

**IDAHO STATE UNIVERSITY**  
**POLICIES AND PROCEDURES (ISUPP)**  
**Athletics Request for Transfer**  
**ISUPP 8180**

*POLICY INFORMATION*

**Policy Section:** *Athletics*

**Policy Title:** *Athletics Request for Transfer*

**Responsible Executive (RE):** *Director of Athletics*

**Sponsoring Organization (SO):** *Department of Athletics*

**Dates: Effective:** *8/1/2016*

**Revised:** *8/1/2016*

**I. POLICY STATEMENT**

Idaho State University (ISU) Department of Athletics (Department) encourage and support each student-athlete to complete a baccalaureate degree at ISU. However, some circumstances may lead to the student-athlete requesting a transfer to another institution. If a transfer is determined to be in the best interest of the student-athlete, ISU will provide the support needed to make the transition smooth. To ensure compliance with NCAA bylaws and promote academic and experiential excellence, the Department shall use the below procedures to address transfer requests from student-athletes.

**II. AUTHORITY AND RESPONSIBILITIES**

- A. The director of athletics, in consultation with the associate athletic director, assistant athletic director for compliance, and the head coach, determines the final status of a transfer request.
- B. Per NCAA Bylaw 13.1.1.3, ISU must take action on a permission to speak release within 7 business days. If ISU does not take action within 7 days from the receipt of the student-athlete's written request, the student-athlete shall be automatically released to speak to the institution(s) in the written request.
- C. If permission is not granted, the student-athlete will have an opportunity to appeal the denied request per the ISU Student-Athlete Appeals Process.
- D. The director of athletics, associate athletic director, or the Compliance Office staff may sign the *Request to Transfer/Permission to Speak Request* form.

**III. DEFINITIONS**

- A. The student-athlete may request permission to speak to another institution about a possible transfer. The student-athlete has not decided to transfer or which institution(s) to speak to, but would like to look at the possibility.
- B. The student-athlete may request a one-time transfer release. The student-athlete has made the decision to transfer. The student-athlete may not transfer to another Big Sky Conference or in-state institution.

**IV. PROCEDURES TO IMPLEMENT**

- A. Consequences of Transfer
  1. A student-athlete requesting a transfer must meet with the Compliance Office to review what a transfer could mean to the status of the student-athlete.
  2. The student-athlete must sign the *Consequences of a Transfer* form after reviewing it with the Compliance Office.

3. Due to NCAA academic progress regulations, the release may not be provided to the student-athlete if the cumulative grade point average is less than 2.6.

B. Written Request

1. Before the student-athlete can speak with any institution, the *Request to Transfer/Permission to Speak Request* form needs to be completed.
2. The form is not valid until signed by designated individuals within the Department.

C. Services and Benefits

1. Upon receiving the release, the following services and benefits will or will not be provided as indicated:
  - a. Training room services will only be available for any preexisting conditions that require continuing rehabilitation. Otherwise, services will not be available.
  - b. All academic services that the student-athlete is currently utilizing will be available.
  - c. All equipment issued to the student-athlete must be returned within 5 business days of granting a transfer release. Any services and benefits offered by the Equipment Room will not be available.
  - d. Strength and conditioning center will not be available.
  - e. Access to the locker room will not be available.
  - f. Any athletic facilities will not be available.
2. The secondary policy of the student-athlete insurance will cease to be in effect at the date of release.
3. The student-athlete will be required to do an exit interview.

**PRESIDENTIAL CERTIFICATION**

\_\_\_\_\_  
Approved by Arthur C. Vailas  
President, Idaho State University

Date: \_\_\_\_\_