

**Clayton State University**  
**ATHLETIC SCHOLARSHIP APPEAL PROCESS**

**Appeal Instructions:**

1. Submit the Petition Form: Complete the Student-Athlete Appeal Petition Form and submit it to the Financial Aid Office. The form is available at <https://www.clayton.edu/financial-aid/forms> .
2. Include Supporting Documentation: You may include any relevant supporting documentation with your petition.
3. Request a Hearing: If you wish to have a hearing, please indicate this at the bottom of the Appeal Petition Form.
4. Provide Additional Information: The committee may request additional information upon review of your petition.

**Please Note: The Student-Athlete Appeal Petition Form must be returned by (two weeks subsequent to receipt of form). Return the completed appeal petition and supporting information to:**

Ta-Mia McGruder

[Ta-MiaMcGruder@clayton.edu](mailto:Ta-MiaMcGruder@clayton.edu)

Associated Director of Financial Aid

**Appeal Options:** *(Timelines are based on the date the Financial Aid Office is notified of the student's appeal.)*

**Option A: Written Appeal**

1. Submit Written Appeal: Direct your written appeal form to the Chair of the Appeals Committee within two weeks. A copy will be sent to the coach involved.
2. Coach's Written Statement: The coach will provide a written statement to the committee within two weeks, with a copy sent to you.
3. Rebuttal Statements: Both the coach and student-athlete may submit rebuttal statements within two weeks.
4. Committee Review: The committee will review all documents and reach a decision within two weeks of receiving the final documents.
5. Committee Response: The Chair will issue the committee's response to you in writing as soon as possible.

**Option B: Formal Hearing**

1. Submit Written Appeal: Direct your written appeal form to the Chair of the Appeals Committee within two weeks.
2. Coach's Statement: The coach will also provide a written statement to the committee within two weeks.
3. Schedule a Hearing: The Financial Aid Office will notify you to schedule a hearing within two weeks. A teleconference hearing is an option.
4. Hearing Notification: All parties will be notified of the time and place of the hearing.
5. Presentation of Information: Each side will present their information to the Appeals Committee. Notify the Financial Aid Office in advance if you plan to have legal representation present during the appeal hearing.
6. Committee Response: Following the hearing, the Chair will issue the committee's response to you in writing as soon as possible.

**STUDENT-ATHLETE APPEAL PETITION FORM**

Name: \_\_\_\_\_

Laker ID: \_\_\_\_\_

Sport: \_\_\_\_\_

Year in School: \_\_\_\_\_

Type and Amount of Previous Financial Aid:

Please explain why you believe the reduction or non-renewal of your athletic scholarship is unjustified. Include any extenuating circumstances that you feel warrant special consideration. You may attach a document with your response and any other relevant documents to support your appeal.

I request that a hearing be scheduled in regard to my appeal:      Yes      No

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_