INSTRUCTIONS FOR SUBMITTING APPEAL:

- Check the type of appeal you are submitting: Degree or Transfer
- You must meet with an Advisor to complete this form. Call 763-424-0703 to schedule an appointment.
- 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. 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.

NOTE: If you have any questions about the appeal process, please contact the Advising Center at 763-424-0703 or advising@nhcc.edu.
Last Name, First Name: _______________________________________ Student ID: ______________

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 number)  ( term)  (grade)     (credit amount) (College)         (course)

□ Waive ____________________________________________________________ Requirement (course/requirement)

□ Add ____________________________________ to Goal Area/Requirement __________________________(course)  (College)

□ Other ________________________________________________________________________________

Based on the following reason: (be as detailed as possible, attach a separate form and supporting documentation, if needed)

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Advisor signature required in order for appeals to be considered by the appropriate Dean. Schedule an appointment with an Advisor (763-424-0703) for a preliminary review of your appeal.

□ Preliminary review completed with the following comments:____________________________________

Advisor Signature: ______________________________________________________________________

Advisor Printed Name: ______________________________     Attention Dean of:______________________

□ Approved (An approval applies to NHCC requirements, but may not be binding on transfer institutions)     □ Denied

Comments:

Dean Signature: ______________________________________________________________________

□ Transfer Course Equivalency: A course equivalency means that the approval will automatically be applied to all students who transfer this course in the future.