Course Equivalency Review Workflow

Advisor Process
• Confirm current transfer equivalency in Pathway/Transferology

* If student’s credit needs to be updated to reflect current rule – email transfercredit@umkc.edu
• Upload syllabus to Box folder “Transfer Course Equivalency Review Syllabi” *(recommended, but not required)*
  • Re-name if needed to match the naming convention below:
    “Sending Institution Name_Sending Institution Subject and Number_"for"_UMKC Subject and Number ”
    - example: “MCC_MATH 102_for_MATH 110”
  • Copy “Share” link and paste into Connect flag
    • 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

![Box file with Share link and options](https://example.com)
• Log in to Connect, locate student, and raise flag “Review Transfer Course for UMKC Equivalency”
• Fill in ALL information and review to confirm accuracy and completeness – this ensures course can be appropriately reviewed
  • Full name of sending institution
  • Term course was taken by student
  • Full course number and name (i.e. MATH 101 College Algebra)
  • Proposed course equivalency (if any)
  •EMPLID of student associated with review
• Copy share link for syllabus to box
  • Recommend testing to confirm it works appropriately

• Add any comments
• Once flag is submitted, the Transfer Credit team in the Records office receives an email with the information submitted and enters the information into the CEQ workflow in Perceptive Content.

• The course is sent to identified faculty for the associated discipline to be reviewed through CEQ workflow.
  • Faculty must take action within 7 days or course moves forwards in review process to the Transfer Articulation Officer (TAO).
  • The email sent to faculty indicates a timeline for review.
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, such as a MOTR number

Once a decision has been made by faculty (and confirmed by TAO if appropriate), the course equivalency tables and associated student record are updated by the Transfer Credit team
• 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
Transfer Credit team – transfercredit@umkc.edu
Transfer Articulation Officer (TAO) – Kim Leibold, leiboldk@umkc.edu