

Hampton University Athletic Office of Compliance

Student-Athlete Notification of Transfer

This form is to be submitted to the Athletic Office of Compliance **after** a student-athlete has met with the head coach to discuss the student-athlete's intent to transfer. Per NCAA, this form serves as the student-athlete's written notification of transfer and sets forth the coach's position on granting the student-athlete the use of the NCAA's one-time transfer exception, if applicable. Information included on this form will be used to complete the student-athlete's profile on the transfer portal. Further details about the transfer and appeals process can be found on the back of this page.

Student-Athlete Section:

Student-Athlete Name: _____ Sport: _____

Student-Athlete Email: _____ Cell Phone: _____

I plan to transfer from HU to: ☐ a junior/two-year college ☐ a four-year **NAIA** institution
☐ a four-year **NCAA** institution ☐ DI ☐ DII ☐ DIII ☐ other, please specify _____

Reason for Transfer: _____

Comments: _____

I would like to transfer: ☐ at the end of the academic year ☐ at the end of the academic term

I have reviewed the transfer and appeal process on the back of this form: ☐ Yes ☐ No

I affirm that by submitting my notification of transfer, any athletic aid that I am receiving for the current academic year, is subject to cancellation or nonrenewal, in accordance with the NCAA's legislation.

Student-Athlete Signature: _____ Date: _____

Head Coach Signature: _____ Date: _____

Head Coach & Sport Administrator Section:

One-time transfer exception:

- ☐ Granted immediately
☐ Granted at the end of academic term if student-athlete is academically eligible and cumulative GPA > 2.6
☐ Denied
☐ Not applicable in this sport (baseball, basketball & football)

Head Coach Signature: _____ Date: _____

Sport Supervisor Signature: _____ Date: _____

Director of Athletics Signature: _____ Date: _____

Compliance Office Section:

Date of Notification: _____

Dates Attended HU: _____ Start Term: _____ End Term: _____ Full-time Terms Completed: _____

Did SA previously transfer from another institution? ☐ Yes ☐ No Did SA sign an NLI? ☐ Yes ☐ No

Is SA currently receiving athletically related financial aid? ☐ Yes ☐ No

Request to withdraw notification date: _____ Reason: _____ SA Initials: _____

Notes:

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General:

HU is committed and obligated to the principle of institutional control in operating its athletics programs. This task is accomplished by operating in accordance with NCAA, The Big South and University rules and regulations. The charge of the HU's Athletics Office of Compliance is to not only educate, monitor and verify NCAA rules compliance for the athletic department, but also work collectively with the institution's various constituency groups to ensure that policies and procedures are implemented to ensure that we are maintaining institutional control.

The Office of Compliance strives to be proactive with education and the implementation of monitoring systems that are effective and efficient. To note, maintaining institutional control could not be possible without open communication with faculty, staff, student-athletes and the individuals that make up our great Pirate Nation. Therefore, we take pride in facilitating all compliance related inquiries expeditiously and in a friendly manor.

Transfer Procedure:

As a student-athlete, the HU Athletic Department strives to provide you with the best academic and athletic environment. However, there are occasions when student-athletes have reasons for requesting a transfer release. If a student-athlete wishes to contact another institution about the student-athlete transferring and/or seeks permission to use the one-time transfer exception, then the student-athlete should follow the procedure outlined below. A student-athlete will have continued access to services and facilities including but not limited to Student Development Services, Medical and Athletic Training Room Services, Strength and Conditioning, etc. while they are a participating member of their team. Access can be denied to these services once the sport's championship season has ended. Extenuating circumstances may warrant an exception to some or all of these services. If warranted these services, and a decision made on a case-by-case basis by the Sport Administrator and/or Director of Athletics.

Procedure:

- 1) The student-athlete will initiate a meeting with his/her Head Coach to discuss his/her intentions to transfer from HU and use of the one-time transfer exception (if applicable).
- 2) The student-athlete will complete and sign the Student-Athlete Section of the *Student-Athlete Notification of Transfer Form*, obtain his/her Head Coach's signature and submit the form to the Athletic Compliance Office.
- 3) The Athletic Office of Compliance will input the student-athlete's information into the NCAA Transfer Portal within 2 business days upon submission of a completed Student-Athlete Notification of Transfer Form.
- 4) The head coach and sport administrator will complete and sign the Head Coach & Sport Administrator Section, indicating his/her position on the one-time transfer exception.

Business day: A business day is any weekday that is not recognized as a national holiday, including any weekday during which an institution is closed for other reasons (e.g. holiday break).

Hearing Opportunity. If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring and/or request for a release, the institution shall:

- 1) Inform the student-athlete in writing that he/she, upon written request, shall be provided a hearing conducted by the Appeals Committee.
- 2) Conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days of receipt the student-athlete's written request for a hearing.
- 3) Provide the student-athlete the opportunity to actively participate in the hearing.
- 4) If the institution fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete and/or the release shall be granted by default and the institution shall provide written permission to contact and/or a written release to the student-athlete.