Course Equivalency Review (CEQ) Workflow

Advisor/Submission Process

Getting Started

- External courses seeking a UMKC direct equivalency should be submitted for review through the CEQ Workflow process
- Before starting the process, confirm current transfer equivalency rule by checking Transferology

Note: If student's credit needs to be updated to reflect the equivalency for an active rule, please email transfercredit@umkc.edu to request that the student's credit be re-fetched.

- If you have access to the syllabus for the course being reviewed (recommended, but not required), you can submit it with the CEQ request by following the steps below:
  - Upload syllabus to Box folder "Transfer Course Equivalency Review Syllabi"
  - Re-name if needed to match this naming convention:
    "Sending Institution Name_Sending Institution Subject and Number_"for"_UMKC Subject and Number "
    - Example: MCC_MATH102_for_MATH 110
  - Copy "Share" link and paste into Connect flag (next step)
  - 1 – click the link symbol, which copies the share link to your clipboard
  - 2 – click the Share button, enable share link if needed, copy
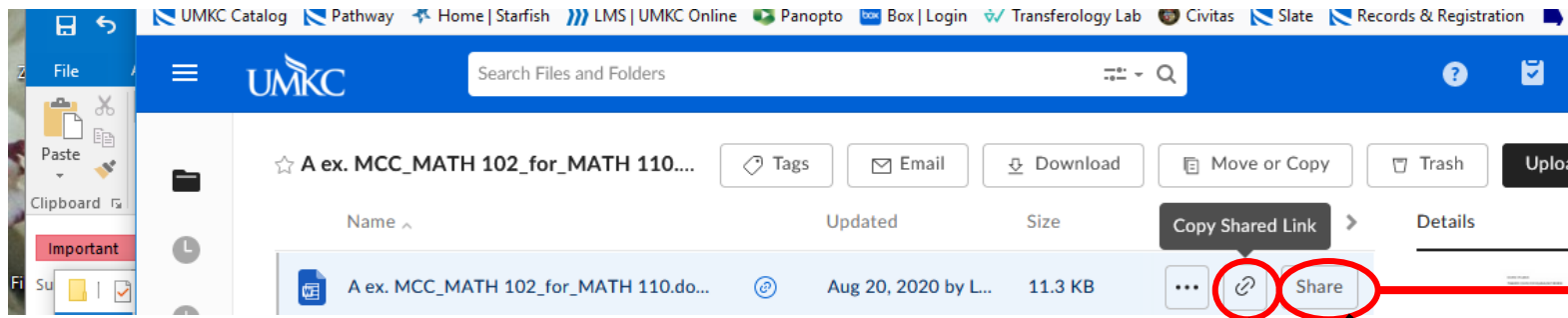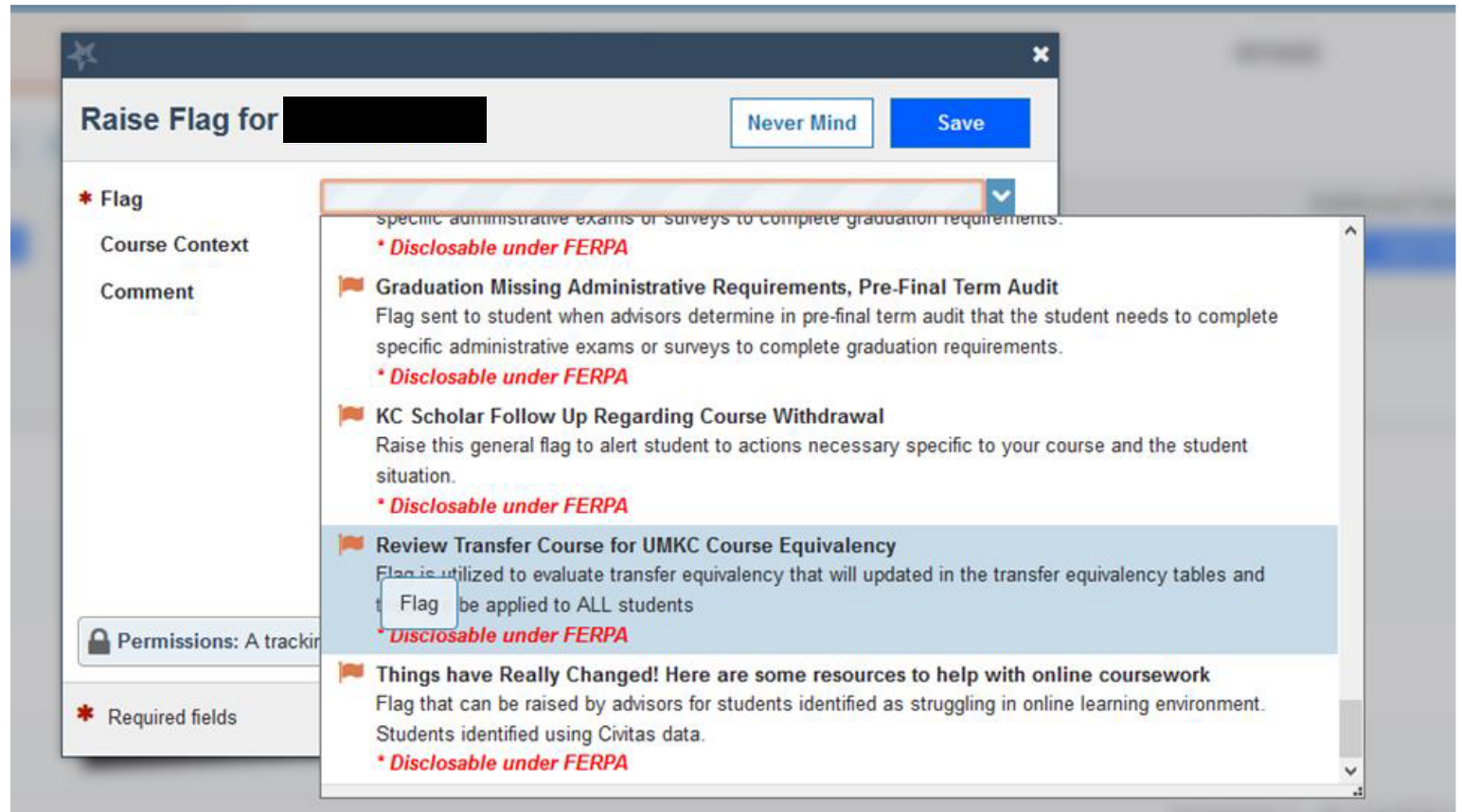

OR
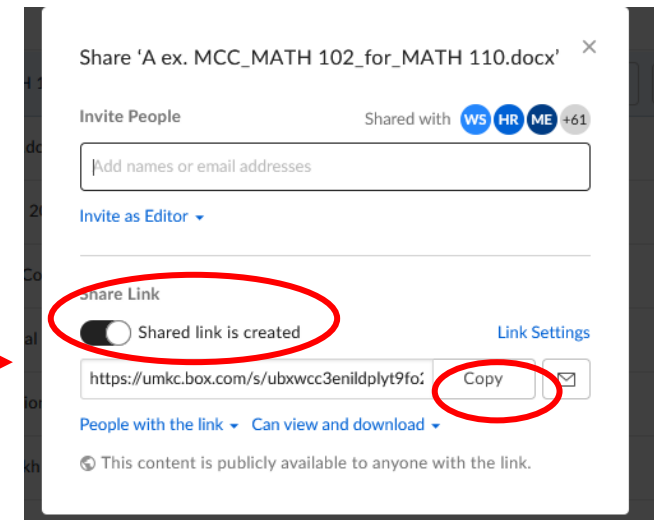
- Log in to Connect, locate the student record you're working with and raise the "Review Transfer Course for UMKC Equivalency" flag.

- Note: A flag should be raised for each course you want reviewed. Do not list multiple courses in one flag.

- Fill in ALL information and review to confirm accuracy and completeness – this ensures course can be appropriately reviewed
  - Full name of sending institution (no acronyms)
  - Term course was taken by student
  - Full course number and name as listed on external transcript (i.e. MATH 101 College Algebra)
  - Proposed course equivalency to UMKC course
  - EMPLID of student associated with review

Raise Flag for [REDACTED]

Never Mind | Save

* Flag — Review Transfer Course for UMKC Course Equivalency

Course Context — Select a Course...

Due Date

Assignee ❓ — ◉ Unassigned
○ Me
○ Other Provider

* Comment —
Full name of institution where course was taken:

Full course number & name (i.e. BI 1001 General Biology):

Term course was taken:

Number of credit hours of course taken:

Current course equivalency (i.e. CHEM 1EA):

Proposed course equivalency (i.e. PHILOS 221 or MOTRANTH 101):

EMPLID of student associated with review:

🔒 **Student View: The student can view this item and the notes entered above.**

🔒 Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Copy share link for syllabus to box
  - Recommend testing to confirm it works appropriately

- Add any comments that are relevant to the course (not the student)

Raise Flag for [REDACTED]   Never Mind   **Save**

* Flag   Review Transfer Course for UMKC Course Equivalency

Course Context   *Select a Course...*

Due Date

Assignee ❓   ⦿ **Unassigned**
                 ◯ Me
                 ◯ Other Provider

* Comment   Proposed course equivalency (i.e. PHILOS 221 or MOTRANTH 101):

            EMPLID of student associated with review:

            Please upload syllabus for review into Box with the following Naming Convention:
            Sending Institution Name_Sending Institution Subject and Number_"for"_UMKC subject and number (ex: MCC_MATH 102_for_MATH 116)

            BOX link to syllabus:

            Comments:

🔒 **Student View: The student can view this item and the notes entered above.**
🔒 **Permissions:** People with the following roles may be able to see this tracking item if they have a relationship with the student(s):

- Once flag is submitted, the Transfer Credit team in the Registrar's Office receives an email with the information submitted and enters the information onto an eForm that flows through the CEQ workflow queues in Perceptive Content
- The course is sent to faculty users/reviewers for the associated discipline to be reviewed.
  - Reviewers are encouraged to review the course information within 3 business days. If no action is taken after a defined period of time the eForm moves forwards in review process to the Transfer Articulation Officer (TAO). In some circumstances the TAO may determine to send the review back to the department depending on the circumstance.

- The Transfer Credit team and TAO may help facilitate review (through "Route Forwards" and "Route Back" functions) for things such as:
  - A syllabus is requested
  - The Box link is not working
  - Suggesting alternate options for consideration
- Once a decision has been made by the reviewer (and confirmed by TAO, if appropriate), the student record will be updated and the course equivalency tables will be updated accordingly.

- The Transfer Credit team emails the Advisor who submitted the flag notifying them of the outcome of the review

- The Advisor copies the outcome into the Connect flag comments, resolves the flag, and notifies the student of the outcome
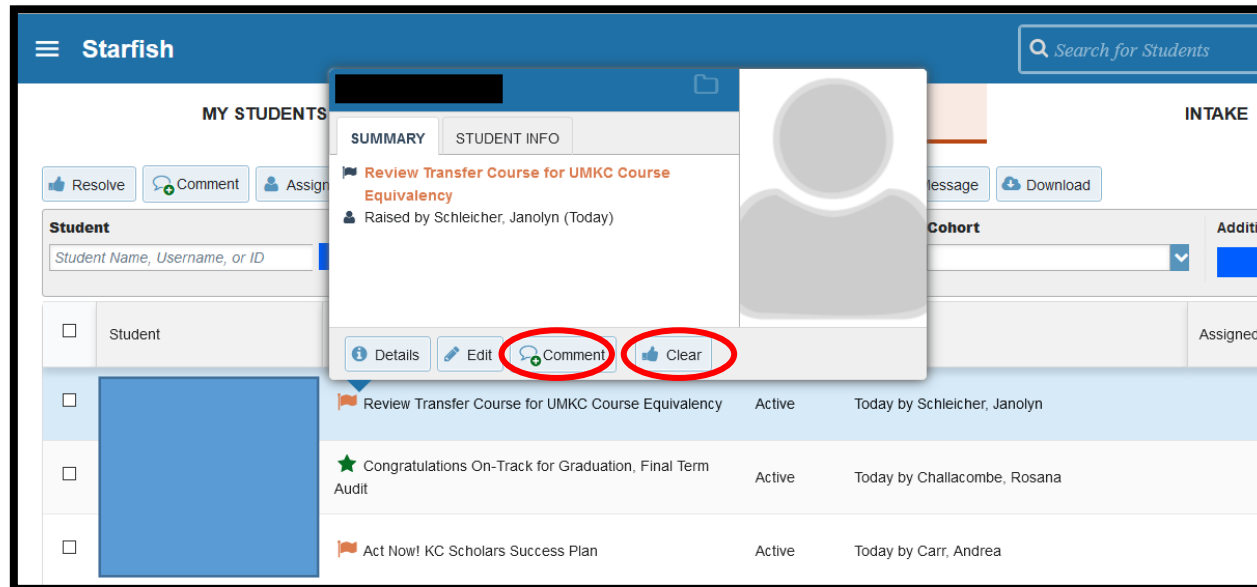
Registrar's Office Transfer Credit team – transfercredit@umkc.edu
Transfer Articulation Officer (TAO) – Mike Cadden: mjcadden@umkc.edu