Per NCAA Bylaw 13.1.1.3, an athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution’s athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact.

The University at Albany Department of Athletics handles permission to contact requests on a case-by-case basis. Permission to contact will not be granted to institutions within the following:

- Football: Colonial Athletic Association
- Golf: Metro Atlantic Athletic Conference
- All Other University at Albany Sports: America East Conference

In addition, the following conferences have intraconference transfer policies:

**CAA Football Intraconference Transfer Rule**
(Applies to Sport of Football Only)

Any football student-athlete who transfers from one Conference institution to another is not eligible for athletic financial aid during the year of residency. An appeal of this rule to the Board of Directors for extenuating circumstances may be requested by the Director of Athletics of the institution to which the student-athlete intends to transfer.

**AE Intraconference Transfer Waiver**

All Sports Other Than Men’s and Women’s Basketball. For all sports other than men’s and women’s basketball, a student-athlete who receives athletically related financial aid and who transfers from one conference institution to another must serve one year of residence at the certifying institution before being eligible to compete. The student-athlete would be eligible to receive athletically related financial aid (provided the provisions of NCAA Bylaw 13.1.1.3 have been satisfied) and practice at the second during the year in residence, but would not be eligible for competition.

Men’s and Women’s Basketball. A student-athlete who transfers from one conference institution to another must serve one year in residence before being eligible to compete at the second institution. That student-athlete shall be charged two years of their five-year clock and one year of eligibility.

Waiver. If the directors of athletics from the two involved institutions mutually agree to a waiver of the above policy, the student-athlete shall not be subject to the conference
It is highly encouraged that the student-athlete speak with the head coach regarding the possibility of transferring. A student-athlete requesting written permission to contact should contact the Office of Compliance Services within the Department of Athletics. The student-athlete will then complete the Request for Permission to Contact Form. The request will be reviewed by the compliance officer and the appropriate head coach in consultation with the sport administrator and within seven (7) business days (see NCAA Bylaw 13.02.1), the request will be either granted or denied. If the compliance officer fails to respond to the student-athlete’s written request within seven (7) business days, permission to contact is automatically granted and a written letter shall be provided to the student-athlete. A permission to contact letter will be provided in PDF format to the student-athlete from the Office of Compliance Services.

If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply (see NCAA Bylaw 13.1.1.3).

If permission is not granted, the second institution shall not encourage the transfer and the second institution shall not provide athletically related financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If the University at Albany Department of Athletics decides to deny a student-athlete’s request to permit any other institution to contact the student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by a committee outside the athletics department. At that time, the Department of Athletics shall provide the student-athlete a copy of the Transfer Appeal Policy and Procedures. Beginning with the day after the student-athlete receives the denial of permission to contact or use of the one-time transfer, the written request for a hearing must be submitted within five (5) business days. [Note: A business day concludes at 5:00pm EST.]

Only the University at Albany student-athlete may request permission to contact. A permission to contact request from a student-athlete’s parent, sibling, relative, guardian, or any other person associated with the student-athlete will not be considered.

The University at Albany shall conduct the hearing and provide written results of the hearing to the student-athlete within fifteen (15) business days (see Bylaw 13.02.1) of receipt of the student-athlete's written request for a hearing. If the institution fails to conduct the hearing or provide the written results to the student-athlete within fifteen (15) business days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete. The letter will be provided in PDF format to the student-athlete from the Office of Compliance Services.

Per NCAA Bylaw 13.1.1.3.1, the Department of Athletics will review and determine, on a case-
by-case basis, the services that will continue to be extended to a student-athlete once the transfer release process is complete. This includes, but is not limited to: athletic academic services, use of athletic facilities, and access to sports medicine/strength and conditioning staff. The student-athlete will be notified, in writing, on this form.