



North Hennepin
Community College

Appeal Form: Degree or Transfer Requirements

7411 Eight-fifth Avenue North
Brooklyn Park, MN 55445
Advising Center
763-424-0703
advising@nhcc.edu

INSTRUCTIONS FOR SUBMITTING APPEAL:

- **Check the type of appeal you are submitting: Degree or Transfer.**
- **You must meet with an Advisor to complete a Degree Appeal.**
Call 763-424-0703 to schedule an appointment.
- **If the subject of your appeal is a transfer course, you must meet with a Transfer Specialist.** Call 763-424-0719 to schedule an appointment.
- **Include supporting documentation, such as a course description, course syllabus, course outline, etc.**
- **Appeals are degree specific.**
 - If you change your degree, you will need to re-appeal.
- **You must still meet course pre-requisites; if an alternate course is approved for the degree, you must still meet the specific pre-requisites for all required courses.**

Degree Requirement Appeal Process:

If you would like to ask for an exception to the courses or requirements in the degree you are pursuing, you may file an appeal.

1. Your Advisor signs the appeal form and forwards it to the appropriate academic Dean.
2. The Academic Dean makes the FINAL decision.
3. Student is notified of appeal decision by US mail.
4. If the appeal is approved, the results will be noted on the student's Degree Audit Report.
5. If you have any questions regarding the appeal process or appeal decision, please see the advisor who signed your appeal form.

Transfer Appeal Process:

If you are not satisfied with decisions made about how your coursework from other institutions transferred to NHCC, you may appeal the decision.

1. A Transfer Specialist signs the appeal form and forwards it to the appropriate academic Dean.
2. The Academic Dean makes their decision.
3. Student is notified of appeal decision by US mail.
4. If the appeal is approved, the results will be noted on the student's Degree Audit Report.
5. If the initial appeal is denied, and you are not satisfied with the outcome, you may appeal further to the NHCC Chief Academic Officer (CAO). Call 763-424-0719 to set up an appointment with a Transfer Specialist to begin this process.
6. If the appeal to the CAO is denied, you may appeal this decision to the Senior Vice Chancellor for Academic and Student Affairs within the MnSCU System Office. The decision reached by the Senior Vice Chancellor is FINAL.

Contact a Transfer Specialist for assistance.
The procedure for System Office appeal is located under [MnSCU Board Procedure 3.21.1](#).

NOTE: If you have any questions about the appeal process, please contact the Advising Center at 763-424-0703 or advising@nhcc.edu.

Updated 1/16



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- Degree
- Transfer Requirements

Last Name, First Name: _____ Student ID: _____

Street Address: _____

City, State, ZIP: _____

Email Address: _____ Phone: _____

Program/Major: _____ Degree: AA; AS; AAS; AFA; Cert

I request the following exception to program/major and/or degree requirements: (check ONE and complete)

- Substitute _____ in place of _____
(Course number) (term) (grade) (credit amount) (College) (course)
- Waive _____ Requirement
(course/requirement)
- Add _____ to Goal Area/Requirement _____
(course) (College)
- Other _____

Based on the following reason: (attach a separate form if needed)

Advisor signature required in order for appeals to be considered by the appropriate Dean. Schedule an appointment with an Advisor (763-424-0703) or Transfer Specialist (763-424-0719) for a preliminary review of your appeal.

***** Office Use Only*****

- Preliminary review completed with the following comments: _____

Advisor Signature: _____ Date: _____

Advisor Printed Name: _____ Attention Dean of: _____

- Approved *(An approval applies to NHCC requirements, but may not be binding on transfer institutions)* Denied
- Comments:

Dean Signature: _____ Date: _____

Transfer Course Equivalency: A course equivalency means that the approval will automatically be applied to all students who transfer this course in the future.

Updated 1/16