



ACADEMIC PETITION

File # _____
Date Rec'd: _____

Name _____ Student ID # _____
 Last First MI

Address _____ Phone _____
 Street Apt. #

_____ Email: _____ @my.normandale.edu
 City State Zip Code

Toward which degree or certificate does this petition apply? Submit separate petitions for each applicable degree or certificate.

- AA MnTC AS AAS AFA Certificate

Major or Emphasis (if applicable): _____

Name of Counselor/Advisor who assisted me: _____

I have read the instructions on the reverse side. I understand that my request must be concisely stated; the explanation clearly written; and supportive documents and information be included to substantiate this request. Further, I understand that my academic petition will not be reviewed if it is incomplete.

Student Signature _____ Date: _____

I Request: _____

For the Following Reasons: _____

OFFICE USE ONLY:

Recommendation of Program/Department Chair:

- Recommended Not Recommended

Signature: _____

Date: _____

Final Action by Division Dean or Academic Affairs VP

- Approved Denied

Signature: _____

Date: _____

Remarks:



Before you submit an Academic Petition

What you want:

Academic Renewal/Forgiveness

Evaluation of a course from previously attended institution

Evaluation of a course that appears on your DARS as "Course needs to be evaluated"

Reduction in number of credits required for your degree or certificate program

Waiver of a course prerequisite

What to do:

Must meet the following criteria: Coursework completed at least 3 years prior, a minimum of 12 credits completed at Normandale with a minimum GPA of 2.0, and at least a 67% completion rate.

Make sure your official transcript has been received and processed by Records Office, then check www.transferology.com for course equivalencies

Make an appointment with a counselor or advisor for an official evaluation of the course by calling 952-358-8261

Do not file an Academic Petition; the College never approves this type of request

Do not file an Academic Petition; see an advisor or counselor for guidance



Completing your Academic Petition

Remember to:

Submit one petition for each request

Mark the degree or certificate to which the petition applies

State your request and explanation clearly and concisely

Documentation required for all Academic Petitions:

Details:

If your request applies to more than one degree or certificate, submit one petition with rationale for each

For the AAS, AS, AFA, and certificates, indicate your major. For the AA, indicate your pathway or emphasis, if applicable.

Use additional sheets of paper, if needed. *You are strongly encouraged to visit with a counselor or advisor for assistance.*

- ✘ A copy of your Degree Audit Report (DARS)
Tip: To access your degree audit, go to your Normandale Community College student e-services record, click on Academic Records, then on Degree Audit Report.
- ✘ A copy of your Normandale Community College transcript
Tip: To access your transcript, go to your NCC student e-services record, click on Academic Records, then on Unofficial Transcript.

Documentation required for Academic Petitions as applicable:

- ✘ An unofficial copy of your transcript from a previously attended college
- ✘ A college catalog course description and/or course syllabus
- ✘ Documentation of a successful Credit by Exam
- ✘ Other

Submit the completed petition form and all supporting documentation to:

**Normandale Community College
Office of Academic Affairs (C2113)
9700 France Ave South,
Bloomington, MN 55431**

Email: AcademicAffairs@normandale.edu

Allow 3 weeks for processing. You will receive the College's decision via email delivered to your my.normandale.edu address.

If you are dissatisfied with the outcome of your petition to have transfer coursework accepted and/or applied to an academic requirement, you have the right to appeal at the System (Minnesota State) level. Information about System-level appeals is available at www.normandale.edu/processandappeals.