

## Appellate Request of an NAIA Eligibility Center Determination

### Overview

CFAR Policy Article III, Items 3 and 4, permit an NAIA member institution to challenge an eligibility center decision via a request for review and/or formal appeal.

#### Requests for Review

Requests for review (CFAR III, Item 3) are often submitted when:

1. The NAIA institution believes the eligibility center reached the determination in error; or
2. The NAIA institution contests a repeat course(s); or
3. There is a change on the student's official record(s) (e.g. grade change, additional/ removed coursework, etc.); or
4. There is new information that was unavailable at the time of the initial determination (e.g. competitive experience); or
5. Other.

Reviews are conducted by a Manager of Eligibility Services who: reviews the submitted materials, reexamines the initial determination, and conducts additional research as needed to affirm, amend, or reverse the individual student-athlete's eligibility determination.

#### Formal Appeals

Formal appeals (CFAR III, Item 4) may be requested provided there is demonstrable evidence of:

1. Misapplication of NAIA rules; or
2. The decision having been reached in a capricious or arbitrary manner; or
3. Bias or discrimination in the decision-making process.

Appeals are heard by the National Eligibility Committee or Competitive Experience committee, depending on the topic. The committee will review the written submission in order to approve or deny the appeal.

### The Process

An NAIA member institution, through its director of athletics (AD), faculty athletics representative (FAR), or athletics compliance administrator (ACA), may request a review or appeal no more than 45 calendar days after posting of the student's determination (or 30 days to request an appeal following completion of a request for a review) from the student's *Decision Details* page on their PlayNAIA.org profile.

Upon receipt of the institution's request, the eligibility center will determine whether a review or appeal is required.

## Requests for Review

During a request for review, the NAIA Eligibility Center reviews the student's original determination and new information. After completing its review, the eligibility center will notify the institution and update the student's status via their online account.

## Formal Appeals

Formal appeals relating to an individual student-athlete's academic eligibility are directed by the NAIA Eligibility Center to the NAIA National Eligibility Committee (NEC). Appeals relating to an individual student-athlete's competitive experience are directed by the eligibility center to the NAIA Competitive Experience Committee (CEC).

Once the appeal has been heard and decided by the appropriate committee(s) the institution will be notified of the decision. The student's status will be updated on their online account.

## Creating an Appellate Request

### Required Items

- Appellate Request form, available on the student athlete's *Decision Details* page at PlayNAIA.org.
- Factual evidence to support the institution's request.

### Additional Items

- When contesting repeat courses, it is best practice to include the following materials which will often be evaluated by the repeat course advisory committee:
  - Course descriptions
  - Syllabi
  - Department evaluations
- Changes to official academic records require an updated, official record be sent to the eligibility center accompanied by a letter from the Registrar's office explaining:
  - Institutional policy on changing the record that applies to all students.
  - The process used by the student to get the record updated and whether that follows the institutional policy.

Because the National Eligibility Committee and/or Competitive Experience Committee will review the formal appeal with minimal additional research, it is an institution's goal to include all information pertinent to its appeal request.

## Questions?

If you have any questions about the eligibility center appellate process, please contact the NAIA Eligibility Center at [ECinfo@naia.org](mailto:ECinfo@naia.org).