



## Transfer Credit Re-evaluation Form Instructions

1. Complete the Transfer Credit Re-evaluation Form. Attach a copy of the syllabus and/or course description for each class to be re-evaluated.
2. Submit the documentation to the Gateway Student Records Office at the Edgewood Campus or by email ([gw-studentrecords@kctcs.edu](mailto:gw-studentrecords@kctcs.edu))
3. Completed forms and required documentation are sent to the appropriate academic dean.
4. The student is notified of the approval or disapproval of the request through the student's KCTCS email.
5. If the transfer course re-evaluation is approved, the change will be reflected in the student's record.



## Transfer Credit Re-Evaluation Form

Student Name: \_\_\_\_\_ Student EMPLID: \_\_\_\_\_

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Course Name: \_\_\_\_\_

Where Taken: \_\_\_\_\_

When Taken: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_ Quarter \_\_\_\_\_ Semester \_\_\_\_\_ Grade: \_\_\_\_\_

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Gateway Course Requested: \_\_\_\_\_

\_\_\_\_\_

Reason for Re-Evaluation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Disapproval: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Entered by: \_\_\_\_\_

Date: \_\_\_\_\_