



TRANSFER TRACER

NCAA Transfer Portal

Only individuals with edit access can view the transfer tracer

GENERAL INFORMATION

KEY ITEMS

Reason for transfer:

- drop-down box of reasons
- not visible to other institutions
- for data research purposes

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Record previous four or two-year institution attendance and previous transfer exceptions used

Track full-time enrollment

View up-to-date NLI information populated from the NLI portal

The screenshot shows the 'General Information' tab of the NCAA Transfer Tracer form. The form includes the following sections:

- Reason for Transfer:** A dropdown menu and a 'Comments' text area.
- Did the student-athlete only attend a summer term or participate in preseason practice prior to initial full-time enrollment?** Radio buttons for 'Yes' and 'No', and a 'Comments' text area.
- Initial Full-Time Enrollment:** Fields for 'Any institution' and 'This institution', each with 'Select Term' and 'Select Year' dropdowns.
- Full-time Terms Completed:** A dropdown menu.
- Does the student-athlete qualify for an academic year extension?** Radio buttons for 'Yes', 'No', and 'Not Applicable', and a 'Comments' text area.
- Did the student-athlete previously transfer from another collegiate institution?** Radio buttons for 'Yes' and 'No'.
- NLI Status:** A label 'No NLI on file.' with a blue arrow pointing to it from the text 'IF YES' and 'IF NLI SIGNED'.
- Save General Information** button.

This section shows the 'Previous Institutions' table and the 'Add Previous Institution' button. The table has columns for 'Institution' and 'Type'. Below the table, it says 'Please add at least one previous institution'.

Signed National Letter of Intent (NLI)			
Signing Date	Status	Institution	Release Status (if any)
11/09/2016	VALID	State University	

ELIGIBILITY

KEY ITEMS:

Initial eligibility populates from Eligibility Center portal

Record academic status for progress toward degree and good academic standing

Additional eligibility questions populate if Division I football student-athlete for applicable NCAA legislation

Specific questions for students who will be graduate students at next institution

General Information | **Eligibility** | Participation | Exceptions | Comments | Complete

Eligibility Center Academic Certification

Div I	Div I Waiver	Div II	Div II Waiver
Final Nonqualifier	COVID-19 Automatic Waiver Approved	Final Qualifier	Early Academic Qualifier

Eligibility Center Amateurism Certification

Division I	Division II	Sport
Final Certified	Final Certified	Men's Basketball

Self-Reported EC Grad Date: 05/01/2020

International Student: No

Is the student-athlete currently in good academic standing? Yes No N/A

Comments

Is the student-athlete meeting all progress-toward-degree requirements? Yes No In Progress N/A

Comments

Would the student-athlete be academically eligible if he or she remains at the institution? Yes No In Progress

Comments

Is the student-athlete's athletics aid renewed for the following academic year? Yes No To be determined Not on Aid

Comments

Are there any eligibility issues not shown in the transfer tracer that require the institution's compliance office to be contacted? Yes No

Graduate Student

Has the student-athlete graduated from the current institution? Yes No

Comments

Expected graduation date if student has not graduated? mm/dd/yyyy

Save Eligibility

PARTICIPATION

KEY ITEMS:

Track athletic participation at previous 2 and/or 4-year and current institution

Drop-down entry for institution, sport, terms and academic year

General Information | Eligibility | **Participation** | Exceptions | Comments | Complete

Has the student-athlete participated in intercollegiate athletics (practiced and/or competed) beyond a 14 consecutive-day tryout period? Yes No

Comments

for the COVID-19 season of competition waiver? Yes No Not Applicable

Comments

Participation Comments

Add Participation

Participation Type: Select an Option

Sport: Select an Option

Term(s): Select an Option

Academic Year: Select an Option

Practice?: ☐

Season Used?: ☐

Hardship Waiver?: ☐

Received Athletic Aid?: ☐

Institution	Sport	Term(s)	Academic Year	Practice?	Season Used?	Hardship Waiver?	Received Athletic Aid?
Participation has not been entered							

Save Participation

EXCEPTIONS

KEY ITEMS:

Identify applicable transfer exception

For DI and III student-athletes: - additional restrictions can be entered in the one-time transfer exception
- acknowledgement to lock the institution's decision
- additional question about appeal if denied one-time transfer exception

DI One-Time Transfer:

- Additional tab shows for DI student-athlete entries.
- Answers to the questions in the DI One-Time Transfer are contained in other sections of the transfer tracer.

The screenshot shows the 'Exceptions' tab of the transfer tracer. It contains several questions with 'Yes', 'No', and 'Unsure' options, each followed by a 'Comments' field. The questions are: 'Has the student-athlete been disqualified or suspended from the institution (as opposed to one of the institution's teams) for disciplinary reasons (as opposed to academic reasons)?', 'Has the student-athlete's sport been discontinued (or publicly announced it will be dropped)?', 'Has the student-athlete's academic program been discontinued?', 'For Division II and III student-athletes - Does the institution object to granting the one-time transfer exception? For Division I student-athletes - See the DI One-Time Transfer Tab', 'For Division II and III student-athletes - Was the student granted the one-time transfer exception by appeal?', 'Does the student-athlete meet the two-year non-participation exception?', and 'Do any other four-year transfer exceptions apply?'. A 'Save Exception' button is at the bottom right.

COMPLETE TRANSFER TRACER

The screenshot shows the 'Complete' tab of the transfer tracer. It contains a text box with the following instructions: 'Once you have answered all the questions in the transfer tracer and have determined that the information is final with no additional updates, you should proceed by clicking the Complete Transfer Tracer. Once you identify the tracer as complete, the information is saved. Go to the "Actions" button above if you need to remove the complete status.' Below the text box is a yellow button labeled 'Complete Transfer Tracer'.

IMPORTANT TO KNOW!

- ✓ The transfer tracer is a tool for institutions to share a student-athlete's academic and athletic history to determine the student-athlete's eligibility status.
- ✓ The transfer tracer can be completed by the compliance office at anytime or if requested by another institution.
- ✓ The student-athlete's information can be updated and saved independently (by question or section) without completing the full transfer tracer. Each section shows the date and time of last saved.
- ✓ The transfer tracer is not verified through the transfer portal. It is the institution's responsibility to verify any information and/or seek more clarification.
- ✓ Print options are available to print all sections of the transfer tracer or save to pdf.



TRACER ACCESS

The transfer tracer can only be viewed by individuals with edit access to the transfer portal.

