

Appeal Form: Degree or Transfer Requirements

INSTRUCTIONS FOR SUBMITTING APPEAL:

- **You must meet with an Advisor to complete this form.**
Call 763-424-0703 to schedule an appointment. If TRIO, call 763-424-0937.
- 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.

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 email.
4. If the appeal is approved, the results will be noted on the student's Degree Audit Report.
5. Degree appeals are specific to the major listed on the appeal form. Degree appeals do not waive prerequisite requirements. If the course on this appeal is a prerequisite for another course you plan to take, you will need to fill out a prerequisite appeal.
6. 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. Your Advisor 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 email.
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 Provost. Call 763-424-0703 to set up an appointment with an Advisor to begin this process.
6. If the appeal to the Provost is denied, you may appeal this decision to the Senior Vice Chancellor for Academic and Student Affairs within the MinnState System Office. The decision reached by the Senior Vice Chancellor is FINAL.

Contact an Advisor for assistance.

The procedure for System Office appeal is located under [MnSCU Board Procedure 3.21.1](#).

Engaging students, changing lives

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Equal Opportunity Educator and Employer. To receive this information in an alternate format, call 763.493.0555 (voice) or via the Minnesota Relay at 1.800.627.3529.