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).

+ Strategies for building 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These practices are based on *The Transfer Playbook: Essential Practices for Two- and Four-Year Colleges* by Joshua Wyner and KC Deane, Aspen Institute College Excellence Program, and Davis Jenkins and John Fink, Community College Research Center (May 2016: <http://www.aspeninstitute.org/publications/transfer-playbook>).