SYSTEMWIDE TRANSFER (KRSN) ARTICULATION MAINTENANCE

October 2021
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KRSN Information:

Transfer and Articulation Council
1. To facilitate transfer and articulation across the system of public higher education, the Kansas Board of Regents established a Transfer and Articulation Council (TAAC) with oversight responsibility of implementing the transfer and articulation policy.
   a. This policy can be found here:
      i. http://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_iii Coordination of Institutions_2/chapter_iii_full_text#transfer

Required Paperwork for Submitting a KRSN Change
2. Before submitting a change to the KRSN Articulation System, make sure that all required paperwork has been submitted.
   a. Further information can be found here:
      i. https://www.kansasregents.org/academic_affairs/transfer-articulation/transfer_articulation_council

TAAC Annual Meeting Schedule and Timeline
3. TAAC will meet monthly, scheduled a week before monthly Board meetings. The tentative annual schedule for TAAC business will be as follows (with additional business as needed):
   a. Aug./Sept./Oct.:
      i. Institutions/CAOs submit faculty representatives for upcoming KCOG
      ii. Board Staff/TAAC solicit faculty Co-Chairs for discipline groups
      iii. Finalize plans for KCOG
      iv. Train KCOG Faculty Co-Chairs and TAAC Liaisons for KCOG Assist Host-Institution of KCOG
   b. Nov./Dec.:
      i. Debrief and discuss KCOG Conference
      ii. Review KCOG reports
      iii. Approve outcomes/courses from KCOG reports
      iv. Begin clarification and adjudication process, as needed
   c. Dec./Jan.:
      i. Recommend new SWT courses and provide TAAC update to the Board
   d. Jan./Feb.:
      i. Institutions/CAOs certify and/or update course information for newly approved SWT courses from most recent KCOG
      ii. Approve requests from institutions to offer SWT courses not previously offered
      iii. Adjudicate transfer issues and hear appeals as needed
      iv. Post annual KCOG Conference Report to website
   e. Mar./April:
      i. Examine new and review courses to be articulated at upcoming KCOG*
      ii. Research appropriate new courses for upcoming KCOG
      iii. Approve requests from institutions to offer SWT courses not
previously offered

iv. Monitor institution websites for required transfer information

f. May/June:
   i. CAO or designee submits preliminary courses for upcoming KCOG
   ii. Revise and update TAAC policy and procedures
   iii. Review TAAC membership
   iv. Preliminary planning for upcoming KCOG
   v. Post new courses to Transfer Kansas Portal, effective following summer term

*Note: Articulated outcomes for courses approved for Kansas Systemwide Transfer should be reviewed at least every five years. Discipline groups may decide to review outcomes more often, as the need arises by notifying KBOR staff.
KRSN Articulation Maintenance:

Making KRSN changes will no longer be made in Course Inventory - Navigating to the New KRSN Articulation page

4. Log in to KHEDS
   a. Select institution
   b. Period set to “Academic Year”
   c. Set year to the current Academic Year
   d. Click “Update”

5. Click on the Program Inventory Tab

6. Under Maintenance, click on “KRSN Articulation”
Maintenance

- Institution Program Inventory
- Institution Course Inventory
- Elective Blocks
- Military MOC Articulation
- Military ACE Courses Articulation
- Military Articulation Portal -- Institution Preview

**KRSN Articulation**
- KRSN Articulation List -- All Institutions
- Preliminary KRSN Articulation

7. This will show the KRSN Articulation List

<table>
<thead>
<tr>
<th>KA SEQ</th>
<th>AY</th>
<th>KRSN</th>
<th>Course ID &amp; Hours</th>
<th>Course Titles</th>
<th>Status</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>2021</td>
<td>AN1010</td>
<td>TESTKRSN1 (1 Hours)</td>
<td>TESTKRSN1</td>
<td>P</td>
<td>N(ADD)</td>
</tr>
<tr>
<td>35</td>
<td>2021</td>
<td>BIO1022</td>
<td>QWERTY1 (3 Hours) AND ABC123 (40 Hours)</td>
<td>QWERTY &amp; ABC.TEST</td>
<td>P</td>
<td>Y(ADD)</td>
</tr>
<tr>
<td>2</td>
<td>2021</td>
<td>ACC2010</td>
<td>TKRSN1 (1 Hours)</td>
<td>TKRSN1</td>
<td>A</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>2021</td>
<td>BIO2022</td>
<td>AADG (0 Hours)</td>
<td>AAGGG D</td>
<td>A</td>
<td>--</td>
</tr>
</tbody>
</table>

a. NOTE: All prior articulations have been transferred into this tool. No other action is needed.
Navigating the KRSN Articulation List

8. Main List
   a. KRSN Articulations with a Pink color have been saved, but not submitted to KBOR.
   b. KRSN Articulations with a Blue color have been submitted to KBOR but have not yet been approved.
   c. KRSN Articulations with a Green color have been both submitted and approved.

<table>
<thead>
<tr>
<th>KA SEQ</th>
<th>AY</th>
<th>KRSN</th>
<th>Course ID &amp; Hours</th>
<th>Course Titles</th>
<th>Status</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>2021</td>
<td>ANT1010</td>
<td>TESTKRSN1 (1 Hour)</td>
<td>TESTKRSN1</td>
<td>P</td>
<td>N(ADD)</td>
</tr>
<tr>
<td>35</td>
<td>2021</td>
<td>BIO1022</td>
<td>QWERTY1 (3 Hours) AND ABC123 (40 Hours)</td>
<td>QWERTY &amp; ABC TEST</td>
<td>P</td>
<td>Y(ADD)</td>
</tr>
<tr>
<td>1</td>
<td>2021</td>
<td>BIO1022</td>
<td>TEST1 (1 Hour)</td>
<td>TEST1</td>
<td>A</td>
<td>--</td>
</tr>
</tbody>
</table>

9. Excel Download
   i. Above the list, an excel download option is available for all KRSN articulations at the institution.

Apply For New KRSN Articulation

Excel Download: KRSN Articulation List

10. Viewing an Articulation
   i. For both Submitted and Approved courses, clicking “View” will show the KRSN Articulation for that specific KRSN.

<table>
<thead>
<tr>
<th>KA SEQ</th>
<th>AY</th>
<th>Course No</th>
<th>CI SEQ</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2021</td>
<td>77</td>
<td>100</td>
<td>TEST1</td>
<td>TEST1</td>
<td>1</td>
</tr>
</tbody>
</table>

   b. To go back, click Go back to “KRSN Articulation Maintenance”.
Applying for a New or Modifying a Saved, Not Submitted KRSN Articulation – Only 1 Course per articulation.

11. NOTE: Once Approved, KRSN Articulations can only be Deleted, no modifications can occur. If a modification is needed, the articulation must be deleted and re-submitted. However, modifications can be made before a submission.

12. Courses that can be Articulated:
   a. Only courses which are Public Offering
   b. Offer type = Tied or Linked (No enrichment)
   c. Must be non-WorkForce Aid
   d. Must be non-External Required Credit

13. At the top of the KRSN Articulation List, click “Apply for New KRSN Articulation”.

14. At the top of the page, choose the Academic Year that the articulation will become effective, the Statewide KRSN and then use the course list below to select the course that needs to be added or the saved course that requires modification. The articulation needs to match the paperwork that has already been submitted.
15. Then click the Green Up Arrow to add the course to the list. If necessary, use the Red Down Arrow to remove that course.

16. As courses are added, the Course ID & Hours and Course Titles rows will be populated.

17. Click “Save” if intending to modify later or “Submit to KBOR” if the articulation is correct. For a saved articulation that has not been submitted to KBOR, if a mistake has been made, the saved articulation may still be deleted.
Adding a new KRSN Articulation – Special Cases

18. 2 or more courses – “AND”
   a. Example Accounting 1 and Accounting 2 (ACCT101 & ACCT110)
   b. For articulations that require more than 1 course to receive the transfer credit, the process is the same as above where adding the first course using the green arrow. Next pick a second course and click the green arrow again and repeat until the articulation is as needed.

   ![Articulation Course(s) Table]

   * Academic Year: 2021
   * KRSN: Select one...
   Course ID & Hours: QWERTY1 (3 Hours) AND ABC123 (40 Hours) AND TEST11 (1 Hours)
   Course Titles: QWERTY & ABC TEST & TEST1

   Articulation Course(s)

<table>
<thead>
<tr>
<th>AY</th>
<th>Course Nbr</th>
<th>CI SEQ</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>55</td>
<td>64</td>
<td>QWERTY1</td>
<td>QWERTY</td>
<td>3</td>
</tr>
<tr>
<td>2021</td>
<td>44</td>
<td>86</td>
<td>ABC123</td>
<td>ABC TEST</td>
<td>40</td>
</tr>
<tr>
<td>2021</td>
<td>77</td>
<td>180</td>
<td>TEST11</td>
<td>TEST1</td>
<td>1</td>
</tr>
</tbody>
</table>

   c. Click “Save” if intending to modify later or “Submit to KBOR” if the articulation is correct.

19. Lecture and Lab Courses with multiple required courses
   a. Example: Biology 1 and Biology 1 Lab (BIO101 & BIOL101)
   b. For lecture and lab courses that require more than 1 course to receive transfer credit, the need to articulate them using KRSN values ending in 1 or 2 has been removed. Going forward, simply follow the steps for articulating more than 1 course using the main KRSN, which ends in 0.
   i. All the lecture/lab courses require both the lecture and lab to receive credit except:
      1. Environmental Science
      2. Descriptive Astronomy
      3. Physical Geology

   ![Articulation Course(s) Table]

   * Academic Year: 2021
   * KRSN: BIO1010--GENERAL BIOLOGY AND LAB FOR NON-MAJORS
   Course ID & Hours: LIFE1402 (4 Hours) AND BIOL247 (3 Hours)
   Course Titles: PRINCIPLES OF BIOLOGY & PRINCPLS OF HUMAN PHYSIOLOGY LAB

   Articulation Course(s)

<table>
<thead>
<tr>
<th>AY</th>
<th>Course Nbr</th>
<th>CI SEQ</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>89</td>
<td>88</td>
<td>LIFE1402</td>
<td>PRINCIPLES OF BIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>2021</td>
<td>113</td>
<td>113</td>
<td>BIOL247</td>
<td>PRINCPLS OF HUMAN PHYSIOLOGY LAB</td>
<td>3</td>
</tr>
</tbody>
</table>
ii. Click “Save” if intending to modify later or “Submit to KBOR” if the articulation is correct.

20. Lecture and Lab Courses that each provide transfer credit.
   a. Example: Environmental Science Lecture and Environmental Science Lab (EVS1 & EVS2)
   b. For lecture and lab courses where the lecture and lab can provide transfer credit separately, it is still required to supply the course with a KRSN value ending in 1 for lecture courses or 2 for lab courses.
   i. These courses include
      1. Environmental Science
      2. Descriptive Astronomy
      3. Physical Geology

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Course Nbr</th>
<th>CI SEQ</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>145</td>
<td>145</td>
<td>SGT 120</td>
<td>PRINCIPALS AND PRACTICES OF SURGICAL TECHNOLOGY</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Course Nbr</th>
<th>CI SEQ</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>146</td>
<td>146</td>
<td>SGT 140</td>
<td>PRINCIPALS AND PRACTICES OF SURGICAL TECHNOLOGY LAB</td>
<td>3</td>
</tr>
</tbody>
</table>

1. Click “Save” if intending to modify later or “Submit to KBOR” if the articulation is correct.

   c. If the institution offers both a lecture and a lab, then it is also required to create that articulation (ending in 0) in addition to adding the separate courses for the lecture and lab. This means that there will be three separate articulations for the combined, the lecture and the lab.
i. Click “Save” if intending to modify later or “Submit to KBOR” if the articulation is correct.

21. 2 or more courses – “OR”
   a. Example: Theater Practicum 1 or Theater Practicum 2.
   b. For articulations that have multiple options to receive the transfer credit, follow the same steps as adding a single course (create the articulation then submit) for each course individually.
Deleting an Articulation

22. In order to remove a KRSN Articulation to any course, an application must be submitted to KBOR to delete it.
   a. Send the relevant paperwork to KBOR.
   b. Click on “View” for that articulation.
   c. Click “Apply for Delete”

1. At the top, click “Apply for Delete” and the delete will be submitted.

23. If a KRSN Articulation application or deletion is reversed and sent back to the institution, the user can then modify the articulation as needed to meet approval requirements.
Systemwide KRSN Articulation List

24. On the Program Inventory tab, below the KRSN Articulation page there is a systemwide KRSN Articulation List that is searchable and can be exported to excel.

**Maintenance**

- Institution Program Inventory
- Institution Course Inventory
- Elective Blocks
- Military MOC Articulation
- Military ACE Courses Articulation
- Military Articulation Portal -- Institution Preview

- KRSN Articulation
- KRSN Articulation List -- All Institutions
- Preliminary KRSN Articulation

### KRSN Articulation List -- All Institutions

<table>
<thead>
<tr>
<th>KRSN</th>
<th>Pnce</th>
<th>Institution</th>
<th>AY</th>
<th>Course ID &amp; Hours</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1010</td>
<td>004608</td>
<td>Barton County CC</td>
<td>2021</td>
<td>ACCT1614 (3 Hours) AND ACCT1618 (3 Hours)</td>
<td>ACCOUNTING I &amp; ACCOUNTING II</td>
</tr>
<tr>
<td>ACC1010</td>
<td>001909</td>
<td>Cloud County CC</td>
<td>2021</td>
<td>BE161 (3 Hours) AND BE162 (3 Hours)</td>
<td>ACCOUNTING I &amp; ACCOUNTING II</td>
</tr>
<tr>
<td>ACC1010</td>
<td>001925</td>
<td>Kansas City Kansas CC</td>
<td>2021</td>
<td>BUSN301 (3 Hours) AND BUSN301 (3 Hours)</td>
<td>ACCOUNTING I &amp; ACCOUNTING II</td>
</tr>
<tr>
<td>ACC1010</td>
<td>001938</td>
<td>Pratt CC</td>
<td>2021</td>
<td>ACC177 (3 Hours) AND ACC178 (3 Hours)</td>
<td>ACCOUNTING I &amp; ACCOUNTING II</td>
</tr>
</tbody>
</table>
Changes in Course Inventory

25. KRSN values are no longer tracked through Course Inventory, but CI will still show the values.

26. When clicking on View/Modify, more specific information on the articulation will be shown.

27. A modification to the course title, course ID or section hours is allowed for any KRSN articulated course, if the fields are not locked for some other reason. An example of this would be when the course is within a program. Other fields, such as WorkForce Aid and Offer Type will be locked.
Preliminary KRSN Articulation Maintenance:

Navigating to and within the New Preliminary KRSN Articulation page

28. Log in to KHEDS
   a. Select institution
   b. Period set to “Academic Year”
   c. Set year to the current Academic Year
   d. Click “Update”
   e. Click on the Program Inventory Tab

29. Under Maintenance, click on “Preliminary KRSN Articulation”

Maintenance

- Institution Program Inventory
- Institution Course Inventory
- Elective Blocks
- Military MOC Articulation
- Military ACE Courses Articulation
- Military Articulation Portal -- Institution Preview
- KRSN Articulation
- KRSN Articulation List -- All Institutions
- Preliminary KRSN Articulation

30. This will show the Preliminary KRSN Articulation List
31. NOTE: All prior articulations have been transferred into this tool. No other action is needed.

32. The Preliminary KRSN Articulation Maintenance page uses the same structure as the KRSN Articulation Maintenance page for the following steps. Please review the above pages to do the following:
   a. Navigating the KRSN Articulation List
   b. Applying for a New or Modifying a Saved, Not Submitted KRSN Articulation – Only 1 Course per articulation
   c. Adding a new KRSN Articulation – Special Cases
   d. Deleting an Articulation

Certifying a KRSN Articulation

33. However, institutions must both submit a KRSN Articulation and after it has been initially verified by KBOR staff, the institution must also Certify the articulation.
   a. Once the articulation has been KBOR verified, the course articulation will be shown in orange:

<table>
<thead>
<tr>
<th>KA SEQ</th>
<th>AY</th>
<th>KRSN</th>
<th>Course ID &amp; Hours</th>
<th>Course Titles</th>
<th>Articulation Status</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>2022</td>
<td>MAT0990</td>
<td>LIFE14021 (4 Hours)</td>
<td>PRINCIPLES OF BIOLOGY</td>
<td>Pending</td>
<td>Certified</td>
</tr>
<tr>
<td>46</td>
<td>2022</td>
<td>CR2010</td>
<td>SGT 130 (4 Hours)</td>
<td>SURGICAL TECH CLINICAL EXPERIENCE III</td>
<td>Pending</td>
<td>Certified</td>
</tr>
<tr>
<td>47</td>
<td>2022</td>
<td>BUS1030</td>
<td>THE2743 (1 Hour) AND THE2743 (2 Hours)</td>
<td>THEATRE PRACTICUM I &amp; THEATRE PRACTICUM I</td>
<td>Pending</td>
<td>KBOR Verified</td>
</tr>
<tr>
<td>48</td>
<td>2022</td>
<td>CR2010</td>
<td>THE2743 (3 Hours)</td>
<td>THEATRE PRACTICUM I</td>
<td>Pending</td>
<td>KBOR Verified</td>
</tr>
<tr>
<td>49</td>
<td>2022</td>
<td>BUS1030</td>
<td>ABC123 (3 Hours)</td>
<td>ABC'S</td>
<td>Pending</td>
<td>Submitted</td>
</tr>
<tr>
<td>50</td>
<td>2022</td>
<td>BUS1030</td>
<td>QWERTY2 (3 Hours)</td>
<td>QWERTY2</td>
<td>Approved</td>
<td>--</td>
</tr>
</tbody>
</table>

   b. In order to Certify the articulation, click ‘Certify/View’
   c. On the next page, please review the information is correct and click Certify on the right:
d. Once certified, the articulation screen will show that the final step is approval by the Board, but no further action by the institution is necessary:

Preliminary KRSNs in Course Inventory

34. Like Approved KRSNs, Preliminary KRSNs will also be displayed in Course Inventory in the main course list.

35. It will also be shown in each applicable course page.