



Transfer Eligibility Review

Purpose: The Compliance Office provides academic eligibility evaluations for transfer prospects to help coaches plan for and predict eligibility statuses so they can provide advice to transfer prospects regarding their academic coursework. This policy and process outlines these evaluations and how they are provided to SDA coaches and staff.

Policy:

1. Final certification – Final and official academic eligibility certification comes from the Faculty Athletics Representatives office through the Competition Eligibility Certification process.
2. Transfer prospect assistance – Any assistance provided to the prospect by an SDA staff member must be permitted under ASU and NCAA rules and regulations.
3. Communication with transfer prospects – Coaches are responsible for all communication to a prospect regarding remaining transfer eligibility requirements and tasks unless they are instructed otherwise by the Compliance Office.
4. Requirements – For an evaluation to be provided, the following should be provided to the Compliance Office:
 - a. Prospect name and all schools attended;
 - b. A transfer tracer obtained at the end of the most recent term completed before transfer;
 - c. Transcripts from all schools attended; and
 - d. Any other information related to the prospect that is helpful for the Compliance Office to make an accurate transfer eligibility evaluation.
5. Limited purpose of compliance review – Advice provided by the Compliance Office (e.g., course recommendation, transfer credit analysis) is meant solely for planning purposes and is not the final determination of a prospect's eligibility status. The Compliance Office review is limited by credit evaluation tools and what is provided.

Process:

1. An eligibility evaluation will be conducted when requested by the coach (or designee) and permission to contact is obtained (if necessary) from the prospect's current institution.

2. The Compliance Office, with assistance from ASU academic departments, will conduct the evaluation to determine if the prospect meets:
 - a. Transfer eligibility requirements (e.g. initial eligibility status, number and types of credits received, transfer GPA, graduation) applicable to his or her given situation (e.g. two-year college transfer, four-year college transfer, four-two-four college transfers);
 - b. Progress-toward-degree requirements and all other eligibility requirements; and
 - c. Any applicable exceptions to the transfer eligibility requirements.
3. After completion of the eligibility evaluation by the Compliance Office, the evaluation, along with transcripts, will be entered into the compliance software system by the Compliance Office and when deemed necessary, deficiencies or issues will be communicated to the coaching staff.
4. The Compliance Office will monitor the prospect's status until he or she is requested to be removed from the Institutional Request List or his or her qualifier status is determined.
5. A follow-up evaluation may be conducted at the request of the coach (or designee) or if the Compliance Office determines the prospect's initial eligibility status is at-risk.
6. If the transfer student-athlete is added to the roster through **Roster Management**, the process will move forward with **Competition Eligibility Certification**.