Cheyney University Policy OP-AACC-2014-0105

Policy on Academic-Eligibility-Evaluating a Transfer Student-Athlete

Approved by: Athletic Academic Compliance Committee, 9/17/2014
President’s Cabinet, 10/29/14

History: Issued- 10/29/14

Revised-

Related Policies:

Additional References:

A. Purpose

The purpose of this policy is to ensure that two year and four year transfer student-athletes are accurately reviewed and evaluated before competing at Cheyney University of PA.

B. Scope:

This policy applies to all transfer student-athletes.

C. Key Word(s) & Phrases:

NCAA Bylaw 14.5.5 Four-Year College Transfers. See Bylaw 13.1.1.2 for prohibition against contacting student-athletes of another four-year collegiate institution without permission of that institution’s athletics director. (See Bylaw 14.4 for progress-toward-degree requirements for transfer student-athletes.) (Revised: 4/4/07)

NCAA Bylaw 14.5.4 Two-Year College Transfers. A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program must complete an academic year of residence (see Bylaw 14.02.11), unless the student meets the following eligibility requirements applicable to the division of which the certifying institution is a member. (See Bylaw 14.4 for progress-toward-degree requirements for transfer student-athletes.) (Revised: 1/10/92, 4/4/07, 4/30/10)

D. Policy & Procedures:

The Compliance Team should be given official transcripts as early as possible and every effort will be made by the Compliance Coordinator(s) and Registrar to pre-determine a transfer student’s eligibility status and waiver eligibility; however, no incoming transfer student-athlete can ever be guaranteed that she/he will be eligible until ALL official transcripts have been sent and fully evaluated by the corresponding academic department for transferable credits at Cheyney University of PA. If the Compliance Coordinator is not available for the requests than the student-athlete must see the FAR for aid in this matter.
**Procedures for the Evaluation of a Transfer Student**

1. The head coach, or designee, gives the Compliance Team all information about the possible transfer student-athlete.
2. The Compliance Team checks with the Enrollment Management Office to see if all official transcripts have been received from all of the students prior institutions.
3. The Compliance Team determines the type of transfer the student-athlete is and reviews the transcript(s) for possible transferrable credits.
4. The Compliance Team reviews the transcript(s) to determine possible transferrable GPA and credits, and gives the results to the Head Coach and Director of Athletics. During this process the “Transfer Evaluation Sheet” will be used and then shared with the Head Coach as a preliminary review.
   **Caveat:** Transcript information is not accepted until verified by the Office of the Registrar. This is signified by their upload of transferrable credits into the Power Campus System.
5. The Compliance Team will obtain a written release(s) from the previous institution(s) along with eligibility information.
6. The Compliance Team verifies admission status with the Enrollment Management Office.
7. Once the outside departments share their knowledge the Transfer Evaluation Sheet will be available for everyone involved in the clearance process, including the student-athlete and head coach.