



Transfer Procedure

A few reminders...

13.1.1.3 – Permission to contact – Prior to having any communication with a student-athlete of another four-year institution, the coach must obtain written permission from the first four-year institution.

14.5 – A student-athlete who transfers from one four-year institution to another four-year institution must complete a year-in-residence prior to being eligible to compete at the second four-year school unless an exception is fulfilled (See also Bylaw 14.5.5.2).

14.5.5.2.10 – One-time transfer exception – In sports other than football, basketball or men's ice hockey, a student-athlete may transfer from one four-year institution to another and not be required to complete a year-in-residence. This exception can only be used one time during the student-athlete's career, he/she must be in good academic standing at the original institution, and *the original institution must certify in writing that they do not have any objection to granting the exception*. If the original institution does not grant the exception, the student-athlete must receive the denial in writing and has a right to a hearing to appeal the decision.

14.5.4 – Two-Year College Transfers – Coaches need not obtain permission to contact a student-athlete from a junior college. However, a junior college student-athlete must complete a year-in-residence when transferring to a four-year institution *unless* the student-athlete was an NCAA qualifier out of high school or the student-athlete graduates from the junior college. See also Bylaw 13.1.

Transfers to CU (transfers in)

1. Prior to communicating with the student-athlete:
 - Send a request (email) to the Office of Compliance Services for permission to contact the student-athlete. Include name, sport, current institution **or**
 - The student-athlete can request that a permission to contact be sent directly to CU (this should be faxed to the OCS 303-492-3364 or emailed).
 - If a student-athlete of another four-year institution contacts you directly, discontinue the conversation explaining that before you can speak to them you must get written permission (*even if the student-athlete is not currently competing or that institution does not sponsor that sport*).

2. Prior to the student-athlete transferring to CU:
 - After you have received permission to contact and you decide to continue to recruit the prospect (in sports other than football and basketball), we must request a one-time transfer exception.
 - If the exception is granted, the student-athlete is eligible to receive athletically-related financial aid from CU and is eligible to practice and compete.
 - If the exception is denied, the student-athlete has a right to a hearing at the original four-year institution.

Transfers from CU (transfers out)

- If a current CU student-athlete contacts the OCS requesting a permission to contact another institution, the OCS will refer them to their respective sport's coach for permission.
- If a current CU student-athlete contacts a coach and the coach wishes to give permission for another institution to contact that student-athlete, send that student to the OCS. Note that releases will only be sent to each school individually (limit 30 schools). Blanket releases will not be given to the student-athlete.
- If another institution requests permission to contact, the OCS will notify the respective sport's coach and confirm if permission will or will not be granted.

Please see also – Student Athlete Checklist