

Transfer Job Aid

For complete information on transfer legislation and certifying transfer student-athletes, consult Bylaws 14.4 and 14.5.

COMMON PROBLEM

Evaluation of student-athlete's record for transferable credit has not been completed before transfer.

1. Develop a process for collecting potential transfers' transcripts as early in the recruiting process as possible.
2. Include registrar's office representative as well as contacts in specific colleges when developing the process.
3. Train coaches on the timeline to submit transcripts for review before enrollment.
4. Develop procedures for late recruits.

COMMON PROBLEM

Student-athlete has not declared a major.

Student-athlete's advisor should contact student-athlete to arrange an appointment to discuss majors and initiate major declaration process.

COMMON PROBLEM

Student-athlete's courses do not transfer to his or her degree program.

1. Work with college or department for transfer substitutions.
2. Discuss alternatives with student-athlete.

COMMON PROBLEM

Student-athlete does not meet PTD requirements.

1. Discuss options with student-athlete.
2. Schedule coursework in upcoming terms to rectify the deficiency.
3. Arrange for additional academic support for student-athlete.