POLICY

Per NCAA Bylaw 13.1.1.3, an athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining authorization through the notification of transfer process.

The following affiliate conferences have intraconference transfer policies:

**CAA Football Intraconference Transfer Rule**
*(Applies to Sport of Football Only)*

Student-Athletes in the sport of football are permitted to transfer from one CAA institution to another CAA institution and compete in the sport of football, provided that prior to competing for the second Conference institution the student-athlete serves a year in residency at the second Conference institution. During the year in residency [two full semesters (which shall be determined in accordance with NCAA rules associated with transfers)] the student-athlete shall not lose a year of eligibility, and shall be eligible to practice and receive athletically related financial aid. There are no exceptions or waivers to this rule.

**AE Intraconference Transfer Waiver**

All Sports Other Than Men’s and Women’s Basketball. For all sports other than men’s and women’s basketball, a student-athlete who receives athletically related financial aid and who transfers from one conference institution to another must serve one year of residence at the certifying institution before being eligible to compete. The student-athlete would be eligible to receive athletically related financial aid (provided the provisions of NCAA Bylaw 13.1.1.3 have been satisfied) and practice at the second during the year in residence, but would not be eligible for competition.

Men’s and Women’s Basketball. A student-athlete who transfers from one conference institution to another must serve one year in residence before being eligible to compete at the second institution. That student-athlete shall be charged two years of their five-year clock and one year of eligibility.

Waiver. If the directors of athletics from the two involved institutions mutually agree to a waiver of the above policy, the student-athlete shall not be subject to the conference intraconference transfer policy and all applicable NCAA regulations would still apply.

Per NCAA Bylaw 15.3.5, if a student-athlete provides written notification of transfer to the institution, the student-athlete’s financial aid may be reduced or canceled at the end of the
regular academic term in which written notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately.

**PROCEDURES**

1. Prior to a student-athlete initiating the notification of transfer process, it is highly encouraged that the student-athlete meet with their Head Coach to discuss the potential transfer.

2. The student-athlete may initiate the notification of transfer process by providing written notification of transfer at any time to the institution. More specifically, to the Office of Compliance Services. This is done by completing the Notification of Transfer Form in ARMS. A former student-athlete who no longer has an active ARMS account and a current or former UAlbany student who was not a student-athlete must contact the Office of Compliance Services to receive a hard copy of the NCAA Transfer Portal Signature Page.

3. The Office of Compliance Services shall enter the student-athlete’s general information into the notification of transfer database within two (2) business days. Immediately following submission, automatic alerts are sent to the student-athlete and selected institutional staff. The student-athlete’s notification of transfer information is posted with a date stamp record, after which permissible recruiting conversations may begin. The student-athlete’s notification of transfer information becomes searchable by other institutions, to confirm that permissible recruiting contacts may occur.

4. The institution subsequently enters and periodically updates, if necessary, the student-athlete’s typical tracer form information regarding eligibility and participation history.

5. Per NCAA Bylaw 13.1.1.3.1, the Department of Athletics will review and determine, on a case-by-case basis, the services that will continue to be extended to the student-athlete. This includes, but is not limited to: athletic academic services, use of athletic facilities, and access to sports medicine/strength and conditioning staff. The student-athlete will be notified, in writing, on the Notification of Transfer Form.

6. If the student-athlete transfers or remains enrolled at the original institution during the subsequent academic year, the student-athlete’s notification of transfer information will be archived.

7. Once the student-athlete has made a decision regarding where he or she will transfer, he or she may contact the Office of Compliance Services to request that the database
information be updated to indicate that he or she does not or no longer wants to be contacted by other institutions.