

POLICY & PROCEDURES MEMORANDUM

TITLE:	ATHLETIC DEPARTMENT GRIEVANCE PROCEDURES
EFFECTIVE DATE:	November 6, 2001* <i>(*Title Updates 6/7/12; 7/14/05)</i>
CANCELLATION:	DCI 1472.2 (8/4/86)
CATEGORY:	Student (SA)

POLICY STATEMENT

This policy and procedures memorandum refers to student grievances relating to the Athletic Department. All student grievances, other than those specifically relating to the Athletic Department, will be handled in accordance with the College's established student grievance procedures as outlined in the College's [Student Grievance Procedures](#) policy.

Open communication is encouraged among athletes/ cheerleaders, faculty members, and Athletic Department staff to resolve disagreements before they become formal grievances. The College's Athletic Committee will conduct the formal grievance hearings involving Delgado athletes and cheerleaders. The specific procedures regarding athletic department grievances are further described in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To issue procedures for handling grievances resulting from infractions of Athletic Department rules and regulations.

2. **Scope and Applicability**

This policy and procedures memorandum applies to Delgado athletes/cheerleaders, Athletic Department staff, and faculty members with athletes and cheerleaders enrolled in their classes.

3. **Guidelines**

- A. Open communication is encouraged among athletes/ cheerleaders, faculty members, and Athletic Department staff to resolve disagreements before they become formal grievances.
- B. The Athletic Committee will conduct the formal grievance hearings involving Delgado athletes and cheerleaders.
- C. Appeals of Athletic Committee findings will be submitted to the Vice Chancellor for Student Affairs for a hearing and final resolution.

4. **General Provisions**

- A. The provisions of this memorandum supplement the College's procedures governing student grievances (see [Student Grievance Procedures](#)). All student grievances, other than those specifically relating to the Athletic Department, will be handled in accordance with the College's established [Student Grievance Procedures](#).
- B. Each August, an Athletic Committee is appointed for the following academic year.
- C. Athletes/cheerleaders are responsible for notifying their instructors of any absence due to involvement in Delgado's Athletic Program and for making up all class work covered during excused absences (see the College's [Athletic Events](#) policy).
- D. A Student Handbook for Athletes and Cheerleaders will be issued to each student under the jurisdiction of the Athletic Department. Students are expected to abide by these rules. A receipt for the handbook, signed by the individual, coach, and Athletic Director, will be placed in the student's Athletic Department file.
- E. The Athletic Department will evaluate attendance and academic progress of each athlete and cheerleader. Three evaluations will be conducted each fall and spring semester; one evaluation will be conducted during the summer session. A copy of each evaluation, signed by the student, coach or sponsor, and the Athletic Director, will be filed in the student's Athletic Department file.
- F. An athlete/cheerleader failing to meet minimum academic requirements, as established by the College, will be issued a warning for one evaluation period. Failure to meet minimum requirements during the next evaluation period will be cause for the student to be placed on probation for one evaluation period. Anyone still deficient in academic requirements after being placed on probation will be removed from the athletic program. No student will be permitted to receive two consecutive warnings.

5. **Informal Grievance Procedure**

All parties to a potential grievance will make a concerted effort to resolve disagreements before they reach the formal grievance stage. To this end, meetings will be scheduled between students and College personnel as indicated below:

- Oral discussion will be held between the student and coach or sponsor. If these oral discussions do not satisfy the student,
- The student may request, and consequently, will be granted an appointment with the Athletic Director. If the matter is not resolved to the student's satisfaction at this level,
- Only then, will formal proceedings be initiated.

6. **Formal Grievance Procedure**

A. **Filing of Grievance**

Formal Grievances must be in writing, signed by the grievant, submitted to the Chair of the Athletic Committee within five (5) school days following the last informal conference.

Each formal grievance must contain the following:

- (1) Statement of the facts.
- (2) Specific policy and/or procedures violated or specific area of grievance in contention.
- (3) Names and addresses of all parties to be present at the hearing as witnesses or representatives of the grievant.

B. **Hearing Procedures**

Five (5) members of the Athletic Committee must be present at the hearing. The Athletic Committee will hear the grievance at its first regularly scheduled meeting following receipt of the grievance, or at a special meeting as needed.

The Committee will adhere to the following hearing rules.

- (1) In an advisory capacity only, the grievant and all parties involved in the grievance have a right to have an advisor or representative attend the hearing. (The representative may not speak to or ask questions of any member of the committee or anyone appearing before it.)

- (2) No evidence will be introduced unless it is relevant to the facts and issues formally presented and included in the written request for formal grievance hearing.
- (3) Committee decisions and recommendations will be by majority vote of the committee members. Nothing will prevent a committee member from filing a minority report.
- (4) Committee findings will be submitted in writing, no later than ten (10) school days after the hearing, to the grievant, Athletic Director, and all parties involved in the grievance.

C. **Appeal Procedure**

The grievant may appeal the findings of the Athletic Committee. The appeal procedure is as follows.

- (1) The grievant must submit a request for an appeal, in writing, to the the Vice Chancellor for Student Affairs within five (5) days following receipt of the Athletic Committee Findings.
- (2) The Vice Chancellor for Student Affairs will hear the appeal within ten (10) days from date of receipt of request for appeal, and will render his/her decision within three (3) working days after the hearing.

7. **Cancellation**

This policy and procedures memorandum cancels DCI 1472.2, *Athletic Department Grievance Procedure*, dated August 4, 1986.

Policy Reference:

Delgado Policy and Procedures Memorandum [Student Grievance Procedures](#)
Delgado Policy and Procedures Memorandum [Athletic Events](#)

Review Process:

Athletic Committee Representatives	6/4/01
Student Affairs Council	9/18/01
Executive Council	11/6/01

Distribution:

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