**Q: Why am I getting this transfer course to review in TES?**

**A: The Office of the Registrar sends out courses for review to UMD TES Evaluators for two reasons:**

1.) Student requests a decision

2.) Curriculum changes at UMD or at transfer institutions are prompting a course review

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### 1.) Student Requests a Decision

The Office of the Registrar locates the institution’s course catalog in TES, selects the appropriate course, and sends out the course to TES Evaluators.

TES Evaluators review the course and make a transfer decision using the UMD courses available in the most recent UMD catalog.

The Office of the Registrar records the decision starting with the catalog year the student took the course and a 5 year* end date.

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### 2.) Curriculum Changes: UMD or Transfer Institution

What types of curriculum changes impact transfer decisions and may require TES Evaluator review or Office of the Registrar action?

- Inactive courses (no longer offered)
- New courses
- Content of the course has changed:
  - Subject
  - Credit value
  - Title
  - Level (1xxx, 2xxx, 3xxx, etc.)
  - Description
  - Liberal Education

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* Decisions have a 5 year end date to assist UMD in identifying courses which haven’t been reviewed for many years and may require a new decision.

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If the UMD curriculum has changed, the previous decision is ended. New decisions are added with a start date and a default 5 year* end date.

If the transfer institution’s curriculum has changed, the previous decision is ended. The updated transfer courses are sent out for review. New decisions are added with a start date and a default 5 year *end date.
**Q: What is the start date & end date of the transfer decision based upon?**

**A: UMD operates on an annual catalog while other institutions operate on an annual or biannual catalog. This requires articulation decisions to match decisions by a calendar-based start date in with the decision effectively applies or not to what the student has taken and is trying to transfer.**

**Q: What are the anticipated transfer situations I may encounter as a TES Evaluator?**

**A: See below for scenarios to assist you in reviewing decisions requests.**

**Transfer Review Scenarios:**

**Unless curriculum changes warrant a new review**

<table>
<thead>
<tr>
<th>Scenario – Student Requests Decision (1)</th>
<th>Decision Process</th>
<th>Decision Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student took HIST 101 in 2008 at University X.</td>
<td>Course is sent to TES Evaluators from University X’s 2008 – 2009 catalog. TES Evaluators use most recent UMD catalog in TES to make a decision.</td>
<td>Course transfers to UMD from 2008 – 2013. **</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario – Curriculum Changes (2)</th>
<th>Decision Process</th>
<th>Decision Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive Course: Curriculum change at UMD in 2013: MATH 1234 is inactivated.</td>
<td>All decisions for MATH 1234 are ended as of 2013. All transfer courses are sent for review for new UMD decisions.</td>
<td>MATH 1234 decisions end in 2013, new decisions are recorded with start date of 2014 – 2019. **</td>
</tr>
<tr>
<td>New Course: Curriculum change at UMD in 2014: BIOL 1444 is a new course.</td>
<td>TES Evaluators can begin to select this course when making transfer decisions.</td>
<td>TES Evaluators can select BIOL 1444 from 2014 – 2015 catalog. Decisions start in 2014 – 2019. **</td>
</tr>
<tr>
<td>Transfer Institution Subject Change: Curriculum change at University X in 2012: HIST 101 has a subject change from HIST to HISTRY.</td>
<td>This curriculum change is only a subject change and does not require TES Evaluator review. The Office of the Registrar will take update action.</td>
<td>HIST 101 decisions are ended in 2011. HISTRY 101 decisions start in 2012 – 2017. **</td>
</tr>
<tr>
<td>Credit Value: Curriculum change at University X in 2013: CHEM 2564’s credit value has been increased from 3 credits to 4 credits.</td>
<td>This curriculum change may warrant TES Evaluator review. The Office of the Registrar will contact the UMD department.</td>
<td>If the decision for CHEM 2564 is updated, the previous decision ends in 2012 and the new decision starts in 2013 – 2018. **</td>
</tr>
<tr>
<td>Title Change: Curriculum change at University X in 2012: FREN 2222 has a title change.</td>
<td>This curriculum change is only a title change and does not require TES Evaluator review. The Office of the Registrar will take update action.</td>
<td>FREN 2222 decisions end in 2011. FREN 2222 decisions start in 2012 – 2017. **</td>
</tr>
</tbody>
</table>
Transfer Review Scenarios, continued:
** Unless curriculum changes warrant a new review

<table>
<thead>
<tr>
<th>Scenario – Curriculum Changes</th>
<th>Decision Process</th>
<th>Decision Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level Change:</strong> Curriculum change at UMD in 2013: BIOL 1111 is now BIOL 2222</td>
<td>This curriculum change may warrant TES Evaluator review. The Office of the Registrar will contact the UMD department.</td>
<td>If decisions are revised, original decision is ended in 2012 and new decisions start in 2013 – 2018. **</td>
</tr>
<tr>
<td><strong>Course Description:</strong> Curriculum change at UMD in 2014: PSY 101 has a substantial description change in 2014 – 2015 catalog.</td>
<td>All decisions for PSY 101 are sent to TES Evaluators for review. Some courses may continue to transfer as PSY 101; other courses are no longer approved to transfer as PSY 101 but may transfer as PSY 1xxx or be considered for Lib Ed</td>
<td>PSY 101 decisions end in 2013, new decisions start 2014 - 2019. **</td>
</tr>
<tr>
<td><strong>Liberal Education:</strong> Curriculum change at UMD in 2014: ENGL 1131 no longer satisfies Liberal Education Program</td>
<td>This curriculum does not require TES Evaluator review.</td>
<td>No action.</td>
</tr>
</tbody>
</table>

**Q: How do I record my decision in TES?**

**A:** Below are the steps to take:

- TRACK > My Evaluations > Select transfer course
- **Action:** Select "Select/Change Equivalent Course"
- **Select Dataset:** University of Minnesota Duluth (select catalog year*)
- **Select Course(s):** Select UMD course to support decision
- **Selection Action:** Approve

* 2014-2015 is most recent catalog available as of 9.8.2015

**Q: What UMD Course Catalog should I select to make my transfer decisions?**

**A:** We recommend using the most recent UMD Catalog available to you in TES when making transfer decisions

**Q: Are there situations when I should use an older catalog?**

**A:** Not typically; however, it may be useful when courses are no longer offered by UMD or by other institution.

**Q: Who can I contact if I have questions?**

**A:**
Sarah Hatfield, x7896,
shatfiel@d.umn.edu

UMD Office of the Registrar
umdreg@d.umn.edu