



ATHLETIC COMPLIANCE OFFICE

EIU OUTGOING TRANSFER POLICIES & PROCEDURES

1. Student-Athlete reviews EIU Transfer Portal Policies & Procedures. Student-Athlete is encouraged to contact the Assistant AD for Compliance with any questions. Requesting information alone does not constitute transfer notification.
2. Student-Athlete meets with Head Coach and Assistant AD for Compliance to review transfer policies & procedures:
 - Student-Athlete's athletic grant-in-aid (if applicable) may be reduced or cancelled at the beginning of the following semester.
 - Student-Athlete may be required to return apparel and gear.
 - Student-Athlete may lose privilege of participating in CARA.
 - Student-Athlete may be required to attend treatment in Athletic Training Room.
 - Student-Athlete may be required to attend study hall and Academic Services appointments
 - Student-Athlete may wish to withdraw from the transfer portal. However, reinstatement as an EIU student-Athlete is at the discretion of the EIU Athletic Department.
3. If Student-Athlete decides to proceed with transfer notification, Student-Athlete must complete Part I of the *Transfer Notification Form* (see Page 2) and the *NCAA FERPA Waiver* (see Page 3) and present it in person or via email to the Assistant AD for Compliance.
4. Assistant AD for Compliance completes Part II of the *Transfer Notification Form* and emails a copy to Student-Athlete, Head Coach, and Sport Supervisor.
5. Assistant AD for Compliance adds Student-Athlete's information to the Transfer Portal within two business days of receipt of *Transfer Notification Form*.
6. Assistant AD for Compliance sends confirmation email to Student-Athlete, Head Coach, and Sport Supervisor notifying all that Student-Athlete has been added to the Transfer Portal.
7. Head Coach completes Part I of the *Change of Status* form (see Page 4) and emails electronic copy to the Assistant AD for Compliance.
8. Student-Athlete must meet with the Assistant AD for Compliance to sign Part II of *Change of Status* form (if applicable) and review any change in student-athlete privileges.
9. Assistant AD for Compliance distributes the *Change of Status* form to: Head Coach, Sport Supervisor, FAR, Financial Aid, Registrar's Office, Academics, Sports Medicine, Strength and Conditioning, Sports Information, Insurance, and Foundation (if applicable).
10. Student-Athlete may submit a written request to the Assistant AD for Compliance that their name be withdrawn from the Transfer Portal. However, reinstatement as an EIU student-athlete is at the discretion of the EIU Athletic Department. The Assistant AD for Compliance will notify the student-athlete in writing of the institution's reinstatement decision.

Student-athletes voluntarily withdrawing from a team with no desire to enter their name into the NCAA Transfer Portal will only complete a Change of Status form.

**TRANSFER NOTIFICATION FORM**

This form is used by student-athletes to notify **Eastern Illinois University** of their intent to transfer to another institution. This form must be completed and signed by all applicable parties **prior** to further action being taken. Please contact the Compliance Office with additional questions.

PART I: To be completed by the Student-Athlete

Name of Student-Athlete (print): _____ E#: _____

Sport: _____ Personal email: _____ Phone: _____

***Release Request Date:** _____

Check One:

In the Transfer Portal, I would like my contact information to be...

☐ Public (institutions may contact me) ☐ Private (institutions may not contact me – I must contact them)

By signing below, I am notifying Eastern Illinois University of my intent to transfer. By doing so, I acknowledge that I have read, understand, and agree to abide by EIU's Transfer Portal Policies and Procedures. In addition, if I am currently receiving an athletic grant-in-aid, I understand that such aid may be reduced or cancelled at the conclusion of this academic semester. If written notification of transfer is provided between regular academic terms, my athletic grant-in-aid may be reduced or cancelled immediately.

Student-Athlete Signature: _____ Date: _____

PART II: To be completed by the Compliance Office

Student-Athlete will be activated on the NCAA Transfer Portal within 2 business days of: _____

Compliance Signature: _____ Date: _____



NCAA Transfer Portal Signature Page

Institution: EASTERN ILLINOIS UNIVERSITY

Division: I

Student-Athlete Signature (Required)

I give my consent to disclose to authorized representatives of this institution any documents or information pertaining to my NCAA eligibility. Additionally, this consent allows the authorized representative(s) of this institution to indicate my authorization to disclose my transfer status and provide any requested information pertaining to my NCAA transfer eligibility to its conference, the NCAA and authorized representatives of other member institutions via the NCAA Transfer Portal.

Student-Athlete's Name: _____

Student-Athlete's Signature: _____ Date: _____

**ATHLETIC COMPLIANCE OFFICE****CHANGE OF STATUS FORM****PART I: To be completed by the Head Coach**

STUDENT-ATHLETE NAME: _____

E#: _____

Please Circle Reason:

Cut/Dismissed

Voluntary Withdrawal (SA must complete
Part II)

Withdrew from Institution

Other (attach explanation)

Student-Athlete Privileges (check box if applicable):

- ☐ Full release
- ☐ Conditional release (excluding the following institutions): _____
- ☐ Cancellation of aid:
 - ☐ Not applicable (not receiving an athletic grant-in-aid)
 - ☐ At the end of the current semester
 - ☐ None – no impact on current athletic grant-in-aid agreement if student-athlete does not transfer
- ☐ Must return team apparel and gear
- ☐ Permitted to participate in practice
- ☐ Permitted to participate in conditioning
- ☐ Permitted to participate in competition
- ☐ Required to attend treatment in the Athletic Training Room.
- ☐ Required to attend study hall and Academic Services appointments.

HEAD COACH SIGNATURE_____
DATE**PART II: To be completed by the student-athlete if they voluntarily withdraw from the team****Student-Athlete Voluntary Withdrawal from Team**

I confirm that I am voluntarily withdrawing from participation in the above-mentioned intercollegiate athletics team at Eastern Illinois University. I have not been forced to quit the team by coaches, administrators, or other athletics department personnel. In addition, I have no knowledge of any past or current violations of NCAA bylaws regarding the EIU Department of Intercollegiate Athletics or the sports program in which I have participated.

By voluntarily withdrawing from the team, I understand that:

- a) I relinquish any athletic grant-in-aid I am to receive for this sport in compliance with NCAA bylaws;
- b) The head coach of this sport may deny release of my athletics participation to another NCAA member institution;
- c) I may appeal a denial of release by providing written notification to the Assistant Athletic Director for Compliance.

STUDENT-ATHLETE SIGNATURE_____
DATE**PART III: To be completed by the Compliance Office**_____
ASSISTANT ATHLETIC DIRECTOR FOR COMPLIANCE SIGNATURE_____
DATE

Email List: Head Coach, Sport Supervisor, FAR, Financial Aid, Registrar's Office, Academics, Sports Medicine, Strength and Conditioning, Sports Information, Insurance, Foundation (if applicable)