TRANSFER AND ARTICULATION COUNCIL
COMMUNICATION PLAN FOR
SYSTEMWIDE TRANSFER (SWT) COURSES

Created for Institution staff (Public Information Officers, Communication Directors, Web Designers, Webmasters) responsible for messaging to promote seamless course transfer on institution websites and other marketing materials.

June 2021
OVERVIEW

The Kansas Board of Regents' Transfer and Articulation Council (TAAC) created a "Communication Plan" to coordinate the marketing of Systemwide Transfer (SWT) among the 32 public postsecondary institutions across Kansas.

This document contains agreed-upon language to be used online and in digital and print communication resources, as well as a shared visual identity to support the clear and consistent messaging for SWT courses. Additionally, to support clarity of approved SWT courses, a "micro-logo" may be added to both digital and print course catalogs across the system, as institutions are able.

TRANSFER KANSAS PORTAL

KBOR has created a new transfer portal as of 2020. The Transfer Kansas portal houses all Systemwide Transfer (SWT) courses approved by the Kansas Board of Regents, for which faculty develop and update learning outcomes. You can use the below logo to link to the KBOR Transfer Ks portal, which can be directly found at: https://submission.kansasregents.org/ibi_apps/portal/BIP_Public2/SWT

Contact Amy Robinson, Assistant to Academic Affairs at the Kansas Board of Regents, for necessary graphic files: arobinson@ksbor.org or 785-430-4280.

EXPLAINING COURSE TRANSFER

TAAC has approved the following marketing language to assist with the communication of SWT courses. Depending on audience and format, select one of the following descriptions; use font style, size, color, layout, and alignment to be consistent with your Graphic Standards.

Short – One Sentence with Link
Suggested text:
There is a growing list of courses approved by the Kansas Board of Regents for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions offering an equivalent course.


Medium – One Paragraph with Link
Suggested text:
The Kansas Board of Regents approves new courses each year, guaranteed to transfer among all Kansas
public postsecondary institutions. A student who completes a Systemwide Transfer (SWT) course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution offering an equivalent course.

Visit [https://www.kansasregents.org/academic_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) [OR institution website] for more information.

**Long – Full Details**

*Suggested text:*
The Kansas Board of Regents approves courses for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution offering an equivalent course.

For a list of all approved SWT courses, visit: [https://www.kansasregents.org/resources/PDF/Academic_Affairs/TAAC/Disciplines_One-Page.pdf](https://www.kansasregents.org/resources/PDF/Academic_Affairs/TAAC/Disciplines_One-Page.pdf)

**VISUAL IDENTITY**

To assist our students in understanding SWT courses, each community college, technical college, and university will have correlated visual "logos" branding the communication of information related to course transfer in a shared way, which will serve to underscore the unified approach of our public postsecondary system.

Logos have been developed for SWT courses and are presented below.

**Logo – Created for each Institution**

For use on websites communicating seamless transfer and any other digital or print spaces that discuss systemwide course transfer. Generic logos are below. Logos have also been created with each institution's official colors.

![COURSE TRANSFER](image1.png) ![REVERSE TRANSFER](image2.png)

Contact Matt Keith, Director of Communications at the Kansas Board of Regents, for necessary graphic files: mkeith@ksbor.org or 785-430-4237.

**SOCIAL MEDIA BRANDING**

To help broaden awareness of SWT courses and amplify the messages of other institutions in the system, each community college, technical college, and university is encouraged to use the hashtag #TransferKS when promoting seamless transfer through social media platforms.
Micro-Logo – Uniform across the System

In addition to online, digital, and print communications, course catalogs are a key space for students to see a SWT course when making their selection.

Therefore, a "micro-logo" has been developed for course catalogs* to communicate course transfer:

Statewide Course Transfer micro-logo:  

*Please note: it is important to include a definition of this symbol, either by linking it to an institution's website or the Kansas Board of Regents' website for more information (when in an electronic format), or by noting it somewhere in the catalog text. Here is a recommended definition:
This course is approved by the Kansas Board of Regents for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the [institution name] Registrar to learn more.

Please contact the Director of Communications at the Kansas Board of Regents for necessary graphic files: mkeith@ksbor.org or 785-430-4237.