



**Policy**

**5120            Transfer Center**

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.

**References:**

Title 5, Section [51027](#); Education Code Section [66720-66722.5](#), [66725-66725.3](#), [66730-66744](#)

**Adopted:** June 28, 2004

**Revision Adopted:** October 14, 2009

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**Administrative Procedure**

**5120            Transfer Center**

The District 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.

Plan components include, but are not limited to:

- A. Services to be provided to students
- B. Facilities
- C. Staffing
- D. An advisory committee
- E. Evaluation and reporting

The transfer center plan is maintained in the appropriate office and is updated in conjunction with the Coordinator of the Transfer Center.

**References:**

Education Code Section [72620](#); Title 5, Section [51027](#)

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**Adopted:** April 11, 2007