

Making Revisions to Systemwide Transfer (SWT) Courses

- Institutions complete the *Revise/Add to Existing Systemwide Transfer (SWT) Course* form found at: https://www.kansasregents.org/academic_affairs/transfer-articulation/transfer_articulation_council
- Send the completed form to Karla Wiscombe, Director, Academic Affairs: kwiscombe@ksbor.org
- Karla will approve the revision within 30 days of receiving all necessary information and notify the institution
- Upon receiving an approval email, the submitting institution will make the revisions in Course Inventory
- Course Inventory revisions must include the appropriate academic year aligned with the effective change date
- Course Inventory automatically notifies KBOR Staff, Karla and April Henry, Director, Workforce Development, of any revisions
- KBOR Staff (Karla or April) will approve the course revisions in Course Inventory (or send back if necessary)
- Course Inventory automatically updates after KBOR Staff approval
- The Transfer KS Portal is updated every Tuesday and Friday with any revisions approved in Course Inventory
- Amy Robinson, Executive Assistant to Academic Affairs, will add revisions to the Revision tracker, post it to the website, and email Karla when completed. The Revision tracker is found at: https://www.kansasregents.org/academic_affairs/transfer-articulation/transfer_articulation_council
- Institutions will be responsible for removing KRSN numbers from old SWT courses (no longer offered or considered equivalent) in Course Inventory, AFTER AY Collection Rollover in October

