Course Equivalency Review (CEQ) Workflow

Advisor/Submission Process
• External courses that need to be reviewed for a UMKC direct equivalent should be submitted through the CEQ Workflow process
• Before starting the process, confirm current transfer equivalency in Pathway/Transferology

* If student’s credit needs to be updated to reflect current rule – email transfercredit@umkc.edu to ask the student's credit be re-fetched.
• 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
• 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 (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 (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 that are relevant to the course (not the student)
• Once flag is submitted, the Transfer Credit team in the Registrar's Office receives an email with the information submitted and enters the information into the CEQ workflow in Perceptive Content.

• The course is sent to faculty users/reviewers for the associated discipline to be reviewed through CEQ workflow.
  • Reviewers must take action within 14 days or course 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 if no action was taken the first time.
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 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) – Dea Marx: marxd@umkc.edu