Committee is chaired by the Executive Director of Undergraduate Academic and Student Financial Services and the Director of Financial Aid. The remainder of the committee will have representatives from the Registrar, Retention, Student Life, Faculty, and Financial Aid. This Committee shall preside over this hearing and make the final determination. A representative from the Athletics' Compliance Office will never be a part of this committee but may be asked to interpret NCAA rules.
6. The Committee will be provided copies of any email communications received regarding the request for appeal and a copy of the signed Athletic Scholarship Agreement for the Academic Year in question and all additional documents that have been submitted by the student athlete and the Head Coach.
7. At this hearing, the Student-Athlete and the Athletic Department shall be allowed an opportunity to present their case separately regarding the non-renewal, removal, or reduction of athletic aid. Either party is permitted to present witnesses and/or documents to the committee that may support their position. Both the Athletic Department and Student-Athlete will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses. The Financial Aid Appeals committee has the opportunity to ask questions to both parties.
8. A Student-Athlete may be accompanied during an appeal by an adviser. The adviser is generally a fellow student, faculty member, mentor, friend, or parent. The Student-Athlete may not be accompanied by legal counsel. On occasion, a Student-

Athlete has been accompanied by a mentor, who is trained as a lawyer. In this event, the mentor serves strictly as an adviser and does not serve as legal counsel. The university will provide an Ombudsperson to assist the Student-Athlete, if requested.

9. The decision as to whether the Student-Athlete may be given an opportunity to compete for a roster spot on a APU athletic team is beyond the authority of the Athletic Scholarship Appeals Committee and rests with the Head Coach and/or Athletic Director. The Athletic Scholarship Appeals Committee may only render a decision about the non-renewal, removal, or reduction of the athletic scholarship.
10. At the conclusion of the hearing, the Financial Aid Appeals Committee shall have up to 15 business days to render a final decision as to the status of athletics aid Committee.
11. The Director of Financial Aid will notify the Athletic Director, Compliance Committee and the Student-Athlete of the committee's decision in writing. This decision shall be final and not subject to appeal. The student may request a meeting for an explanation with the Director of Financial Aid if the student needs clarification on the decision.
12. The appeal process, related emails, documentation presented, and decision of the Appeals Committee should be considered confidential. The Student-Athlete, their family members or friends, APU coaching and athletic department staff, and Student-Athlete Scholarship Appeals Committee members may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the Student-Athlete or their family members or friends may result in the reversal of the Appeals Committee decision and/or loss of athletic scholarship. A violation of the confidentiality of information as noted above by any member of the staff representing APU may result in disciplinary action, up to and including termination.

8) NCAA Policy Regarding Medical Expenses

NCAA Bylaw 16.4 Medical Expenses

An institution, conference or the NCAA may provide medical and related expenses and services to a student-athlete.

9) APU Athletics Policy Regarding Intercollegiate Athletic Insurance

Health Insurance

In the event that a student-athlete is injured due to participation with their intercollegiate team, the student's primary insurance is used. APU's athletic insurance covers all allowable charges not covered by the student-athlete's primary insurance. In the event that the student-athlete does not have health insurance, APU's athletic insurance covers all allowable charges. In the event that the student-athlete lives more than fifty miles from APU and has an HMO insurance, the student-athlete is viewed as having no billable insurance with the exception of emergency treatment.

An ATC must refer student-athletes incurring an injury due to participation in intercollegiate athletics. The ATC will either refer to the Health Center in order to receive medical attention or an outside physician. The referring ATC will fill out a medical referral sheet and an insurance claim form to be given to the Insurance Carrier and then the physician (see Appendix C). The referring ATC or the will determine what physician the student-athlete can be referred to depending on the student-athlete's primary insurance.

If a student-athlete seeks medical attention without a referral from an ATC, any medical expenses incurred will not be covered by APU's athletic insurance.

If a student-athlete's insurance will not allow them to be seen by APU's designated Orthopedic Doctors, they can be seen by the Medical Group for a consultation free of charge.

Detailed Insurance Information

- Life-time Aggregate Maximum Benefit
 - \$25,000 per injury
- Deductible
 - Student-Athletes are responsible for the \$250.00 deductible.
- Co-insurance
 - 100% usual reasonable and customary charge (URC)
- Inpatient Covered Expenses Include:
 - Hospital Services:
 - Room and Board (URC)
 - Intensive Care (URC)
 - Hospital Miscellaneous (URC)
 - Physiotherapy (URC)
 - Surgery Services:
 - Surgeon (URC)
 - Assistant Surgeon (URC)
 - Anesthetist (URC)

- Nurse (URC)
- Doctor's Visits (URC)
- Preadmission Testing (if done within 3-days of admission) (URC)
- Outpatient Covered Expenses Include:
 - Surgery Services
 - Surgeon (URC)
 - Day Surgery Misc (URC)
 - Anesthetist (URC)
 - Miscellaneous Services (URC)
 - Doctor's Visits (URC)
 - Physiotherapy (URC)
 - Medical Emergency (URC)
 - Diagnostic X-rays (URC)
 - Laboratory (URC)
 - Tests and Procedures (URC)
 - Injections (URC)
 - Prescription Drugs (URC)
- Other Services
 - Ambulance (URC)
 - Braces and Appliances (URC)
 - Consultant (URC)
 - Artificial Limbs, Eyes, and Larynx (URC)
 - Dental (injury to natural teeth only) (URC)
- Exclusions and Limitations – No benefit will be paid for loss or expense caused by or resulting from:
 - Sickness, disease, bodily or mental infirmity or medical or surgical treatment thereof or viral infection regardless of how contracted. This does not include infection that is the natural and foreseeable result of an accidental bodily injury or accidental food poisoning;
 - Services and supplies furnished normally without charge by the participating institution's infirmary, its employees, or doctors who work for the participating institution;
 - Normal health checkups, preventive testing or treatment, screening exams or testing in the absence of injury;
 - Eye examinations, prescriptions or fitting of eyeglasses and contact lenses, or other treatment for visual defects and problems, unless payable as a covered expense associated with an injury covered by the policy;
 - Hearing examinations or hearing aids, or other treatment for hearing defects and problems, unless payable as a covered expense associated by the policy;

- Dental treatment, except as specifically provided for in the Schedule;
- War or any act of war, declared or undeclared; or service in the armed forces of any country;
- Participation in a riot or civil disorder, commission of or attempt to commit a felony, or fighting, except in self-defense;
- Intentionally self-inflicted injury, suicide or any attempt threat;
- Skydiving, parachuting or bungi-cord jumping, hang gliding, glider flying, parasailing, sail planning, or flight in any kind of aircraft, except while riding as passenger on a regularly scheduled flight of a commercial airline;
- Treatment in a military or Veterans Hospital or a hospital contracted for or operated by a national government or its agency unless:
 - The services are rendered on an medical emergency basis ; and
 - A legal liability exists for the charges made to you for the services given in the absence of insurance;
- Injury caused by, or resulting from, the use of alcohol. Controlled substance, illegal drugs, or any drugs or medicines that are not taken in the dosage or for the purpose prescribed by the person's doctor;
- Any treatment for mental or nervous disorders;
- Elective surgery and elective treatment, except as required to correct an injury for which benefits are otherwise payable under the policy;
- Prescription drugs dispensed or purchased unless during a hospital stay, or if specifically covered under the policy when dispensed at the student health center;
- Any loss covered by state or federal worker's compensation law, employers liability law, occupational disease law, or similar laws or acts;
- Replacement braces and appliances;
- Services rendered for detection and correction by manual or mechanical means (including w-rays incidental thereto) of structural imbalance, distortion or subluxation in the human body for purposes of removing nerve interference where such interference is the result of or related to distortion, misalignment or subluxation of a or in the vertebral column;
- That part of medical expense payable by any automobile insurance policy without regard to fault;
- Travel in or upon a snowmobile, any two or three-wheeled motor vehicle, or any off-road motorized vehicle not requiring licensing as a motor vehicle;
- Any accident where you are the operator of a motor vehicle and do not possess a current and valid motor vehicle operator's license;
- Preventive medicines, serums, vaccines;

- Expenses to the extent that they are paid or payable under other valid and collectible group insurance or medical prepayment plan;
- Blood or blood plasma, except for charges by a hospital for the processing or administration of blood;
- Rest cures or custodial care;
- Personal services such as television and telephone or transportation
- Hernia of any kind;
- Any infection, except as the result of an accidental injury

Previous Injuries

The APU Athletic Department will not be responsible for any pre-existing injury or any operation not covered by our secondary insurance. If a Student-Athlete enters Azusa Pacific University with a pre-existing injury where they have not been cleared by their treating medical doctor the Student-Athlete will not be able to participate until they are cleared by APU's team physician or their primary doctor.

10) Medical Expenses After Student-Athlete Has Exhausted Eligibility

Any additional medical expenses must be approved by the Athletic Director and/or Head Athletic Trainer.

11) APU's Second Medical Opinion for an Athletically Related Injury Policy

Athletes must understand that the Pre-Participation Physical Exam is designed to evaluate an athlete's overall health and fitness. If an athlete seeks a second opinion to obtain clearance it will be at the athlete's personal expense and must be obtained from a doctor specializing in the field specified by the team doctor representing APU. The APU team physician will review the second opinion and make a final determination of the efficacy of the Student-Athlete participating in intercollegiate athletics.

12) The NCAA Policy on Transfer Releases

NCAA Bylaw 13.1.1.2: Four-Year College Prospective Student-Athletes

An athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of an NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution's athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer and shall not provide athletically

related financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply.

NCAA Bylaw 13.1.1.2.1: Hearing Opportunity

If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the athletics director (or his or her designee) shall inform the student-athlete in writing, within 14 consecutive calendar days from receipt of a student-athlete's written request, that he or she, on request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members). The notification of the hearing opportunity shall include a copy of the institution's policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing

NCAA Bylaw 13.1.1.2.2: Student-Athlete Withdrawn from Four-Year College

A member institution may contact a student-athlete who has withdrawn officially from a four-year collegiate institution without obtaining permission from the first institution only if at least one academic year has elapsed since the withdrawal.

13) Athletics Policy on Requesting Transfer Release from APU

The procedures for requesting a transfer release are the following:

1. A Student-Athlete speaks with someone in the Compliance Office about wanting to transfer.
2. The Compliance Office will contact the Head Coach for approval.
3. The Head Coach will fill out a Roster Change Form and submit it to the compliance office.
4. The student will come in for an exit interview and in conjunction with the Compliance Office complete a Voluntary Withdrawal from.
5. If the Coach Grants the release, the Compliance Office will send a Release Letter to the Student-Athlete and any institution(s) the Student-Athlete request.

Appeals Process

If the request is not granted, the Athletic Director or designee will send email notification to the Student-Athlete regarding the opportunity for an appeals hearing.

The procedures for requesting an appeal hearing are the following:

1. The Student-Athlete will have 14 consecutive calendar days upon the date of issuance of the email to respond, in writing, to Athletic Director or designee and formally request a hearing conducted by the Student-Athlete Appeals Committee.
2. Failure by the Student-Athlete to submit a written request for a hearing within 14 consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing.
3. If the Student-Athlete notifies the Athletic Director or designee, in writing, of their intent to appeal within the required time limit, the Athletic Director or designee will notify the Faculty Athletic Representative.
4. The Faculty Athletic Representative or designee will chair the Student-Athlete Appeals Committee.
5. The Student-Athlete Athletic Appeals Committee, comprised of the Faculty Athletic Representative or designee, at least one member of APU's NCAA Compliance Committee (not employed by the Athletic Department), and a representative of the Student Development staff shall preside over this hearing and make the final determination.
6. The Student-Athlete Appeals Committee shall conduct the hearing within 30 consecutive calendar days of receiving notification from the Faculty Athletic Representative or designee. The Student-Athlete Appeals committee will notify the Student-Athlete and the Athletic Department of the time, date, and location of their respective hearings via email.
7. The Student-Athlete and Head Coach and/or Athletic Director must come to their respective hearing with three (3) copies of any documents that will be presented, one for each of the Appeals Committee members. The Committee will already have copies of any email communications received regarding the request for appeal.

8. At this hearing, the Student-Athlete and the Athletic Department shall be allowed an opportunity to present their case separately. Either party is permitted to present witnesses and/or documents to the committee that may support their position. Both the Athletic Department and Student-Athlete will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses.
9. A Student-Athlete may be accompanied during an appeal by an adviser. The adviser is generally a fellow student, faculty member, mentor, friend, or parent. The student may not be accompanied by legal counsel. On occasion, a student has been accompanied by a mentor, who is trained as a lawyer. In this event, the mentor serves strictly as an adviser and does not serve as legal counsel. The university will provide an Ombudsperson to assist the student, if requested.
10. At the conclusion of the hearing, the Student-Athlete Appeals Committee shall have up to 5 business days to render a final decision. With written agreement from both the Student-Athlete and the Athletic Department, an extension to the 5 business days may be granted, if requested by the Appeals Committee.
11. The Faculty Athletic Representative or designee will notify the Athletic Director, Compliance Committee and the Student-Athlete of the committee's decision in writing. This decision shall be final and not subject to appeal.
12. The appeal process, related emails, documentation presented, and decision of the Student-Athlete Appeals Committee should be considered confidential. The Student-Athlete, their family members or friends, APU coaching and athletic department staff, and Student-Athlete Appeals Committee members may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the Student-Athlete or their family members or friends may result in the reversal of the Appeals Committee decision. A violation of the confidentiality of information as noted above by any member of the staff representing APU may result in disciplinary action, up to and including termination.