

## Supplemental Online Material

### Example of the Initial Email Invitation Sent to Employees Stated by Colleges to Have Transfer-Related Duties for the Study

#### “Challenges for Successful Transfer From Community to Bachelor’s Colleges: Views of Staff and Faculty With Transfer Responsibilities”

**From:** Transfer Opportunity Project <noreply@qemailserver.com> on behalf of Transfer Opportunity Project <noreply@qemailserver.com>

**Reply-To:** XXXX

**Date:** Tuesday, February 19, 2019 at 9:47 AM

**To:** XXXX

**Subject:** Transfer Opportunity Project (TOP) Survey Invitation

Dear [first name][last name],

CUNY has been awarded a federal grant to gain a better understanding of why such a high percentage of community college students do not achieve their goal of acquiring a bachelor's degree. As one method to identify the factors involved and how they might be changed, researchers at CUNY are conducting an online staff survey which asks about the range of transfer-related services offered to students at your campus.

#### **Eligibility:**

You are being invited to take part in this staff survey because:

- You work with students in an associate degree program who are considering, planning, or pursuing transfer to a bachelor's-degree program, **or**
- You work with students who have already transferred from an associate degree program.

Your participation in the staff survey will be extremely helpful for:

- identifying the specific stages in the transfer pipeline at which many students stall
- identifying the supports that can help transfer students transition to subsequent stages
- generating actionable insights for college leaders and administrators
- informing future research on support strategies for community college students

The survey should take approximately 15 minutes, and is completely voluntary. To complete the staff survey, please click the following link by **Tuesday, February 26th**.

If you have any questions, concerns or technical problems, you can contact TOP Research Coordinator xxxx at xxxx, or Principal Investigator xxxx at xxxx.

If you feel that your role does not encompass any of the above, you may opt out of the survey.