

## Instructions for Denial of State FFA Degree

- Reasons for denial may include:
  - Serious errors in application or record book
  - Application and record book do not coincide
  - Incomplete application or record books (including missing required components)
  - Lack of student SAE knowledge as documented by the interview
  - Falsifying or unrealistic information
  - Not meeting State FFA Degree minimum qualifications
- The Denial form is to be used if the district review team recommends denial of a State FFA Degree. The minimum qualification form should also be used.
- The Appeal form should be filed with the State FFA Office within five days of the District Degree Reviews.
- The District FFA Board of Directors representative will hold the record books and applications that are denied at the district reviews/interviews until Appeal is made. The Board representative will deliver the books and application to the FFA Board meeting for review of the Appeal. **No changes in the original submitted record books and application are allowed.** Copies can be made for student/teacher the day of the interviews.

## APPEAL PROCESS

Each student denied the State FFA Degree has the right to appeal the decision of the district review committee. If the student and their advisor believe there was a serious error or an unfair situation, the Appeal process should be pursued as outlined on the Denial/Appeal form.

However, the Appeal process is **NOT** to be used if a student fails to meet minimum qualifications or left out required components or information. It is the district review team's responsibility to interview and determine a candidate's qualifications and to recommend them for the degree.

Before submitting state degrees to your district's process, please carefully review the application, record books and components each student submits.

Please be reminded that the state association follows the recommendations of each district's review and interview committee.