

GRADE APPEAL PROCESS

Central Carolina faculty members work hard to communicate course expectations and to evaluate student performance accordingly. Students who believe their grade is not accurate or unjustified for any number of reasons should know CCCC supports a student's right to the following due process.

The steps below visually outline the process and information found on the grade appeal webpage: bit.ly/ccgradeappeal

NOTE: Students have the right to appeal a grade within fifteen (15) class days after the posted date of the grade.

STEP 1: STUDENT COMMUNICATES DIRECTLY WITH THE COURSE INSTRUCTOR

First, students are encouraged to attempt to resolve the concern directly.



If the grievance (cause of the concern) is determined to be an academic or grade appeal, the student must follow the steps outlined in this [form](#). Submission of the document initiates the formal appeal process.

STEP 2: STUDENT INITIATES THE GRADE APPEAL FORM AND SUBMITS THE FORM TO INSTRUCTOR

The instructor reviews the problem and supporting evidence documented on the form and makes a decision to either uphold or change the grade.

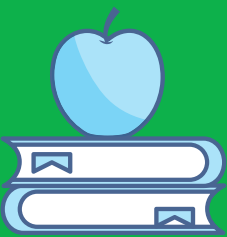


The student indicates on the form whether to accept the instructor's decision or to continue the appeal process.

(IF CONTINUING THE APPEAL)

STEP 3: STUDENT APPEALS TO DEPARTMENT CHAIR

The chair reviews the problem and supporting evidence documented on the form and makes a decision to either uphold or change the grade.



The student indicates on the form whether to accept the Chair's decision or to continue the appeal process.

(IF CONTINUING THE APPEAL)

STEPS 4-6: STUDENT MAY APPEAL THE GRADE APPEAL AT EACH LEVEL OF ADMINISTRATION

The student has the right to appeal the decision to their Academic Dean, the Chief Academic Officer, and then the President of the College.



At each level of appeal, the student indicates on the form whether to accept the decision. The President has final say on all grade appeal matters.

NOTE: Students receive a response within 5 working days of each receipt of the Appeal Form.

LEARN MORE AT [BIT.LY/CCGRADEAPPEAL](http://bit.ly/ccgradeappeal)