



**Policy**

**5120 Transfer Services**

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 services 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 Sections [66720-66722.5](#), [66725-66725.3](#), and [66730-66744](#)

**Adopted:** June 28, 2004

**Revision Adopted:** ~~October 14, 2009~~, March 13, 2019

**Last Reviewed:** March 13, 2019

## Administrative Procedure

### 5120 Transfer Services

The District has a transfer services 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 students, including underrepresented 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
- F. Transfer path requirements for each articulated baccalaureate major

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

#### References:

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

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**Procedure Last Revised:** ~~April 11, 2007~~, March 13, 2019

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