

TRANSFER PRACTICES REVIEW



Research shows over one-third of students transfer at least once before earning a bachelor's degree, often crossing state lines. Successful outcomes for these students depend on a streamlined process of credit transfers across all scenarios, including reverse transfers, validating credit for the military and veterans, and transfer rules for student athletes. It also requires removing barriers and creating efficiencies that make it easy to move from school to school.

The **Transfer Practices Review** provides you with assistance in building clean, streamlined and efficient articulation agreements, which define how credits for particular courses will transfer into an institution. It ensures that you are following standardized articulation rules and reviews credit assessment rules including substitution and repeat issues. In collaboration with your institution, the review can produce partnership agreements that help you streamline agreements incorporating articulation, financial aid, student services, admissions, records

keeping, and other functions. It can help you map a degree into another degree (for example, associate's to bachelor's or 2-year to 4-year; English class/major/program to English or course-by-course transfer).

What is the intended outcome?

The goal of the **Transfer Practices Review** is to help you recruit and retain transfer students and create an institutional teamwork for transfer student success. We accomplish this by making specific, actionable recommendations for improvement in areas such as the actual transfer process, use of technology, staffing, office space, location and partnership agreements.

What does a review look like?

Each AACRAO consultation is tailored to the unique needs and environment of your institution. While we can provide a wide array of services that examine transfer practices at your institution, you may want or need only some of those services. That is not a problem,

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as our consultations, like our recommendations, are never “cookie cutter” but are specific to you. We listen to your needs and provide you a specific, detailed proposal before we contract for work to assure that your needs, large or small, will be met.

After the initial consultation about the goals of the project and the scope of work, the next step is discovery—AACRAO Consultants review documentation as well as your website to achieve an initial understanding of your transfer and articulation process. By the time we reach the next step—a campus visit—we have a solid understanding of your goals and needs. On campus, we meet with key stakeholders, which typically involves faculty and those involved in transfer and counseling centers, and may include a process demonstration and a tour of the physical locations involved in the transfer process. At the conclusion of the review, we issue a report that can include recommendations for improving processes, procedures, communication, staffing and the use of technology.

The **Transfer Practices Review** includes an evaluation of:

- Transfer partnerships
- Use of electronic transfer tools
- Readiness assessments for increased enrollment of transfer students
- Review of current transfer credit processes and consultations on how to efficiently streamline articulation agreements, including collaborations to develop innovative degree partnerships that include streamlining financial aid, student services, admissions and records keeping

Who typically contracts with AACRAO Consulting for a Transfer Practices Review?

- Institutions seeking to increase the number of transfer students they enroll
- Institutions whose retention of transfer students is lower than desired
- Institutions where public or other systems mandate close cooperation between two-year and four-year institutions
- Individuals charged with the recruitment, retention and completion of transfer students, including:
 - u Director of Admissions
 - u Registrar
 - u Vice President for Enrollment Management
 - u President or Vice President for Academic Affairs or Student Affairs
 - u Transfer Coordinator
 - u Counseling Center Director or Coordinator
 - u Director of Admissions and Records
 - u Director or Coordinator for Articulation
 - u Advising Coordinator