
The Transfer Playbook: Essential Community College Practices

1. Prioritize transfer student success

- ✓ Communicate transfer as a key component of the college's mission.
- ✓ Make transfer student success a core priority in the college's strategic documents.
- ✓ Share data internally on transfer student outcomes and on the effectiveness of transfer practices.
- ✓ Invest significant resources to support students seeking to transfer.
- ✓ Designate staff and committees with responsibility for improving transfer student outcomes.

2. Create clear program pathways with aligned high-quality instruction

- ✓ Collaborate with partner institutions to create maps showing major-specific bachelor's program requirements, recommended lower division course sequences, and progress milestones.
- ✓ Provide rigorous instruction and other high-quality learning experiences to prepare students to thrive in upper division coursework in their desired majors.
- ✓ Solicit regular, honest feedback on program quality from university academic departments.
- ✓ Design alternative transfer pathways as needed to facilitate degree completion in specific fields.

3. Provide tailored transfer student advising

- ✓ Design website with accurate, easy-to-access information for students seeking to transfer.
- ✓ Help students explore career/transfer options, choose a major field and preferred transfer destination(s), and develop a full-program plan as soon as possible.
- ✓ Continuously monitor student progress, provide frequent feedback, and intervene quickly when students are at risk of falling off plan.
- ✓ Help students plan to finance their *entire* undergraduate education (not just the community college piece).

4. Build strong transfer partnerships

- ✓ Build trusting relationships with partners and communicate frequently at all levels.
- ✓ Share data on transfer student experiences and outcomes.
- ✓ Jointly invest in shared support services and strategic initiatives to benefit transfer students.
- ✓ Collaborate on improving instruction and support services for transfer students.
- ✓ Designate "transfer champions" as liaisons to transfer partners.