



Prerequisite Appeal Form

NHCC enforces course prerequisites in order to promote student success. A prerequisite is a course that must be successfully completed prior to taking a higher-level course. Students pursuing an appeal are asking for an exception to policy and, therefore, it is the student's responsibility to complete and submit this form.

Name: _____

Step 1
Personal
Information

Student ID or StarID: _____ or SSN: _____

Email Address: _____ Telephone: _____

Signature: _____ Date: _____

Please select one option:

Step 2
Eligibility

- I have completed the prerequisite at another college.
 - Please do not complete this form. Submit your official transcript(s) for evaluation. Please **allow up to two weeks** for transcript evaluation services. This **cannot** be bypassed.
- I have completed other, related coursework or have life experience that has successfully prepared me for a course and (if I have attended another college) my official transcripts have been evaluated by the Records and Registration office. Continue to Step 3.

Step 3
Course
Information

Semester & Year	Subject (Ex. SOC)	Number (4 Digits)	Section (2 Digits)	Course ID (6 Digits)	Instructor
			a)	a)	a)
			b)	b)	b)
			c)	c)	c)

Note: You can list up to 3 sections of the SAME COURSE for approval.

Prerequisite Required: Subject: _____ Number: _____

What qualifies you for this course?

Step 4
Rationale

If you have completed related coursework at another college, please have the following section completed by a Transfer Specialist in the Records & Registration office. If you have no transfer work, go to step 6.

Step 5
Transcript
Verification

Comments: _____

Transcript(s) from: _____ TS Signature: _____ Date: _____

To be completed by the Academic Dean

Step 6
Final Approval

Approved **Denied** Dean Signature: _____ Date: _____

Submit completed form to Records and Registration, ES 70 Within two business days, you will be notified by email of the result and, if approved, when you are able to register.