

Evaluator FAQs, Transfer Evaluation System (TES)

This document is intended to answer frequently asked questions for TES evaluators.

For further clarification, contact the TES team at tes@umn.edu.

1. I'm not the right person to evaluate this course. How do I send it to the correct person?

Choose the "Deny" action on the Course Evaluation screen. In the note area, indicate who (either the department or a specific person) should review the course, and hit "Submit". This will notify the TES team that the course should be reassigned.

2. What are the recommendations for granting a direct equivalency?

A 75% match in course content is typically the baseline for granting a direct equivalency. If a student will have obtained the knowledge to be successful in sequential courses or will obtain the same amount of content/knowledge as the UMTC course, an equivalency can be granted. Minimum grade and degree requirements will still apply, regardless of whether or not the course is determined to be equivalent.

3. This course doesn't fit into our major. How can I approve this?

Courses are reviewed on a course to course basis, not contingent upon major requirements. If the course content does not match 75% of a specific UMTC course, the best practice is to review for upper division or lower division within the department designation. It would not meet any equivalent course requirements, but would be accepted as transferable credit. If a course is not appropriate for your department, please "Deny" and indicate in the note section.

4. I need more information in order to evaluate the course. How do I request that?

Choose the "Need More Information" action on the Course Evaluation screen. In the note area, add the specific information you need to evaluate the course and hit "Submit". This will notify the TES team that more information is needed

and they will work to obtain it. If more information is provided, the information will be uploaded into TES and you will be notified.

5. I am no longer the reviewer for my department/course. How can I change my information in TES? What if I don't know who the new reviewer is?

Notify the TES team at tes@umn.edu as soon as you know you will no longer be reviewing courses. Please indicate an end date. If you do not know who the new reviewer is, indicate that, too.

6. I need to change a prior equivalency decision. How can I do that in TES?

The option to change a decision is not available in TES. To change a prior decision, contact tes@umn.edu with the following information:

- School
- Course
- New decision
- Effective dates

The TES team will update the course information in TES as well as other databases. Please note that an equivalency cannot be removed once it has been articulated on a student's record. The new equivalency decision will be effective at the start of the next semester.

7. Why isn't there student-identifying information along with the course? I need that to make my decision.

Courses sent through TES are evaluated on a class-to-class basis where the decision is good for anyone transferring in with that course, regardless of intended study. If you require individual student information to make a course decision, choose the "Deny" action on the Course Evaluation screen. In the notes, indicate that student information is required. Students may then work with their advisor to determine if an exception can be made.

8. How can I see the prior decisions I've made?

To see prior decisions you have made in TES, contact the TES team at tes@umn.edu. They will send you a list of courses and decisions you previously made.