

West Virginia University Intercollegiate Athletics

Policy: **Transfer Out Policy**
Date:
Responsibility: **Assistant Athletic Director for Compliance**

The West Virginia University transfer-out policy can begin one of three ways:

1. The WVU student-athlete contacts the athletic compliance office in regards to transferring and participating in athletics at another institution.
2. The WVU athletic compliance office is contacted by another institution who is interested in speaking to a WVU student-athlete in regards to transferring and participating in athletics.
3. A WVU coach contacts the athletic compliance office noting that the student-athlete wishes to transfer.

The athletic compliance office then sends a transfer-out athletic form to the appropriate coach. The coach completes the form and returns it to the athletic compliance office. From here, the student is notified of their transfer status (if they so requested) and a notice of 'permission to contact' is sent to other institutions either by the request of the appropriate institution or the request of the student.

Once the notice of permission to contact is granted, other institutions may follow-up with their school's appropriate transfer tracer forms. Once the compliance office receives the form from the other institution, if academic information is needed then the appropriate transfer-out academic form is sent to the office of admissions and records. Once it is complete and returned to compliance then the other institution's transfer tracer form is completed and returned to that school.