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.

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).