

Course Equivalency Review Workflow

Advisor Process

- Confirm current transfer equivalency in Pathway/Transferology

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University of Missouri - Kansas City Course Equivalency

Central Missouri State University - MO			University of Missouri - Kansas City		
Course / Title	Hours	QTR / SEM	Applies To	Equivalent Course / Equivalent Title	Hours
SPS 1933 TO CURRENT					
BIOL 1000	0 - 99	Semester	General Undergrad	BIOLOGY 1YA Biol Elective LE	99
Intr Discipln Bio					
SPS 1900 TO SS 1998					
BIOL 1003	0 - 3	Semester	General Undergrad	BIOLOGY 208 Human Environmental Biol	3
Intro Sciences:Ecology					
FS 1998 TO CURRENT					
BIOL 1003	0 - 3	Semester	General Undergrad	MOTRBIOL 100EC MOTR Essentials in Biology	3
Intro Sciences:Ecology					
online.umkc.edu/lms/1933			General	BIOLOGY 1LA	

Transfer Equivalencies

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Current and Future Terms Only

University of Central Missouri

to University of Missouri-Kansas City

All Year Terms

BIOL 1000 - Intr Discipln Bio (Starting 1933 January)

→ **BIOLOGY 1YA** - Biol Elective LE

BIOL 1003 - Intro Sciences:Ecology (Starting 1998 August)

→ **MOTRBIOL 100EC** - MOTR Essentials In Biology

BIOL 1003 - Intro Sciences:Ecology (Starting 1900 January - Ending 1998 July)

→ **BIOLOGY 208** - Human Environmental Biol

BIOL 1004 - Intro Sci Ecol (Starting 1933 January)

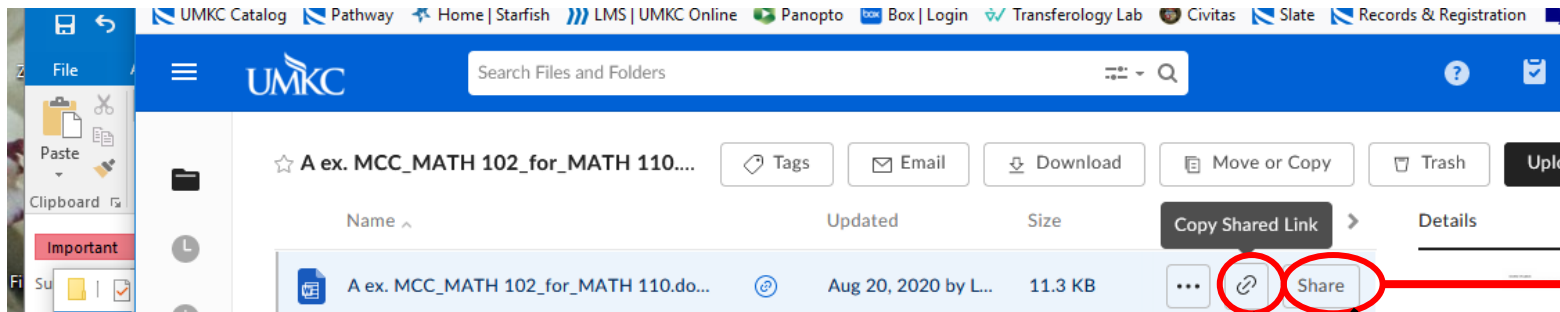
→ **MOTRBIOL 100LEC** - MOTR Essentials In Biol w/Lab

BIOL 1005 - Intro To Environmntl Sci (Starting 2015 June - Ending 2015 June)

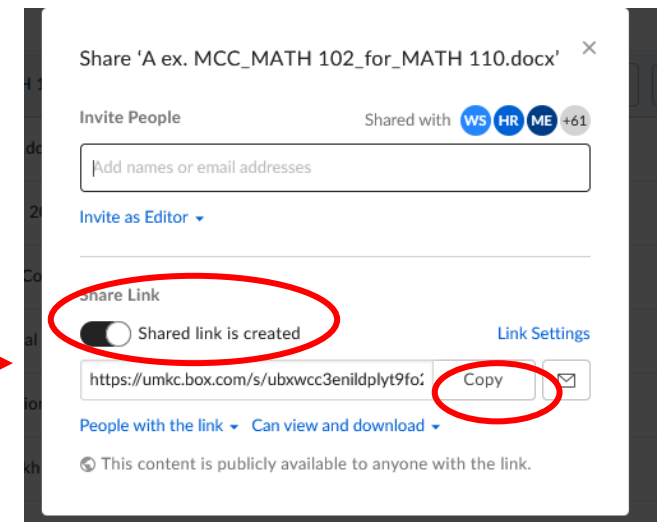
→ **ENV-SCI 1YA** - Environmental Sci Elective LE

* 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



- Log in to Connect, locate student, and raise flag “Review Transfer Course for UMKC Equivalency”

Raise Flag for [redacted] [Never Mind] [Save]

- * Flag
- Course Context
- Comment

Permissions: A tracking

* Required fields

specific administrative exams or surveys to complete graduation requirements.
* Disclosable under FERPA

Graduation Missing Administrative Requirements, Pre-Final Term Audit
Flag sent to student when advisors determine in pre-final term audit that the student needs to complete specific administrative exams or surveys to complete graduation requirements.
* Disclosable under FERPA

KC Scholar Follow Up Regarding Course Withdrawal
Raise this general flag to alert student to actions necessary specific to your course and the student situation.
* Disclosable under FERPA

Review Transfer Course for UMKC Course Equivalency
Flag is utilized to evaluate transfer equivalency that will be updated in the transfer equivalency tables and the flag will be applied to ALL students
* Disclosable under FERPA

Things have Really Changed! Here are some resources to help with online coursework
Flag that can be raised by advisors for students identified as struggling in online learning environment. Students identified using Civitas data.
* Disclosable under FERPA

- 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

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

Raise Flag for [Redacted] Never Mind Save

* **Flag** Review Transfer Course for UMKC Course Equivalency

Course Context Select a Course...

Due Date [Calendar icon]

Assignee ?
 Unassigned
 Me
 Other Provider

* **Comment**

Proposed course equivalency (i.e. PHIL OS 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:

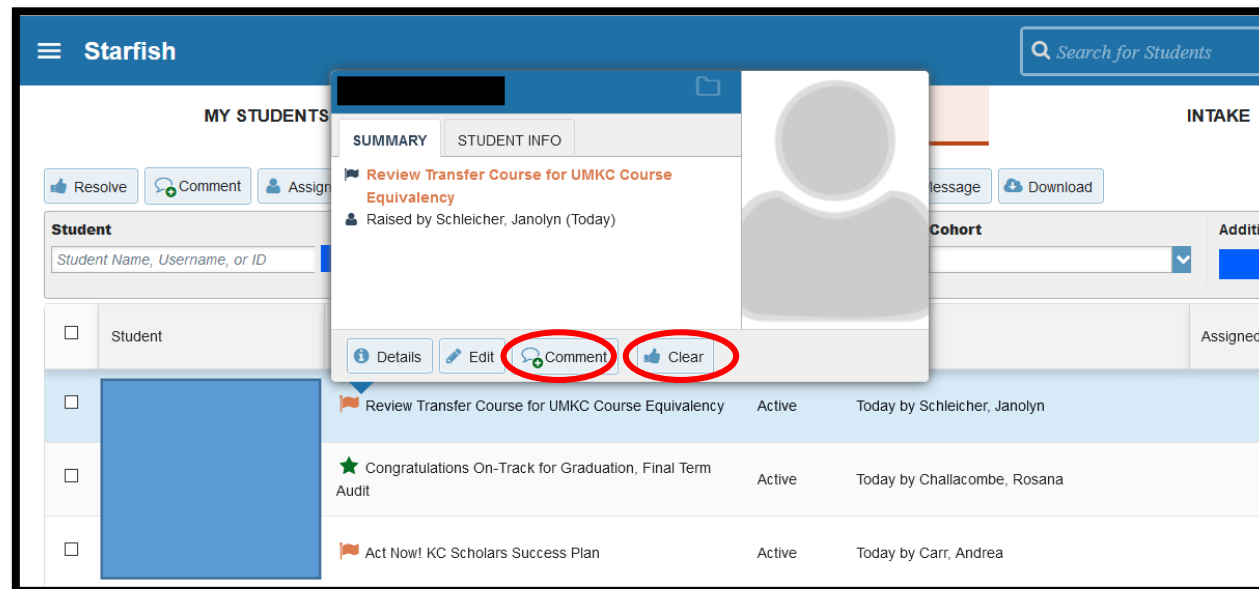
Student View: The student can view this item and the notes entered above.

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 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