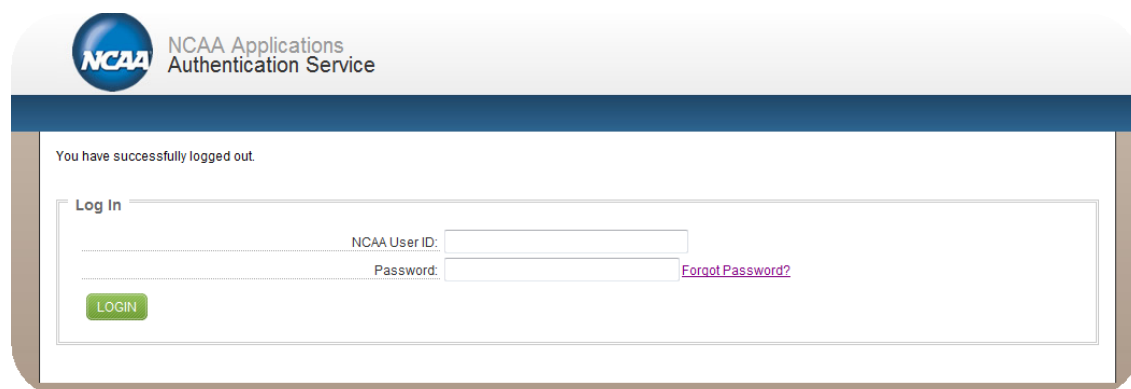**NCAA Division I Academic Performance Program**
Notification of Transfer Policy When a Team Has Lost Access to Postseason Competition

This application will permit an institution to report when notification was provided to student-athletes of their ability to transfer due to their team losing access to postseason competition. The NCAA Division I Committee on Academics' policy requires an institution that has lost access to postseason competition to advise its student-athletes of that loss of access as well as the transfer policy within 48 hours of the final notice of the loss of access or within 48 hours of the decision following the institution's final appellate opportunity, whichever is later. Institutions are required to note within Legislative Services Database for the Internet (LSDB*i)* the date that student-athletes have been notified.

1.   **Logging In.**

   a.   Go to NCAA.org and log in to the membership side using your NCAA.org email login ID and password.

   b.   Click the **NCAA Business Apps – Member Access** button found on the home page.

   c.   On the Authentication Service screen, enter the same email login ID and password used to log in to the membership side of NCAA.org.

   d.   Click the **Login** button. If the institution's username and password have been forgotten, click on the **Forgot Password** link and follow the prompts.
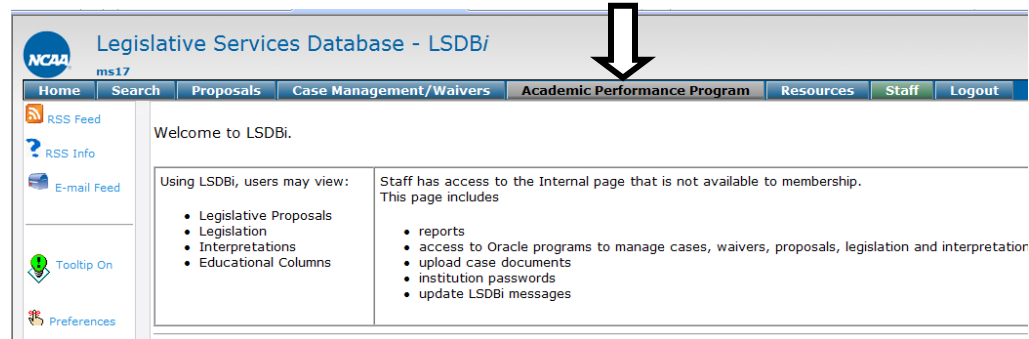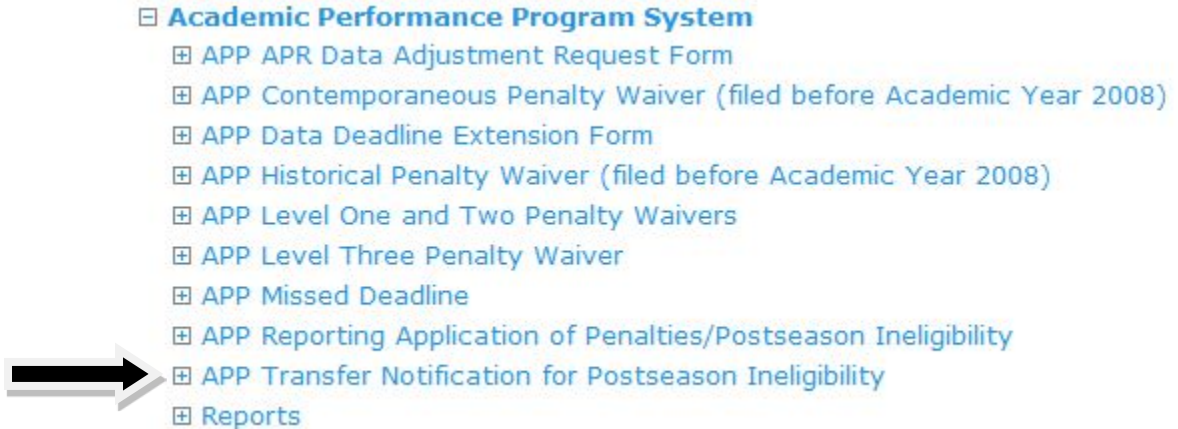

   e.   Click on **"LSDBi"** from the options on the left-hand side of the screen under the **My Applications** tab.

2. Tabs and Screens.

a. After logging into LSDB*i*, the user will see a series of tabs that will allow the user to maneuver among different screens within the LSDB*i* program.

b. Click on the **Academic Performance Program** tab. The following list of options will be displayed:

c. Click the plus sign "+" to the left of **APP Transfer Notification for Postseason Ineligibility** to access the application.

d. Click the appropriate academic year. Click on the appropriate sport. Then click on **Application**. The following screen will be displayed:

3. Completing the Application.

a. Enter the date notification was provided to student-athletes (MM/DD/YY).

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b.   Enter the name and title for the individual completing the application. All communication regarding this request will be to the institutional contact.

c.   After completing the form, click **Submit**. This will generate notification to the NCAA national office.

4.   Help.

Please contact Katy Yurk at 317/917-6506 if you need assistance.