COMPLIANCE

TRANSFER ADMISSIONS CHECKLIST

DEADLINE TO RETURN COMPLETED CHECKLIST TO COMPLIANCE SERVICES:

Spring Enrollment: No later than 2nd week in **NOVEMBER**
1st Summer Session: No later than last week in **MARCH**
2nd Summer Session: No later than last week in **MAY**
Fall Enrollment: No later than last week in **JUNE**

Complete your section of the form completely and provide all required information.

Part I: Coach: Complete and forward to Sport Supervisor along with documentation.

PSA's Name _____ Sport _____

Current Institution _____ ◯ 2-year ◉ 4-year

Type of transfer: ◯ 2-4 ◉ 4-4 ◯ 4-2-4 Date first enrolled college _____

Anticipated first academic term of enrollment at Clemson (note year & semester)_____

Documents required and attached (ALL MATERIALS MUST BE CLEARLY LEGIBLE):

☐ Individual transcripts showing all work from **each college attended** (and courses for next semester if applicable)

☐ Historical data form Copy of Release (4-year)

☐ NCAA Qualifier status (Eligibility Center ID# _____)

PSA's first and second choice for majors.

Option #1 _____ Option #2 _____

Submitted to Sport Sponsor by _____ Date _____

Part II: Sport Supervisor: Using the PSA's individual transcripts **from all previous institutions**, please complete the chart. Determine hours to evaluate by subtracting hours earned and hours of D/F or W from total hours. If the PSA will enroll in an additional semester at current institution, note the term and complete column for hours attempted, if known. Based upon number of semesters enrolled full-time, determine NCAA eligibility requirements and forward to compliance services if you support continued recruitment. An example is in italics for you.

Institution	Term	HRS attempted	HRS w/draw	HRS earned	HRS D/F	HRS to evaluate
Example: City Wide CC (2-yr)	***Fall 08***	***15***	***3***	***12***	***3***	***9***
Totals						

☐ PSA has realistic chance to earn a degree (and forward to compliance services)
I deny this request (and return to coach)

Signature of Sport Supervisor _____ Date _____

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Part III: Compliance Services: Review information and forward to Director of Admissions.

☐ Date detailed transfer release sent to previous institution, if applicable.
NCAA Bylaw _____ exception.

_____ Years eligibility used _____ Years received financial aid

Submitted to Director of Admissions by_____ Date _____

Part IV: Admissions

A. Director of Admissions

☐ Review PSA's academic credentials

☐ Request review by AARC (if applicable)

☐ Submit to Sr. Associate Director of Admissions

B. Senior Associate Director of Admissions

☐ Date transcripts provided to transfer credit evaluators

☐ Date TCEL updated

☐ Date course evaluations sent to Director of Student Athlete Academic Support

Part V: Director of Student Athlete Academic Support

- Applies TCEL to PSA's major.
- Provides NCAA eligibility forecast to compliance services, coach, sport supervisor, director and senior associate director of admissions and faculty representative.
- Provides information to athletic academic advisor.