



**Department of Intercollegiate  
Athletics and Recreation**

Pace University

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**Denial of Permission to Contact and/or One-Time Transfer Exception Appeals Process**

If a Pace University Student Athlete has requested written permission to contact another institution and/or written permission to use the one-time transfer exception and either and/or both has been denied, then that student will be notified in writing by Pace Athletics. That student will also be notified of the option to appeal. Along with the notification of the option to appeal, they will be notified of the below appeal process:

1. Discuss the denial of permission to contact another institution and/or denial to use the one-time transfer exception with the head coach of the student athletes given sport.
2. If unresolved, meet with the Director of Athletics.
3. If still unresolved, the student must submit in writing to the office of the Director of Athletics that they wish to appeal said denial of permission to contact and/or use of the one-time transfer exception to another NCAA institution within 14 days after receiving the notification letter. The student must clearly state the reason(s) for the appeal. Once that letter is received by the Director of Athletics' office, Pace University will have 30 days to arrange a hearing with a committee comprised of members from outside of the Pace Athletics Department. Once a committee is assembled, the appeal will be held as follows.

**Appeal to the Committee**

1. Student making appeal must make arrangements to be present in person, via an interactive video conference or telephone.
2. A team representative does NOT need to be present during the appeal but if they will not be present their position must be submitted in writing to the committee, prior to the hearing.
3. The chair of the committee can determine when no further information will be heard and can adjourn the meeting when he/she sees fit.

***Student will be notified in writing of the results of the appeal. The decision of the committee will be the final decision adhered to by Pace Athletics.***