



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 7-10 business days, you will be notified by email of the result and, if approved, when you are able to register.