



# Prerequisite Appeal Form

- North Hennepin enforces course prerequisites in order to promote student success. A prerequisite is a course that must be successfully completed prior to taking a sequential or higher-level course.
- **Use this form to appeal a prerequisite based on completed non-equivalent coursework or life experience that has successfully prepared you for a course.**
- **Do not use this form as a substitute for a transcript evaluation.** To determine you have earned the necessary prerequisites based on completed equivalent coursework at another college or university, you must submit your official transcript(s) for evaluation. Please **allow up to two weeks** for transcript evaluation services.

### Step 1: Student Information

Name (Last, First): _____	Student ID or SSN: _____
Telephone: _____	Email Address: _____
Signature: _____	Date: _____

### Step 2: Course Information

**(A prerequisite appeal may not be used as a substitute for a transcript evaluation)**

Course information: Course ID: \_\_\_\_\_ Subject: \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_ Instructor: \_\_\_\_\_

Prerequisite required: Subject: \_\_\_\_\_ Number: \_\_\_\_\_

### Step 3: Rationale for Prerequisite Appeal

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### Step 4: Transcript Verification (To be completed by Records and Registration)

Official transcripts evaluated date(s) are listed below:

Transcript(s) from: \_\_\_\_\_ Evaluated Date: \_\_\_\_\_

Office Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 5: Final Approval (To be completed by the Academic Dean after consultation with instructor)

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

Submit completed form to Records and Registration, ES 70  
Please **allow two (2) business days** for processing.  
You will be notified by email of the appeal results.