



Syracuse University Transfer Policy

(September 2025)

Policy Statement

Pursuant to NCAA rules and regulations, student-athletes, or their family members or friends on their behalf, may not have direct or indirect contact with another NCAA or NAIA four-year collegiate institution without first informing the Office of Athletics Compliance of their desire to transfer.

If a student-athlete would like to contact another 4-year collegiate institution about the possibility of a transfer, following steps must be taken:

- The student-athlete must notify, in writing via their Syracuse University email account or in person, the Office of Athletics Compliance.
- Once this written/verbal notification is received, the Office of Athletics Compliance will email the student-athlete a Notification of Transfer form.
- The student-athlete must then watch the NCAA transfer video
- The student-athlete will then need to complete this form and return it to the Office of Athletics Compliance before their name can be entered into the NCAA Transfer Portal.
- Once the form is received by the Office of Athletics Compliance, NCAA rules require that the student-athlete's name be entered into the Transfer Portal within two (2) business days. Other institutions will then be able to see that the student-athlete is interested in the possibility of a transfer.

Please note: Syracuse University Department of Athletics reserves the right, per NCAA rules, to reduce or cancel a student-athlete's athletically related financial aid (scholarship) once a student-athlete informs Office of Athletics Compliance that they would like to speak with other institutions about the possibility of a transfer. Access to athletic services available to student-athletes may also be impacted following entry into the transfer portal.

If the Athletic Department chooses to reduce or cancel a student-athlete's athletically related financial aid (scholarship) after receiving notification of the student-athlete's desire to speak with other institutions about the possibility of a transfer, the student-athlete will be notified in writing via their Syracuse University email account.

If a student-athlete provides the Office of Athletics Compliance with written notification between regular academic terms (i.e., winter break, summer break), the Department of Athletics reserves the right, per NCAA rules, to reduce or cancel the student-athlete's athletically related financial aid (scholarship) immediately.

Applies to

Student-athletes

Oversight and Responsibilities

The Policy is managed by the Office of Athletic Compliance in partnership with Sport Supervisors. Athletic Compliance is responsible for entering students into Transfer Portal.



Compliance Role –

The responsibilities of the compliance office include:

- **Educating Coaches and Student-Athletes:** Providing clear and comprehensive information to both coaches and student-athletes about NCAA transfer rules, including eligibility requirements, transfer windows, and prohibited conduct like tampering. However, student-athletes may consult confidentially with compliance staff and unless directed by the student-athlete, does not inform coaches of general inquiries about transfers.
- **Facilitating Notification of Transfer:** Officially processing the written notification from student-athletes who intend to transfer and adding their names to the NCAA Transfer Portal within the designated timeframe.
- **Maintaining Records:** Accurately documenting all necessary information related to the transfer process, including academic and athletic history, and eligibility certifications.
- **Eligibility Certification:** Reviewing and certifying the academic and athletic eligibility of transferring student-athletes, in conjunction with other university departments like the Registrar and Admissions.
- **Monitoring and Enforcement:** Monitoring compliance with NCAA rules, investigating potential violations (such as tampering), and reporting any infractions to the NCAA.
- **Liaison with the NCAA:** Serving as the primary contact point between the institution and the NCAA regarding transfer-related matters, including rules interpretations and waiver requests.

Coach Role – involves **clearly communicating a student-athlete's current status and role on the team**, and **facilitating discussions about their future options**, whether within the current program or potentially exploring transfer opportunities.

This communication should include providing constructive feedback on their performance and contribution to the team, and actively listening to their concerns and aspirations.

Sport Administrator Role – Conducts an exit interview with all transferring student-athletes. The conversation addresses the athlete's reasons for departure and is intended to flag any concerns related to the department or the coaching staff.

Review

The Policy is to be reviewed annually.

Record Retention

Records associated with the policy shall be maintained by the Responsible Office and retained or disposed of in accordance with [University Records Policy](#) and University Record Retention [Schedule](#).

Compliance

The Office of Internal Audit, Office of Compliance, the Responsible Office of this policy, and others may audit, investigate, and assess compliance with this policy. Non-compliance with university policies is subject to progressive disciplinary action up to and including termination per [Staff Employee Disciplinary Policy](#).



Related University Policies and Resources

Website: Student-athlete resources on the Syracuse University Athletic Compliance [website](#).

Definitions

See Appendices for related NCAA Bylaws.

Policy Administration and Responsible Office

Contact	Phone Number	Email/ Web Address
Office of Athletic Compliance	(315)443-3334	https://cuse.com/sports/compliance or athcompl@syr.edu

Responsible Executive

Chief Compliance Officer

Revision History

Date	Update
3.26.2018	Original Issue
7/23/2018	Previous Revision(s)
	Current Version Approved

Bylaw Implication:

13.1.1.4.1 Notification of Transfer -- Undergraduate Student-Athletes. A student-athlete may initiate the notification of transfer process by providing the student-athlete's institution with a written notification of transfer and completing an educational module related to transferring. Notification of transfer must be initiated during a period specified for the applicable sport (see also Figure 13-1). If notification of transfer is provided during a specified period, the student-athlete's institution shall enter the student-athlete's information into the national transfer database within two business days of receipt of a written notification of transfer from the student-athlete or receipt of confirmation of the student-athlete's completion of the educational module, whichever occurs later. [D] (Adopted: 8/8/18 effective 10/15/18, Revised: 4/28/21, 8/31/22, 9/21/22, 10/5/22, 2/2/23 effective 2/27/23, 10/4/23, 4/18/24, 10/9/24)

13.1.1.4.2 Notification of Transfer -- Postgraduate Student-Athletes. A student-athlete who will participate as a postgraduate student at another institution following the next regular academic term or academic year (two semesters/three quarters) may initiate the notification of transfer process at any time between October 1 and the end of the final period specified for the applicable sport in Bylaw 13.1.1.4.1 by providing the student-athlete's institution with a written notification of transfer and completing an educational module related to transferring. The student-athlete's institution shall enter the student-athlete's information into the national transfer database within two business days of receipt of a written notification of transfer from the student-athlete or receipt of confirmation of the student-athlete's completion of the educational module, whichever occurs later. (Adopted: 9/21/22, Revised: 4/18/24, 6/26/24)