

**NCAA Division I Academic Progress Rate  
Adjustment Requests for Student-Athletes Who Transfer**

**Question and Answer Document**

**Updated March 24, 2010**

**Adjustment Directive -- Transfers**

The NCAA Division I Committee on Academic Performance has approved an automatic adjustment to the calculation of the NCAA Division I Academic Progress Rate (APR) to discount the lost retention point in those instances when a student-athlete transfers. Requests for transfer student-athletes who meet **all** criteria for the automatic adjustment of the retention point should be submitted at the same time as an institution's APR data through the NCAA Division I Academic Performance Program (APP) data collection system and not the Legislative Services Database for the Internet (LSDBi) waiver portal.

Review of such an adjustment request is dependent on a student-athlete meeting the following criteria:

1. The student-athlete transferred immediately to another four-year institution (i.e., the next available regular academic term), which must be supported by documentation of the student-athlete's full-time enrollment and matriculation at the second institution in the next regular academic term;
2. The student-athlete attended the original institution for a minimum of one academic year prior to the transfer;
3. The student-athlete earned the eligibility point in the last term of enrollment prior to the transfer; and
4. The student-athlete presented a cumulative grade-point average of 2.6 or higher at the time of transfer from the original institution.

Adjustment requests that fail to meet the criteria outlined above, specifically the required cumulative grade-point average of at least 2.6, may also be made by member institutions and considered by the NCAA staff, provided the following minimum criteria are met:

1. The student-athlete transferred immediately to another four-year institution (i.e., the next available regular academic term), which must be supported by documentation of the student-athlete's full-time enrollment at the second institution in the next regular academic term;
2. The student-athlete attended the original institution for a minimum of one academic year prior to the transfer;

3. The student-athlete earned the eligibility point in the last term of enrollment prior to the transfer; and
4. The student-athlete presents a cumulative grade-point average at the original institution of at least 2.0 and satisfies a rigorous review of academic factors.

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The following information contains questions and answers to assist the membership in its understanding of the APR adjustment directive for student-athletes who transfer.

1. **Question:** When are these adjustment requests submitted?  
  
**Answer:** APR adjustment requests that meet all the criteria for the automatic adjustment of the retention point for a student-athlete who transfers are submitted as part of APR data collection. Once an institution submits its data, the lost points will automatically be calculated and reflected in a team's APR. Institutions do not have to submit any documentation or requests for these types of adjustments to the NCAA national office, but must maintain documentation on campus that indicates that the student-athlete immediately transferred to another four-year institution. All other adjustments requests should be submitted during the institution's adjustment period following the correction period via the LSDBi portal.
2. **Question:** What do I do if I have a transfer student-athlete who meets all the criteria for the automatic adjustment to the retention point but I already submitted my APR data?  
  
**Answer:** Your institution should submit this during the correction period.
3. **Question:** Does this adjustment request for student-athletes who transfer apply retroactively?  
  
**Answer:** No, it does not apply retroactively and is effective with the 2007-08 APR cohort. Thus, a student-athlete must have transferred during any part of the 2007-08 academic year in order to be considered and qualify for this adjustment.
4. **Question:** If a student-athlete transfers immediately to a college or university located in a foreign country, is that considered a four-year institution?

- Answer:** Yes, it would be considered a four-year institution. Documentation would need to be obtained in order to verify that the student-athlete immediately enrolled full time at the foreign institution since leaving your institution.
5. **Question:** For a student-athlete who initially transferred into our institution, is the grade-point average criteria for the adjustment based only on the work the student-athlete completed at our institution or a combination with the previous institution?
- Answer:** The grade-point average for the adjustment criteria is the grade-point average used for certification at your institution for graduation purposes.
6. **Question:** When a student-athlete transfers from our institution, does the student-athlete need to be enrolled immediately in the next regular academic term as a full-time student?
- Answer:** Yes, documentation would need to be obtained in order to verify that the student-athlete immediately enrolled full time in the next regular academic term for that institution.
7. **Question:** Is any relief provided for the lost retention point if the student-athlete immediately transfers to a two-year institution instead of a four-year institution?
- Answer:** No, the student-athlete must immediately enroll full time at a four-year institution.
8. **Question:** What if a student-athlete is a 2-4 transfer and has only been at our institution for one term but was enrolled at the two-year institution for one year? Does he or she qualify for the automatic adjustment of the retention point, provided he or she meets all of the other criteria?
- Answer:** Such a student-athlete would not qualify for the automatic adjustment for the student-athlete must have attended your institution for a minimum of one academic year prior to the transfer. In this instance, the student-athlete only attended your institution for one term and thus, would not qualify for the automatic adjustment of the lost retention point.
9. **Question:** Are institutions permitted to submit adjustment requests for student-athletes who transfer but do not meet one or more of the required criteria for the automatic adjustment to the lost retention point (i.e., did not

enroll immediately at another four-year institution, was not enrolled for one academic year prior to the transfer, was not eligible at the time of transfer)?

**Answer:** Institutions are permitted to submit such requests during the 14 calendar-day adjustment period. It is anticipated that the mitigating circumstances for failing to meet one or more of the other requirements for the adjustment may be covered by another adjustment available in the NCAA APR Adjustment Directive.

**10. Question:** If a student-athlete departs our institution at the end of the spring term with a 2.58 grade-point average, but attends summer school at the new institution and transfers the class back to our institution to raise his grade-point average to above 2.6, may we receive the automatic adjustment for the lost retention point, provided all other criteria are met?

**Answer:** Yes, provided those credits are accepted by the original institution and are calculated, per institutional policy.

**11. Question:** If a student-athlete attends summer school or mini term that is completed at a different institution other than where the student-athlete is transferring to and our institution accepts the credit and the grade raises the student-athlete's grade-point average to 2.6 before he or she formally withdraws from our institution, may we receive the automatic adjustment for the lost retention point provided all other criteria are met?

**Answer:** Yes, since the student-athlete presented a cumulative grade-point average of 2.6 or higher at the time of transfer from your institution.

**12. Question:** What type of documentation is needed to document the transfer and at the second institution?

**Answer:** It is recommended that the institution secure documentation such as a transcript, letter from a school official on institutional letterhead, class schedule or any other type of official document to demonstrate that the student-athlete did immediately transfer to another four-year institution and was enrolled full time. Signed documentation from an institution's director of athletics, senior women administrator, compliance coordinator or faculty athletics representative is also acceptable. Other acceptable forms of documentation would include a signed matriculation statement from the second institution's certifying officer, registrar's office and any

other institutional academic official outside the athletics department. Documentation from a state or government agency would also be acceptable. A copy of a team's roster, which includes the student-athlete's name, would not be considered acceptable documentation.

**13. Question:** How long should an institution retain such documentation for transfer student-athletes who meet all criteria for the automatic adjustment of the retention point?

**Answer:** It is recommended that the institution retain such documentation for as long as the transfer student-athlete is included in the team's multiyear APR cohort. Please keep in mind that such documentation is not submitted to the national office and should be kept on file on campus. However, such documentation will be requested if an institution is selected for an APP data review.

**14. Question:** What does it mean to transfer "immediately to another four-year institution?"

**Answer:** Such a student-athlete must enroll full time at another four-year institution in the next available regular academic term. For example, a student-athlete who departs an institution following the completion of the 2008 spring term must be enrolled full time at another four-year institution by the start of the 2008 fall term in order to qualify for such an adjustment.

**15. Question:** What do I do if I was unable to obtain documentation for a student-athlete who transfers; however, later I was able to secure it but we have already completed the data collection process and our APR report is final?

**Answer:** In this instance, you would need to submit such a request during the following year's data collection process.

**16. Question:** What is included in the rigorous review of academic factors for transfer student-athletes who meet all criteria for the automatic adjustment of the retention point except for the grade-point average requirement?

**Answer:** For such requests, the staff will conduct a rigorous review of academic factors (e.g., number of transferable credit hours accepted by the next institution and applicable to the student-athlete's designated degree program, positive trends in the student-athlete's academic performance, student-athlete's academic success compared to other students with similar

admissions profiles) and any other information provided by the institution that indicates that the transfer student-athlete will be academically successful at the next institution.