

**SCCC
FACULTY &
STAFF
TRANSFER
GUIDE**



The Purpose of the Faculty and Support Staff Guide

The Faculty and Support Staff Transfer Guide is designed for use by faculty and support staff to assist with academic advising. It is not to duplicate the Student Transfer Manual but to supplement information for advisors. The manual's purpose is for advisors:

1. To discuss the possibility of credit transfer early within a student's academic career to properly guide course selection.
2. To stress to advisees that specific SCCC course selection and delayed transfer decisions may have real, and often negative, consequences. These include extra tuition costs and extra time required to complete a degree.
3. To refer students to the Student Transfer Manual for specific transfer information.
4. To refer students to transfer resources available at SCCC through the Student Success Center.
5. To minimize credit loss by offering a successful transfer pathway.

Student Transfer Manual

The Student Transfer Manual is located on the official SCCC website where students can easily access it. The manual is written as a guide for transfer students to minimize credit loss and to ensure student transfer success. The guide provides important up to date transfer information with attached links to several four-year university transfer student websites, strategies for making successful transfers from SCCC to a four-year college or university, checklists for students to use throughout their SCCC career to keep students on track for transfer, information on transfer scholarships and deadlines, and other transfer-specific information. Posting the manual on the website promotes student planning that includes updates about policy changes concerning transfer issues. You can find the Student Transfer Manual at:

https://www.sccc.edu/c/document_library/get_file?uuid=dc9283b8-1093-403b-a9b3-0462c2b4a9c5&groupId=652409&filename=Transfer%20ManualR3.pdf

Transfer Advising Is Part of Academic Advising

Academic advising includes transfer advising since a student's career goals may require additional higher education beyond a degree or certificate from SCCC. Academic advisors should assess students' career goals and evaluate the educational requirements needed for goal achievement. In their first semester at SCCC, students should begin researching the degree requirements of the schools to which they wish to transfer. Students should:

1. Know they are responsible for applying for admission to another college or university.
2. Understand that application does not guarantee automatic admission.
3. Understand that graduation with a SCCC degree does not guarantee acceptance by a college or university. Some four-year colleges and universities have extremely high admission standards. Competition for admission can be severe.
4. Understand admission to a four-year college or university does not guarantee admission to a particular degree program offered by the school. For example, although a student may be accepted at Kansas State University, admission to KSU does not guarantee admission to a specific college degree program, such as the College of Engineering. Separate applications for both the college and programs may be required at many four-year colleges and universities.
5. Know the total number of credit hours that may be transferred from SCCC to the transferring institution, the total number of upper division credit hours required to earn a four-year degree, and the number of credit hours which will be financed through available student financial aid.
6. Understand that their overall credits may transfer to an institution; however, not all count towards their major.
7. Study the course descriptions of a major's upper division classes to ensure fulfillment of necessary prerequisite course requirements to enroll in upper division classes.
8. Consult the transfer school transfer student website and research the available equivalency tables.
9. Carefully read the online Student Transfer Manual to better understand what adaptations are required and what experiences a transfer student should expect.

10. Carefully consider the questions in the section, “Things to Consider When Transferring to a Four-Year School.”
11. Understand that if they transfer to a university before graduating from SCCC, they can still earn their associate degree through reverse transfer.
12. Dispel a myth. Some academic literature perpetuates the belief in the concept of “transfer shock.” This refers “to the tendency of students transferring from one institution of higher education to another to experience a temporary dip in grade point average during the first of second semester at the new institution.

(Thurmond, K.C. (2007). Transfer Shock: Why is a Term Forty Years Old Still Relevant? Retrieved from NACADA Clearinghouse of Academic Advising Resources Website: <http://www.nacada.ksu.edu/Clearinghouse/AdvisingIssues/Transfer-Shock.htm>)

This is not the case for graduates of two-year Kansas community college programs who transfer to a four- year Kansas college or university. Kansas Board of Regents statistics show community college transfer students have consistently higher GPAs at the end of their junior year than students who started as freshmen at the four-year institution.

Transfer Advising Starts When the Students Starts School

1. Students must seek help from their academic advisor while attending the community college.
2. Students must have opportunities to ask questions about admissions, academics, as well as social and academic expectations at the four-year school.
3. Early intervention is important in preparing students for the adjustments they may experience when they transfer to another school. Transfer advising should begin and continue throughout the academic advising process.
4. Advisors cannot wait until a second-year student is in his or her final semester to begin discussing transfer. All academic advisors need to be proactive in raising the subject of transfer and directing students to transfer resources beginning their first semester at SCCC.

The Most Important Transfer Concepts an Advisor Must Understand

The following items are the most important concepts an academic advisor must understand and communicate to an advisee concerning transfer. This information needs to be consistently communicated by all advisors to advisees.

1. The Guiding Principle

In all advising, including transfer issues, remember to ask yourself, “What is best for the student?”

2. The Guiding Question for Students Who Know They Want to Transfer

When advising a student who plans to transfer to a four-year college or university, the most important question to ask the student should be, “Do you know the degree requirements of the major/school the student wishes to attend?” To save money and time, SCCC students must use this information to plan their individual SCCC course sequence.

3. The Guiding Principle If a Student Hasn't Identified a Field of Study and Hasn't Considered the Issue of Transfer

Some students begin their post-secondary education without knowing what they want to study or if their educational plans include transferring to a four-year college or university. Many students start SCCC without identifying a specific area of study. In this situation, advisors should be very specific in advising students to take SCCC classes that meet highly recognized general education requirements at four-year colleges and universities. These core general education requirements (English Comp I, English Comp II, Public Speaking, College Algebra etc.) will transfer and will fulfill core content requirements for almost any four-year degree.

4. The Best Outcome of Attending SCCC Is a Degree

Faculty advisors should ensure students understand the vital difference between attaining a degree and accumulating credit hours. A degree provides students with the necessary expertise to qualify graduates for immediate employment in a designated profession. An individual's willingness to successfully complete a degree improves their credibility, while providing them with economic security.

5. What Is Reverse Transfer?

Beginning in the Fall of 2014, students who transfer to a Kansas public university from a Kansas public community college or technical college are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

Within a student's first semester, those who transfer coursework from a community college or technical college to a public university will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that

degree, administered automatically by correspondence between the new institution and the community college or technical college the student last attended.

Retrieved from Kansas Board of Regents Website:
http://kansasregents.org/transfer_articulation

6. Articulation Agreements

These guides, also known as course equivalency or transfer plan agreements, are designed to help students choose the appropriate classes that are equivalent to the courses required at a transfer college and to minimize credit loss.

7. SCCC Provides Transfer Assistance to Alumni

If an SCCC graduate ever encounters a problem with a SCCC course being accepted as a transfer course, he or she should keep three things in mind:

1. If transfer credit is denied, the student should never automatically accept denial as a final decision.
2. If transfer credit is denied, the SCCC Transfer Coordinator is available to assist in gathering the appropriate documentation to submit to the transfer school for course reevaluation. Once documentation has been submitted, the transfer school has the final decision on course equivalency.
3. If the transfer school does not accept transfer credit, students have the right to appeal the decision. Kansas Board of Regents requires public, four-year colleges and universities to have an appeals process in place. If course credit transfer is denied, the student must have access to an appeals procedure that requires school administrators to review and possibly change decisions made at the college or departmental level.

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