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.
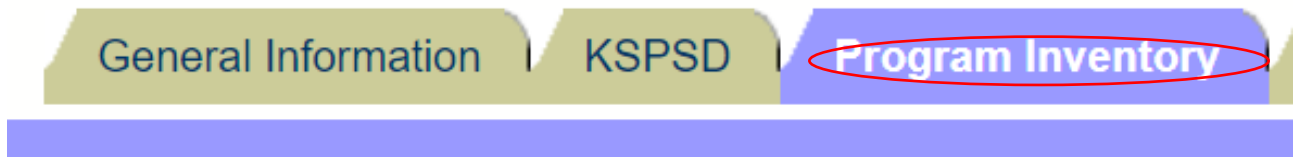
KRSN Articulation Maintenance:

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

KRSN Articulation List							
Apply For New KRSN Articulation							
Excel Download: ⊠KRSN Articulation List							
Show 10 ∨ entries				Search:			
KA SEQ	**AY**	**KRSN**	**Course ID & Hours**	**Course Titles**	**Status**	**Submitted**	
34	2021	ANT1010	TESTKRSN1(1 Hours)	TESTKRSN1	P	N(ADD)	View
35	2021	BIO1022	QWERTY1 (3 Hours) AND ABC123 (40 Hours)	QWERTY & ABC TEST	P	Y(ADD)	View
2	2021	ACC2010	TKRSNV1 (1 Hours)	TKRSNV1	A	--	View
3	2021	BIO2022	AA DG (0 Hours)	AAGGG D	A	--	View

  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.

KA SEQ	AY	KRSN	Course ID & Hours	Course Titles	Status	Submitted	
34	2021	ANT1010	TESTKRSN1(1 Hours)	TESTKRSN1	P	N(ADD)	View
35	2021	BIO1022	QWERTY1 (3 Hours) AND ABC123 (40 Hours)	QWERTY & ABC TEST	P	Y(ADD)	View
1	2021	BIO1022	TEST11 (1 Hours)	TEST1	A	--	View

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.

Apply for Delete	Go back to KRSN Articulation Maintenance					Send Email to IRHelp

	KA SEQ:	1
	* Academic Year:	2021
	*KRSN :	BIO1022
	Course ID & Hours:	**TEST11 (1 Hours)**
	Course Titles:	**TEST1**

Articulation Course(s)

AY	Course Nbr	CI SEQ	Course ID	Course Title	Hours
2021	77	160	TEST11	TEST1	1

    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".

Apply For New KRSN Articulation

Excel Download: ⊠KRSN Articulation List

Show 10 ∨ entries

KA SEQ	AY	KRSN	Co
34	2021	ANT1010	TESTKRS
35	2021	BIO1022	QWERTY ABC123 (
2	2021	ACC2010	TKRSNV

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.

* 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)

AY	Course Nbr	CI SEQ	Course ID	Course Title	Hours
2021	55	84	QWERTY1	QWERTY	3
2021	44	86	ABC123	ABC TEST	40
2021	77	160	TEST11	TEST1	1

    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

* 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 & PRNCPLS OF HUMAN PHYSIOLGY LAB**

Articulation Course(s)

AY	Course Nbr	CI SEQ	Course ID	Course Title	Hours
2021	89	89	LIFE1402	PRINCIPLES OF BIOLOGY	4
2021	113	113	BIOL247	PRNCPLS OF HUMAN PHYSIOLGY LAB	3

           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

* Academic Year:	2021 ∨
*KRSN :	BIO1041--ENVIRONMENTAL SCIENCE LECTURE ∨
Course ID & Hours:	SGT 120 (5 Hours)
Course Titles:	PRINCIPALS AND PRACTICES OF SURGICAL TECHNOLOGY

Articulation Course(s)

AY	Course Nbr	CI SEQ	Course ID	Course Title	Hours
2021	145	145	SGT 120	PRINCIPALS AND PRACTICES OF SURGICAL TECHNOLOGY	5

* Academic Year:	2021 ∨
*KRSN :	BIO1042--ENVIRONMENTAL SCIENCE LAB ∨
Course ID & Hours:	SGT 140 (3 Hours)
Course Titles:	PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY LAB

Articulation Course(s)

AY	Course Nbr	CI SEQ	Course ID	Course Title	Hours
2021	146	146	SGT 140	PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY LAB	3

         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.

* Academic Year:	2021 ✓
*KRSN :	BIO1040--ENVIRONMENTAL SCIENCE LECTURE AND LAB (COMBINED) ✓
Course ID & Hours:	SGT 120 (5 Hours) AND SGT 140 (3 Hours)
Course Titles:	PRINCIPALS AND PRACTICES OF SURGICAL TECHNOLOGY & PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY LAB

Articulation Course(s)

AY	Course Nbr	CI SEQ	Course ID	Course Title	Hours
2021	145	145	SGT 120	PRINCIPALS AND PRACTICES OF SURGICAL TECHNOLOGY	5
2021	146	146	SGT 140	PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY LAB	3

       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.

* Academic Year:	2021 ✓
*KRSN :	ACC1010--FINANCIAL ACCOUNTING ✓
Course ID & Hours:	ABC123 (3 Hours)
Course Titles:	ABC'S

Articulation Course(s)

AY	Course Nbr	CI SEQ	Course ID	Course Title	Hours
2021	122	122	ABC123	ABC'S	3

* Academic Year:	2021 ✓
*KRSN :	ACC1010--FINANCIAL ACCOUNTING ✓
Course ID & Hours:	TEST11 (1 Hours)
Course Titles:	TEST1

Articulation Course(s)

AY	Course Nbr	CI SEQ	Course ID	Course Title	Hours
2021	77	160	TEST11	TEST1	1

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	2021	BIO1022	TEST11 (1 Hours)	TEST1	A	--	View
2	2021	ACC2010	TKRSNV1 (1 Hours)	TKRSNV1	A	--	View

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

Apply for Delete Go back to KRSN Articulation Maintenance

KA SEQ:	3
* Academic Year:	2021
*KRSN :	BIO2022
Course ID & Hours:	**AA DG (0 Hours)**
Course Titles:	**AAGGG D**

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					

Excel Download: ![Excel] KRSN Articulation List -- All Institutions

Show 10 ✔ entries   Search: [   ]

KRSN ▲	Fice	Institution	AY	Course ID & Hours	Course Titles
ACC1010	004608	Barton County CC	2021	ACCT1614 (3 Hours) AND ACCT1616 (3 Hours)	ACCOUNTING I & ACCOUNTING II
ACC1010	001909	Cloud County CC	2021	BE161 (3 Hours) AND BE162 (3 Hours)	ACCOUNTING I & ACCOUNTING II
ACC1010	001925	Kansas City Kansas CC	2021	BUSN0102 (3 Hours) AND BUSN0101 (3 Hours)	ACCOUNTING I & ACCOUNTING II
ACC1010	001938	Pratt CC	2021	ACC177 (3 Hours) AND ACC178 (3 Hours)	ACCOUNTING I & ACCOUNTING II

Changes in Course Inventory

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

Institution Course Inventory Maintenance

Add New Course

Excel Download: ☒Active Courses List

⦿Approved ○ Pending

Show 10 ∨ entries   Search:

AY ▲	Course Nbr	CI SEQ	Course ID	Course Title	Section Type	Section Hours	Tier/ Non- Tier	Offer Type	KRSN*		
2021	41	79	AA DG	AAGGG D	PO	0	N	L	BIO2022		View/Modify
2021	44	86	ABC123	ABC TEST	PO	40	N	T	BIO1022		View/Modify
2021	55	84	QWERTY1	QWERTY	PO	3	N	L	BIO1022		View/Modify
2021	77	160	TEST11	TEST1	PO	1	N	T	BIO1022		View/Modify
2021	89	89	LIFE1402	PRINCIPLES OF BIOLOGY	PO	4	N	T	BIO1010		View/Modify

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

Academic Year: 2021

Course ID: AA DG

Course Title: AAGGG D

Bucket: NON CREDIT

Course Usage:

This course is in these KRSN Articulation:

KRSN	Course ID & Hours	Articulation Status	Effective AY	Institution Effective
BIO2022	AA DG (0 Hours)	A	2014	2021AY

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.

Save   Submit to KBOR   Delete   **Go back to** Course Maintenance

* **Academic Year:**	2021 ∨
* **Course ID:**	LIFE1402
* Course Title:	PRINCIPLES OF BIOLOGY
* **Section Type:**	PO (Public Offering) ∨
* **Section Hours:**	4 (allow One decimal point)
* External Required Credit:	N
* WorkForce Aid:	N (No) ∨
* Offer Type:	T (Tied to Program) ∨

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
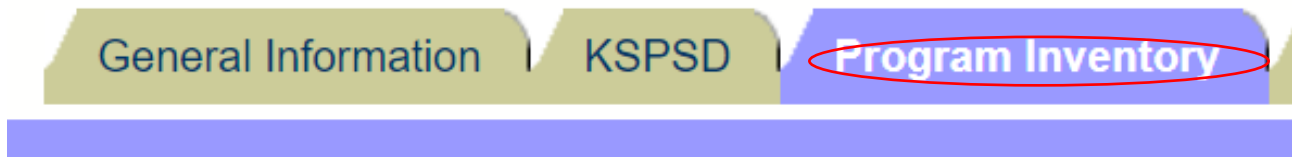   d. Click "Update"

Change Profile

Institution: Test Inst.#01 [T00001]

Period: Academic Year

Year: 2021

Update   Cancel

▸ **Update Account**
Click here to update account information.
Click here to change password.

▸ **View Other Users**
Click here to view other users in institution.

    e. Click on the Program Inventory Tab

General Information | KSPSD | **Program Inventory**

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**
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- **Preliminary KRSN Articulation**

30. This will show the Preliminary KRSN Articulation List

Preliminary KRSN Articulation List

Apply For New Preliminary KRSN Articulation

Excel Download: 📊 Preliminary KRSN Articulation List

Show 10 ⌄ entries   Search: _____

KA SEQ	AY	KRSN	Course ID & Hours	Course Titles	Articulation Status	Submitted	
45	2022	MAT0990	LIFE14021 (4 Hours)	PRINCIPLES OF BIOLOGY	Pending	Certified	View
46	2022	CRJ2010	SGT 130 (4 Hours)	SURGICAL TECH CLINICAL EXPERIENCE III	Pending	Certified	View
42	2022	BUS1030	THE2743 (1 Hour) AND THE2743 (2 Hours)	THEATRE PRACTICUM I & THEATRE PRACTICUM I	Pending	Submitted	View
43	2022	CRJ2010	THE2743 (3 Hours)	THEATRE PRACTICUM I	Pending	Submitted	View
36	2022	BUS1030	QWERTY2 (3 Hours)	QWERTY2	Approved	--	View

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:

Preliminary KRSN Articulation List

Apply For New Preliminary KRSN Articulation

Excel Download: 📊 Preliminary KRSN Articulation List

Show 10 ⌄ entries   Search: _____

KA SEQ	AY	KRSN	Course ID & Hours	Course Titles	Articulation Status	Submitted	
45	2022	MAT0990	LIFE14021 (4 Hours)	PRINCIPLES OF BIOLOGY	Pending	Certified	View
46	2022	CRJ2010	SGT 130 (4 Hours)	SURGICAL TECH CLINICAL EXPERIENCE III	Pending	Certified	View
42	2022	BUS1030	THE2743 (1 Hour) AND THE2743 (2 Hours)	THEATRE PRACTICUM I & THEATRE PRACTICUM I	Pending	KBOR Verified	Certify/View
43	2022	CRJ2010	THE2743 (3 Hours)	THEATRE PRACTICUM I	Pending	KBOR Verified	Certify/View
47	2022	BUS1030	ABC123 (3 Hours)	ABC'S	Pending	Submitted	View
36	2022	BUS1030	QWERTY2 (3 Hours)	QWERTY2	Approved	--	View

   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.

Institution Course Inventory Maintenance

Test Inst.#01 -- Course Number #: 44   Course SEQ #: 86

Modify this course | Delete this course... | ❓ **Go back** | | Send Email to IRHelp

Academic Year: 2021	**Course Usage:**
Course ID: ABC123	This course is in these Preliminary KRSN Articulation:
Course Title: ABC TEST	
Bucket: NON-TIER	
Section Type: PO	

KRSN	Articulation Note	Articulation Status	Effective AY	Institution Effective AY
CRJ2010	AA FF1 (0 Hour) AND ABC123 (40 Hours)	A	2022	2022