

## Transfer Intent Form and Application Process

### Overview:

Work Group requested by:

- CSCU Transfer Council

Group Members:

- Steve Marcelynas (Lead CSCU), Andrew Selig (COSC), Lindsay O'Grady (COSC), Carla Flynn (SCSU), Rebecca Rist-Brown (MXCC), Jeanette Rivera Epps (CSCC), Jeff Buskey (ECSU), Kathleen Ahern (CSCC), Damali Abbensetts (ECSU)

Scope of work:

- Create a single form for CT State students to express their intentions to transfer, identify schools of interest, act as a FERPA waiver, and eliminate transfer application fees for CSUs/COSC

Estimated start and finish:

- November 2022 to April 2023

### What:

- ***The Transfer Value in Planning (VIP) Program is a collaborative effort between CSCU institutions to assist students in reaching their academic goals. The program focuses on vertical transfer from CT State to CSCU 4yr institutions. The process is initiated by CT State students completing an Intent to Transfer Form. This form will help identify prospective transfer students, document where they would like to transfer, when they would like to transfer, and provide consent to share academic records. If indicated as a transfer destination, CSCU 4yr institutions will engage with prospective transfer students through an intentional communication plan, will have the ability to create prospective student records in their customer relationship management (CRM) products, and have access to all information needed to create an academic record in their student information system (SIS). Once a student is ready to transfer to a CSCU 4yr institution, they will have access to a streamlined application process, and will be waived of any transfer application fees.***

### Why:

- ***According to data collected by the Office of Decision Support Services, in Fall 2016 there were just over 50,000 students enrolled in the 12 Connecticut Community Colleges. By Fall 2022, of those 50,000 students, only 38% transferred to a four-year institution; a majority of which transferred outside of the CSCU System. If the Transfer VIP program had been in place at that time, we would have been able to verify:***
  - *if more students wanted to transfer, but did not*
  - *if students wanted to go to a CSU or COSC; did they make it to one of those schools, go somewhere else, or did not transfer at all*
  - *if a student was in an appropriate degree based on transfer goals*
  - *if a student needed assistance, they would have had access to both 2yr and 4yr resources*

**Value Proposition:**

- **Students participating in the Transfer VIP program will benefit in several ways that will alleviate current transfer barriers such as:**
  - **Verification that they are on the right path to meet academic and career goals**
  - **Assistance from 2yr and 4yr institutions for staying on target**
  - **Potential access to an academic record at the receiving institution to see how they are making progress with their 4yr program**
  - **Streamlined application process for all five CSCU 4yr institutions**
  - **Automated transfer of records from CT State to receiving institution**
  - **Elimination of paying additional fees by resubmitting test scores**
  - **Elimination of transfer application fees**

**How:**

- **Under the approval of the CSCU Transfer Council, a Work Group was formed to provide suggested next steps (see membership above). The Work Group has met throughout the Fall 2022 semester and has continued work into February 2023. Members have come to a consensus on the program and submitted their recommendation to the CSCU Transfer Council. The recommendations for implementation are as follows:**
  - **To begin immediately upon approval of recommendation:**
    - **Identify a Program Administrator through the CSCU Office of Transfer and Articulation**
    - **Establish Campus Leads for Each CSCU Institution**
    - **Creation of CSCU Transfer Intent Form offered through Banner Self Services**
    - **Process for sharing information collected from indicated fields (intent to transfer, where, when, etc.) that will create a "Transfer Profile" for each CT State student**
    - **Creation of training sessions for CT State Guided Pathway Advisors, Faculty, CCS instructors, and other staff.**
    - **Creation of training sessions for 4yr stakeholders.**
    - **Process for sharing student information via Protective Enclave or other secure method of sending data**
  - **Summer 2023**
    - **Develop plan and timeline for distribution of Transfer Intent Form**
    - **Initiate training of GPAs and 4yr staff**
    - **Test Transfer Intent Form**
    - **Create streamlined application process**
    - **Develop process for Transfer Application Fee Waiver**
    - **Develop initial communication plan with Campus Leads**
    - **Create promotional materials (posters, fliers, website, etc)**
  - **Fall 2023**
    - **Continue to train staff and begin training faculty**
    - **Continue to spread awareness of the program**
    - **Distribute Transfer Intent Forms**
    - **Collect and distribute data with CSCU institutions**

- *Implement communication plan based on data collected*
  - *Spring 2024*
    - *Meet with Campus Leads to assess Transfer VIP program*
    - *Continue to train faculty and staff*
    - *Distribute Transfer Intent Forms*
    - *Collect and distribute data with CSCU institutions*
    - *Implement communication plan based on data collected*
  - *Summer 2024*
    - *Transfer VIP Administrator will assess student participant data and provide a report on the results of the first year of the program (number of students participating, number indicating CSCU institutions, number if any that changed their mind based on their program, etc.)*
- *The Transfer Council reviewed and voted in favor of the recommendation on March 3, 2023.*

**When:**

- *Work on implementation will begin immediately upon approval of the recommendation.*