
The Transfer Playbook: Essential **Four-Year 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

- ✓ Map out major-specific requirements and recommended lower division course sequences for all programs.
- ✓ Assist partner community colleges in providing rigorous instruction and other high-quality learning experiences to prepare students to thrive in upper division coursework.
- ✓ Provide regular, constructive feedback on community college program quality.
- ✓ 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 transfer students.
- ✓ Encourage prospective transfer students to choose a major before transferring and work with community colleges to help students explore academic and career options.
- ✓ Provide high-quality, timely advising to students before they transfer.
- ✓ Create separate onboarding, advising, and other supports tailored to transfer students.
- ✓ Provide transfer students with equitable access to financial aid.

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" to serve as liaisons to transfer partners.