OUTGOING TRANSFER STUDENT-ATHLETE
POLICY AND PROCEDURES
(revised August 19, 2019)

I. POLICY

Per NCAA Bylaw 13.1.1.3.1, a student-athlete may initiate the notification of transfer process by providing his or her institution with a written notification of transfer at any time. The University of Tennessee’s written policies (including a description of services and benefits) related to a student-athlete’s written request to be added to the NCAA Transfer Portal are available on the institution’s website at http://www.utadinternet.com/compliance/student-athletes/.

A. Written Notification of Transfer Procedure

a. A student-athlete wishing to transfer will initiate their request to be added to the NCAA Transfer Portal by submitting a complete Outgoing Student-Athlete Transfer Process form to the Compliance Office.

i. Note: The Compliance Office must enter the student-athlete to the NCAA Transfer Portal within two (2) business days of receipt of the completed form, regardless of whether he/she has met with his/her head coach. If the student-athlete has not obtained the head coach’s signature on the form, the Compliance Office will notify his/her head coach prior to the student-athlete’s addition to the Transfer Portal. The two business day timeframe will begin the business day following receipt of a complete Outgoing Student-Athlete Transfer Process form. The student-athlete will be entered into the transfer portal by the end of the second business day.

b. Outgoing Transfer Student-Athlete Process: The student-athlete will be required to obtain signatures from their Thornton Center academic counselor, head coach, athletic trainer and the Compliance Office prior to submission of the Outgoing Transfer Student-Athlete process form.

i. Note: The Compliance Office will notify the student-athlete’s head coach once the student-athlete has received a copy of the Outgoing Student-Athlete Transfer Process form.

c. Notification: The student-athlete will be automatically notified via the NCAA Transfer Portal that their information has been entered. Once the student-athlete receives notification, they may begin contacting other institutions, regarding their interest in transferring.

d. Withdrawal: A student-athlete’s record may be withdrawn from the portal at any time during the transfer process, upon written request by the student-athlete. The student-athlete will receive an automatic e-mail notification when this occurs. The student-athlete’s record will remain in the transfer list with a “withdrawn” notation and date.

e. Expiration: A student-athlete’s notification of transfer expires at the time in which he or she withdraws the notification, returns to the University of Tennessee for the ensuing academic year, or begins classes at another institution in the ensuing academic year.

f. Archiving Student-Athletes from the Transfer Portal: If the student-athlete transfers or remains enrolled at the original institution during the subsequent academic year, the student-athlete’s information will be archived. The Compliance Office will archive student-athletes prior to the start of both the fall and spring semesters, upon confirmation that the student-athlete is either enrolled at another institution or that the student-athlete has returned. In the event that the student-athlete elects to return, the record will be archived prior to the start of the academic year (fall semester only).
g. **Financial Aid:** The student-athlete will receive written notification if their aid has been cancelled/reduced. The written notification will include the reason for cancellation/reduction and the procedures for appealing the decision.

B. **One-Time Transfer Exception**
   a. As outlined in NCAA Bylaw 14.5.5.2.10, the University of Tennessee will certify in writing whether or not the student-athlete is being granted an exception to the transfer-residence requirement. Upon written request from the student-athlete for the use of the one-time transfer exception, the University of Tennessee will grant/deny the request within seven (7) business days from receipt of the request. If the student-athlete does not receive a decision within seven (7) business days, the request will be granted by default. The University of Tennessee reserves the right to object to the one-time transfer exception and to approve/deny the request, *based on the transfer institution being requested.*
   
   b. **SEC Intraconference Transfer:** Per SEC Bylaw 14.5.5.1, a student-athlete transferring from the University of Tennessee to another SEC institution will be required to fulfill a year in residence (two full-time semesters) at the second SEC institution.
   
   c. **Right to Appeal:** If the student-athlete’s request for the one-time transfer exception is denied, the student-athlete has the right to request a hearing to contest the denial. The request must be made in writing. All hearings will be conducted by an entity independent of the Athletic Department.
   
   d. **Tracers:** Upon request by another institution, the University of Tennessee will complete the transfer tracer in the NCAA Transfer Portal and will update, as needed.

II. **PROCEDURES**

A. **Notification of Roster Status**
   a. For a student-athlete who is added to the Transfer Portal and subsequently removed from his/her team roster, the Compliance Office will send notification via the sport’s eligibility roster that he/she is no longer a member of the team.

B. **One-Time Transfer Exception Appeal Process**
   a. Whenever the Athletic Department denies a student-athlete’s request for immediate eligibility via the one-time transfer exception found in NCAA Bylaw 14.5.5.2.10, the student shall be notified in writing by the Compliance Office of the decision. The notice shall contain the student’s right to a hearing in accordance with the requirements of the Constitution of the NCAA, before the Advisory Committee on Student Financial Aid.
   
   b. The request for a hearing shall be made in writing to the Compliance Office within seven (7) business days of receipt of the notice of the decision to deny the one-time transfer request.
   
   c. It shall be the responsibility of the hearing committee to:
      
      i. Conduct a hearing and provide written results of the hearing to the student-athlete within fifteen (15) business days of the student’s request for said hearing. When the University is not in session, the hearing shall be held as soon as reasonably possible. If the institutions fail to conduct the hearing or provide the written results to the student-athlete within fifteen (15) business days, the release shall be granted by default.
      
      ii. Make findings of fact and a determination as to the denial of the one-time transfer exception.
      
      iii. Notify the student as soon as possible of the committee’s decision.
d. Hearing Procedures:
   i. Students who are entitled to a hearing as above provided are entitled to the following procedural rights:
      1. Reasonable notice of the time and place of the requested hearing.
      2. The assistance of a representative of his/her choice. If the student requesting a hearing desires to be represented by an attorney, the University must be notified by the student at least three (3) business days prior to the scheduled hearing.
      3. To present the testimony of witnesses and other evidence.
      4. To confront and cross-examine all adverse witnesses.
      5. To provide the student-athlete with the opportunity to actively participate (e.g., in person, via telephone) in the hearing.

C. Access to Campus Resources
   a. A student-athlete who remains on his/her team’s roster shall maintain the same services and benefits that he/she was afforded prior to providing written notification of transfer. Attendance at team events, meetings, practices, competitions and team travel shall be at the discretion of the sport head coach and sport administrator.
   b. Services and benefits provided to a student-athlete who is removed from his/her team’s roster following notification of transfer shall be as follows:
      i. **Medical Services:** Access to evaluation and treatment of unresolved athletically-related injuries by Sports Medicine staff and/or physicians shall be in accordance with the terms of the UTAD Exit Health Questionnaire, which shall be completed upon notification of intent to transfer. If applicable, evaluation and treatment dates, times, frequency, duration and locations shall be determined by Sports Medicine staff and/or physicians. Evaluation and treatment of new injuries and illnesses will be referred to campus Student Health Services staff and/or physicians or an outside local medical provider.
      ii. **Academic Support:** Access to the Thornton Athletics Student Life Center, including academic counseling services, computer labs, tutors and mentors, shall be determined by the Thornton Center staff.
      iii. **Athletics Facilities:** Access to athletics facilities, including Smokey’s Sports Grill and practice, competition and strength and conditioning facilities shall not be provided.
      iv. **Housing:** Access to on-campus housing assigned by the athletics department shall cease; the individual shall be reassigned to on-campus housing assigned in the same manner as the general student body.
      v. **Football Game Tickets:** Home football game tickets shall be purchased through the University’s student ticket system in the same manner as the general student body.