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

Institution Submits Revision Form

Additional info Requested or Approval within 30 Days

Institution & KBOR Staff Receive Approval Email

Institution Enters Course into Course Inventory

KBOR Staff Approves Course Inventory Revision

KBOR Staff Adds to the Revision Spreadsheet on Website

Course Inventory Automatically Updates

Institution Ensures they Unflag KRSN from old Courses AFTER AY Rollover