



North Hennepin
Community College

Appeal Form: Degree or Transfer Requirements

7411 Eight-fifth Avenue North
Brooklyn Park, MN 55445
Counseling and Advising
763-424-0703

INSTRUCTIONS FOR SUBMITTING APPEAL:

- **You must meet with a Counselor or Advisor to complete this form.**
Call 763-424-0703 to schedule an appointment.
- **If the subject of your appeal is a transfer course, you must meet with the Transfer Student Advisor.** Email transfer@nhcc.edu to schedule an appointment.
- **Include supporting documentation, such as a course description, course syllabus, course outline, etc.**
- **Appeals are Degree Specific.**

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 Counselor/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. The Transfer Student 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 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 763-424-0940 to set up an appointment.
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 the Transfer Student Advisor 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 transfer@nhcc.edu.



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Last Name, First Name: _____ Student ID or SSN: _____

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) (course)
- Waive _____ Requirement.
(course)
- Add _____ to Goal Area: _____
(course)
- Other _____

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

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

- Preliminary review completed.
- Preliminary review completed with the following comments: _____

Counselor/Advisor Signature: _____ Date: _____

- Approved
- 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.