



# Transfer Credit Appeal Form

Students may request to have a transferred course reevaluated if they feel that the course was evaluated incorrectly. Please complete all appropriate sections and submit the required documentation to inform Kalamazoo Valley of your request to have transfer credit reevaluated. The form may be submitted to the Admissions, Registration and Records office in person, via mail, fax or scanned and e-mailed. You may also submit the form in person to the Student Service Center in Anna Whitten Hall on the Arcadia Commons Campus. The review process typically takes two weeks to complete, you will receive notification via your KVCC email account of the findings.

Current Identification			
Valley Identification Number V	First Name	Last Name	Birth Date / /

Request of Course(s) for Review			
Institution where credit was completed	Department and course number	Original Grade	Semester and year course was completed

Reason Course(s) Should Be Reviewed
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Required Documentation
A course syllabus from the Institution where the course was completed. The syllabus must match the semester term and year that the course was completed. Please attach a copy of the syllabus to this form before submitting. Your request will not be processed until appropriate documentation is submitted.

Student's Authorization
Signature: _____ Date: _____

Admissions, Registration and Records Office  
 6767 West O Ave, PO Box 4070,  
 Kalamazoo, MI 49003-4070  
 P 269-488-4281, F 269-488-4161, arr@kvcc.edu

Office Processing	
____/____/____ Date Processed      Initials	Comments: