

# Cabarrus College Academic Appeal Checklist

**This form serves as College documentation of students' grievances and a mechanism for tracking decisions made during the appeal process. After each step, the student and his/her advisor should be given a copy of this form. The original document and any supporting documentation should be forwarded to the Coordinator, Advising and Student Success by the next business day.**

**Grievance** – A complaint based on the belief that one has been treated unfairly.

**Appeal** – A request for a person of authority to review and possibly amend a prior decision.

**Please Select one:**

- Appeal of Academic Policy Decision:** Students with grievances concerning the administration of academic policy including but not limited to Transfer credit evaluation, leaves of absence, academic freedom, course withdrawals, or program dismissal, may file a formal appeal. To be considered, an appeal of academic policy must be initiated within five (5) business days of the date of action or official notification of the decision.
- Appeal of Grade:** Student with grievances concerning any grade or believes instances of perceived unfair treatment negatively impacted his or her grade, may appeal the grade. It is the intent of these provisions to guarantee fair procedure rather than to interfere with the prerogative of the faculty to evaluate the quality of a student's coursework.
- Appeal of Academic College Dismissal:** A student may appeal a dismissal from the college for academic reasons.

## Step 1: Grievance

<b>Student's Name:</b> _____ <b>Program:</b> _____ <b>Advisor's Name:</b> _____ <b>Date of the Incident:</b> _____ <b>Faculty or Staff Members Named in the Grievance:</b> _____ <b>Grievance &amp; Requested Outcome:</b>   (Additional pages and/or documentation may be attached.)
---

<b>I met with the faculty or staff member with the following outcome.</b> (check one below)		
<input type="checkbox"/> My grievance has been satisfactorily resolved. <b>(If satisfactorily resolved, do not complete rest of form.)</b>	_____ Student's Signature	_____ Date
<input type="checkbox"/> I still have concerns and understand this form will be submitted on my behalf to the Office of Student Success. I understand it is my responsibility to make an appointment with the faculty/staff member's supervisor within 5 business days from today.	_____ Faculty/Staff Signature	_____ Student Affairs Staff Initials & Date Received

Comments:

<b>For Office Use Only</b>
Date Received by Faculty/Staff: _____ Signature: _____
<b>The original form is kept in the Office of Student Success. A copy may be given to the student, faculty, and staff.</b>

**Step 2: Appeal of Grade**

<p><b>I met with the Program Chair/Dean/designee with the following outcome.</b> (check one)</p> <p><input type="checkbox"/> My concern has been satisfactorily resolved.</p> <p><input type="checkbox"/> I still have concerns and will appeal by making an appointment with the Provost within 5 business days.</p>	<p>_____</p> <p>Student's Signature</p> <p>_____</p> <p>Program Chair's/Dean's Signature</p>	<p>_____</p> <p>Date</p> <p>_____</p> <p>Student Affairs Staff Initials &amp; Date Received</p>
<p><b>I met with the Provost or designee with the following outcome.</b> (check one)</p> <p><input type="checkbox"/> My concern has been satisfactorily resolved.</p> <p><input type="checkbox"/> I still have concerns but understand that in academic matters, the decision of the Provost is final.</p>	<p>_____</p> <p>Student's Signature</p> <p>_____</p> <p>Provost's Signature</p>	<p>_____</p> <p>Date</p> <p>_____</p> <p>Student Affairs Staff Initials &amp; Date Received</p>

Comments:

**Step 2: Appeal of Academic Policy Decision**

<p><b>I met with the supervisor with the following outcome.</b> (check one)</p> <p><input type="checkbox"/> My concern has been satisfactorily resolved.</p> <p><input type="checkbox"/> I still have concerns and will appeal by making an appointment with the Provost within 5 business days.</p>	<p>_____</p> <p>Student's Signature</p> <p>_____</p> <p>Program Chair's Signature</p>	<p>_____</p> <p>Date</p> <p>_____</p> <p>Student Affairs Staff Initials &amp; Date Received</p>
<p><b>I met with the Provost with the following outcome.</b> (check one)</p> <p><input type="checkbox"/> My concern has been satisfactorily resolved.</p> <p><input type="checkbox"/> I still have concerns but understand that in academic matters, the decision of the Provost is final.</p>	<p>_____</p> <p>Student's Signature</p> <p>_____</p> <p>Provost's Signature</p>	<p>_____</p> <p>Date</p> <p>_____</p> <p>Student Affairs Staff Initials &amp; Date Received</p>

Comments:

**Step 2: Appeal of Academic College Dismissal**

<p><b>I met with the Director, Student Records and Information Management.</b> (check one)</p> <p><input type="checkbox"/> My concern has been satisfactorily resolved.</p> <p><input type="checkbox"/> I still have concerns and will appeal by making an appointment with the Provost within 5 business day.</p>	<p>_____ Student's Signature</p> <p>_____ Director, Student Records &amp; Info. Mgmt. Signature</p>	<p>_____ Date</p> <p>_____ Student Affairs Staff Initials &amp; Date Received</p>
<p><b>I met with the Provost with the following outcome.</b> (check one)</p> <p><input type="checkbox"/> My concern has been satisfactorily resolved.</p> <p><input type="checkbox"/> I still have concerns but understand that in academic matters, the decision of the Provost is final.</p>	<p>_____ Student's Signature</p> <p>_____ Provost's Signature</p>	<p>_____ Date</p> <p>_____ Student Affairs Staff Initials &amp; Date Received</p>

Student Comments

Provost Comments:

REFERENCE: Policy 02-17 Grading Policy  
Academic Appeals

Revised 8.19.18