

TRANSFER PLACEHOLDER COURSES

FHSU encourages all personnel involved in articulating transfer courses to apply the AACRAO guidelines and articulate to a specific FHSU course if the transfer course and the FHSU course appear to have at least 70% of the content in common. There are two common exceptions to the 70% guidelines. Transfer courses in which the missing part, while being less than 30%, would make the student unready to start a sequential course, or the missing element is required by accreditation, licensure standards, or state regulation.

FHSU has developed placeholder courses to accept credit that is not articulated to a course offered at FHSU. These placeholders or Workday Transfer Courses are not taught at FHSU, but serve as the needed FHSU "course" to have the credit show in the FHSU record and be counted in the students program. These Workday Transfer Courses may also be used to grant CPL hours to apply towards the degree when the determination is that college type learning has occurred that is not reflected in FHSU course offerings.

Kansas Systemwide Classes

Courses in the Kansas systemwide course inventory receive their own course numbering when an FHSU articulation is not appropriate.

Departments may also assign these numbers as equivalents to any transfer course that meets the outcomes approved for the systemwide course. These courses will apply to the Kansas systemwide general education program as specified for the SGE, and apply to other requirements in the same manner as coursework in the same subject.

Example Courses

BIOL 200L - SWT: Environmental Science Lab (Transfer Only)

PHYS 103A - SWT: Descriptive Astronomy Lab (Transfer Only)

PHYS 103M - SWT: Meteorology Lab (Transfer Only)

SOC 245 - SWT: Introduction to Linguistic Anthropology (Transfer Only)

THTR 150 - SWT: Voice & Diction (Transfer Only)

Coursework in subjects offered at FHSU

When a course is determined to be within a field taught at FHSU, but not equivalent to a specific course it is assigned to the subject area and to the lower or upper division. Most subjects use 199 and 399, but 198 and 398 are also used in some cases. Courses in this category are applied to majors as determined by the department. Some departments have "sections" that specify the requirement the class meets.

Example Courses: [limited examples]

BIOL 199 - Biology Elective

BIOL 199L – Biology Lab Elective

CRJ 199C - Criminal Justice Elective: Criminology

PSY 399 - Psychology Elective

HIST 399W - History Elective (Counts in World History Area Requirement)

HIST 231 - Transferred course: Kansas History

College type coursework in subjects not offered at FHSU

The following designations are used for courses in subjects that are not taught at FHSU. These courses apply as credit hours toward all degrees.

HUM 199/HUM 399 - For courses in the humanities, also count as liberal arts

SCI199/SCI 199L/ SCI 399 / SCI 399L - For courses in the sciences, also count as liberal arts

SBSC 199/SBSC 399 - For courses in the social and behavioral sciences, also count as liberal arts

TNSF100/300 Credit in non-liberal arts subjects

TECH articulated courses

Credits articulated to the TECH subject area are only applied to programs that have specified acceptance. Programs must determine which course numberings apply, the maximum number of hours accepted, and to which requirements they may apply. These credits are not accepted towards programs not listed.

The maximum hours accepted for an individual student may be reduced to the number of hours needed to satisfy program requirements.

Programs accepting TECH credits:

Bachelor of Applied Science (BAS) – **Applied Leadership**: Accepts all courses with the TECH subject area. Maximum hours: 56.

Bachelor of Science (BS) – **Health Studies** (All Concentrations): Accepts TECH 130/330 & TECH 139/339. Maximum hours: 30.

Bachelor of Science (BS) – **Tech Leadership** (All Concentrations): Accepts TECH 120/320. Maximum hours: 40.

Graduate Coursework

TNSF 700/TNSF 800 – Designate graduate coursework accepted that is not articulated to a specific course. All graduate courses must meet the graduate school requirements for application to a degree before they are accepted in transfer. These requirements include a determined by the program that the courses fit within and will be applied to the student's program of study.

Non-Credit designations

TNSF 000 - Transfer Course (No FHSU Degree Credit) – Course is not accepted for credit

TNSF RP - Repeated Course – course has been determined to duplicate another course for which credit is granted. Typically used only for courses that are articulated to placeholders.

Non-Transfer Placeholder courses: [limited examples]

Not all placeholders used at FHSU indicate course credit. Additional Placeholders include:

UNIV 000 - Placeholder No FHSU Course Registration – indicates a student who was not enrolled in a class but needed to be considered an active student in the academic period for administrative purposes.

UNIV 200 - Study Abroad & UNIV 201 - National Student Exchange – courses used to track students studying in other schools, these courses are often removed once the transfer work is noted and replaced with

a transcript notation indicating the school the student attended while participating in the programs.