



# KENDALL COLLEGE

## 2009 – 2010 Catalog Addendum

May 6, 2010

### From Admissions section, pages 6-7:

#### Academic Entry Requirements

The following is required for admission to Kendall College:

- Official high school transcript with graduation date and unweighted final GPA of at least 2.0 on a four-point scale, **or**
- Official documentation of passing GED scores, **or**
- Official college transcript with at least 12 earned semester credits or 18 earned quarter credits (with and a cumulative GPA of at least 2.0.)
- ACT score of 18; SAT three-part score of 1350 for applicants who graduated from high school within five years of the intended start date. Students who did not take the ACT score may be required to take a placement exam prior to admission to determine appropriate course placement.
- 

All applicants are required to submit at least unofficial transcripts from all post-secondary education institutions attended. To be eligible for transfer credit, official transcripts must be received by the end of the first quarter of coursework.

Applicants for the Post-Baccalaureate Illinois Type 04 Teacher Certification Preparation program must submit college transcripts documenting completion of a baccalaureate degree from a regionally accredited institution.

A student who is not able to provide any of the aforementioned academic documents because the official High School transcripts are not available due to a situation beyond the student's control (i.e., destruction of school/records, closure of school without maintenance of student records, etc.) should do the following: a) submit a signed statement to the Enrollment Advisor documenting date of graduation and circumstances surrounding the unavailability of the records; and b) provide independent verification of record unavailability (i.e., article, letter from school, etc.). When these documents are received and approved, they will stand in place of official academic documents for purposes of admissions and financial aid. The student may be asked to take a placement exam to determine course placement.

Kendall College is committed to educational access and academic success. Students who demonstrate the potential for success at Kendall but do not meet the admissions standards may be admitted with recommended provisions. The provisions will be designed to help the student be successful at Kendall College and may include reduced course loads, developmental coursework, appointments with the Academic Success Center, or provisional acceptance into the College's Bridge Program. All students are required to meet Kendall College standards for satisfactory academic progress.

#### Provisional Acceptance

Students who do not meet the College's published admissions standards may be offered provisional acceptance to the College. The provisional acceptance period is one quarter in length. During this time,

students must successfully complete the College's bridge program, which offers workshop-based instruction designed to prepare students for success at the college level. The bridge program earns no credit towards the degree therefore students are not eligible for financial aid during their bridge quarter. The cost of the bridge program is \$150.

Students who successfully complete the bridge program during the provisional acceptance period will be offered full admission into the College's academic programs. The workshop coursework will be applied to the students' academic transcript as non-credit bearing pre-college courses at time of full matriculation. The \$150 bridge program fee will be credited to their first quarter tuition balance. Students who do not successfully complete the bridge program during the provisional acceptance period will be dismissed from the College.

## **From Academic Policies section, pages 11:**

### **Grading—Letter Grades**

Definitions of letter grades are as follows:

A – Genuinely outstanding work. Calculated in GPA as 4 points

B – Superior work. Calculated in GPA as 3 points

C – Work meets all course requirements in an acceptable manner. Calculated in GPA as 2 points

D – Work below “C” level that meets most course requirements. Calculated in GPA as 1 point

F – Failure in the course. This grade is assigned by instructors to students who attended throughout the term but did not complete the coursework satisfactorily. This grade is calculated in GPA as zero points and does count as credits attempted for maximum timeframe.

W – Official withdrawal from the course after Add/Drop. This grade cannot be assigned by an instructor, but is the result of a student submitting a written withdrawal via the Academic Advisor to the Registrar within the established time frame. This grade is not calculated in GPA, but does count as credits attempted for maximum timeframe.

X – No Show. This grade is assigned by instructors to students who fail to begin attendance in a course for which they have registered and failed to drop. This grade is not calculated in GPA, and does not count as credits attempted for maximum timeframe.

R – Repeat. This grade is assigned by instructors to students who put forth a great deal of effort but did not complete the coursework satisfactorily. This grade is not calculated in the GPA but does count as credits attempted for the maximum timeframe. Students must retake and complete the course within three academic quarters; if the student fails to retake the course within the three-quarter timeframe, the grade will convert to an F.

N – Not Completed. This grade is assigned by instructors to students who attempted the term but stopped attending before the end of the term and did not officially withdraw. The grade of “N” is considered to be an “unearned F”. This grade is calculated as an “F” in GPA and does count as credits attempted for maximum timeframe.

AU – Audit. This grade option must be arranged by the student within the first week of classes, and *may not be utilized for culinary coursework*. This grade is not calculated in GPA and does not earn credits. Therefore, it does not count as credits attempted for financial aid eligibility or for maximum timeframe.