Guide for Adjustment of Previous Transfer Credit Decisions
UMD Office of the Registrar

As of 2014, all UMD transfer course evaluation decisions have a 5 year end date to assist UMD in identifying courses which may require a re-review. In addition, transfer course evaluation decisions will be re-reviewed in instances of UMD or the originating institutions’ curriculum changes.

The Office of the Registrar (OTR) will work to send all courses which they identify as requiring re-review to departmental transfer evaluators. Academic departments may seek to request a re-review; please follow the below procedures.

**Q: In what instances might I want to request a change to a UMD transfer decision?**

**A: Examples:**
- Curriculum has changed at either UMD or the transfer institution.
- A mistake has been identified in a transfer course evaluation.
- The academic department has made a decision to change a transfer evaluation due to concerns about student performance.

**Q: Will changes to transfer decisions affect current student records?**

**A: No – decisions become effective per the next UMD catalog year (effective date).**

**Q: What kind of changes can be requested?**

**A: Departments can request two types of effective-dated changes:**

**Catalog Change (most common)**

*A change for students who take the course from a particular date onward –*

Institution X’s BIOL101 transfers as BIOL1001. You want to continue to honor this past decision, but any student who took the course Fall 2015 onward should have the course transfer as BIOL1xxx.

UMD’s MU 1003 was inactivated Fall 2014. Starting Fall 2014, you want all courses matched to MU 1003 to transfer as MU 1xxx.

**Retroactive Change (rare exception)**

*A change that retroactively applies to all future incoming students who transfer in the course -*

Institution Y’s CHEM101 transfers as CHEM1103 & 1104 from Fall 2008 onward. Due to concerns about past student performance of those who took this course at Institution Y, you no longer want this course to transfer to UMD as CHEM1103 & CHEM1104. You change your decision so that retroactively, from Fall 2008 onward, the course transfers as CHEM1xxx. UMD does not reverse the decision on students once they enroll at UMD.
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Steps For Adjusting Decision

I. Review Existing Decision

Please review the existing transfer decision for the applicable course in either TES or Transferology Lab. If the academic department is wanting to make a change to this decision, follow the below steps.

What if I can’t find a particular course, institution, or catalog in TES?

Some institutions, courses and/or catalog information may not be available in TES. In this instance, contact the Office of the Registrar at umdreg@d.umn.edu to discuss a change to this transfer equivalency.

II. Request a Change in a Transfer Credit Evaluation

1.) LOG IN

Go to tes.collegesource.com

Enter your TES user name and password that you received via an email from College Source, tes@collegesource.com

If you need your password resent to you, please e-mail umdreg@d.umn.edu
2.) SEARCH FOR INSTITUTION

Search for an institution by name.

Use the arrow button ➔ to select the institution’s equivalency decisions you want to view.
3.) SEARCH FOR COURSE

Type in course code in “Course Search” bar

![Image of course search interface]

4.) SELECT CATALOG YEAR

Select the appropriate catalog year (data set), and click “View”.

Ex. Want decision changed for students who are taking the course Fall 2015 onward? Select 15/16.

![Image of course search results]

Not sure what catalog year (data set) to select? E-mail umdreg@d.umn.edu
5.) SEND COURSE TO OFFICE OF THE REGISTRAR IN TES

Click on the E-mail Icon

Address request for change to umdreg@d.umn.edu

6.) The Office of the Registrar will contact the department if additional information is needed.