



Kendall College
Appeal for Re-Evaluation of Credits
Office of the Registrar
 P 312.752.2030 • F 312.752.2543 • registrars@kendall.edu

Appeal Guidelines:

- An official transcript from a regionally accredited institution must be on file before a re-evaluation will be completed.
- Only courses of C- and above will be considered.
- If requesting re-evaluation from multiple institutions complete one request form for each institution.
- Include a copy of course descriptions and/or syllabi from the year the course was taken.
- Send completed form and all required documents to the Office of the Registrar: 900 N. North Branch St, Chicago, IL 60622, or fax to 312.752.2543.
- Results of your appeal are final and are based on documents you submit. Final results will be mailed to you within 2 to 3 weeks.
- Incomplete appeals may not be considered.

Please complete the following information:

Name _____

Date _____

Address _____

Student # _____ Major _____

Phone Number _____

Transfer Institution _____

Course from an Institution where course was taken:

Kendall College Course:

<u>Course #</u>	<u>Title</u>	<u>Grade</u>	<u>Credit Hours</u>	<u>Term Taken</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Course #</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____

For Office Use Only

_____ I recommend transfer credit for the above course(s) _____ I do ***not*** recommend transfer credit for the above course(s)

_____ I recommend transfer credit only for the following course(s) _____

Comments/Notes _____

Signature of Program Dean _____

Date _____