



# Revise Course Information in the Transfer KS Portal for Existing Kansas Systemwide Transfer (SWT) Courses

\*\*\*Please only submit one revision or additional course per form.

This form is to be used by institutions to submit **revisions** or add an additional course section to existing courses in the Transfer KS Portal.

If you are adding a SWT course **not** previously listed in the Transfer KS Portal, please complete the "[Adding Kansas SWT Course](#)" form.

Institution Name:

Today's Date:

Individual Completing Form:

E-mail Address:

Which of the following describes this revision?

Revision to current course (i.e. revised course ID, title, cr. hrs.)  Adding another course with the same Kansas Regents Shared Number (KRSN)

KRSN #	KRSN Title	Revised/Added Course ID	Revised/Added Course Title	Cr. Hours	Effective Date

Detailed information on changes and/or added course (i.e. old course ID, title, credit hours, etc.):

***The signature below indicates responsibility for the institution to maintain structures and practices that ensure the course meets or exceeds the core outcomes specified by the Kansas Core Outcome Group for the above requested SWT course previously approved by the Kansas Board of Regents.***

Institutional Chief Academic Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print for signature

Submit Completed form to: Dr. Jenn Bonds-Raacke - Academic Affairs, Kansas Board of Regents – [jbondsraacke@ksbor.org](mailto:jbondsraacke@ksbor.org)

