

Status **Active** PolicyStat ID **6437472**



Origination 06/2004
Last Approved 05/2019
Last Revised 05/2019
Next Review 05/2025

Chapter Lead Nohemy Ornelas:
Chapter 3(CC),4&5
Policy Area Chapter 5
Student Services
References 10+1, CCLC |
Legally Required

BP 5120 Transfer Center

(Replaces current SBCCD BP 5120)

The District incorporates, as part of its mission, the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Chancellor shall assure that a Transfer Center Plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with law and regulations.

Reference:

Title 5, Section 51027

Attachments

- [BP 5120 Transfer Center - Comments](#)
- [BP 5120 Transfer Center - Legal Citations](#)
- [BP5120 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd Reading	Policy Stat	05/2019
Board of Trustees 1st Reading	Policy Stat	05/2019
District Assembly receives for information only	Policy Stat	05/2019
Academic Senates	Policy Stat	05/2019
Chancellor's Cabinet	Policy Stat	05/2019
Chapter owners are notified	Policy Stat	05/2019

COPY



Origination 11/2016
Last Approved 05/2019
Last Revised 05/2019
Next Review 05/2025

Chapter Lead Nohemy Ornelas:
Chapter 3(CC),4&5
Policy Area Chapter 5
Student Services
References 10+1, CCLC |
Legally Required

AP 5120 Transfer Center

Each college of the SBCCD has a Transfer Center Plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

The components of the Plan include, but are not limited to:

- Required Services to be provided to students
 - A. Identify, contact, and provide transfer support services to targeted student populations as identified in the transfer center plan, with a priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students. These activities shall be developed and implemented in cooperation with student services departments and with faculty.
 - B. Ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions where available and as appropriate, and the development and use of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty, and with baccalaureate institution personnel as available.
 - C. Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.
 - D. Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan.
 - E. Support the progress of transfer students through referral as necessary, to such services as ability and diagnostic testing, tutoring, financial assistance, counseling, and to other instructional and student services on campus as appropriate.
 - F. Assist students in the transition process, including timely completion and submittal

of necessary forms and applications. In cooperation with baccalaureate institution personnel as available, develop and implement a schedule of services for transfer students to be provided by baccalaureate institution staff.

G. Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information

- Facilities. Each district governing board shall provide space and facilities adequate to support the transfer center and its activities. Each district shall designate a particular location on campus as the focal point of transfer functions. This location should be readily identifiable and accessible to students, faculty, and staff.
- Staffing. Each district governing board shall provide clerical support for the transfer center and assign college staff to coordinate the activities of the transfer center; to coordinate underrepresented student transfer efforts; to serve as liaison to articulation, to student services, and to instructional programs on campus; and to work with baccalaureate institution personnel.
- An advisory committee. Each district shall designate an advisory committee to plan the development, implementation, and ongoing operations of the transfer center. Membership shall be representative of campus departments and services. Baccalaureate institution personnel shall be included as available.
- Evaluation and reporting. Each district governing board shall include in its transfer center plan a plan of institutional research for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its transfer center plan.
- Transfer path requirements for each articulated baccalaureate major

Each college submits an annual report to the Chancellor describing the status of the college's efforts to implement its transfer center(s), achievement of transfer center plan targets and goals, and expenditures supporting transfer center operations.

The college plans are reviewed and revised annually by the transfer center coordinator.

References:

Education Code Sections 66720-66744;

Title 5 Section 51027

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd Reading	Policy Stat	05/2019
Board of Trustees 1st Reading	Policy Stat	05/2019

District Assembly receives for information only	Policy Stat	05/2019
Academic Senates	Policy Stat	05/2019
Chancellor's Cabinet	Policy Stat	05/2019
Chapter owners are notified	Policy Stat	05/2019

COPY