

Student Name: \_\_\_\_\_  
(please print legibly)

Program: \_\_\_\_\_

## Cabarrus College Appeal Checklist

Students who disagree with a decision made by College personnel should verbally discuss their concerns with the decision maker. This conversation must occur within 5 working days of the incident. The goal is to achieve resolution at the most directly impacted level of the organization. If satisfactory resolution is achieved, this form does not need to be completed. If resolution is not achieved, the student has the right to appeal the decision. This checklist serves as a guide to help the student start and move through the appeals process.

After each step, the student and his/her advisor should be given a copy, and the original document should be forwarded to Student Affairs by the next working day.

**Date of the Incident:** \_\_\_\_\_ **Persons Involved:** \_\_\_\_\_

**Nature of the Concern** (Check appropriate category and then provide details.):  **Academic**  **Other**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Additional pages may be attached.)

\_\_\_\_\_ **1. I met with the decision maker today and was unable to resolve my dispute. Within 5**  
(date) **working days from today, I will meet with the decision maker's supervisor.**

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Decision Maker's Signature)

\_\_\_\_\_ **2. I met today with the supervisor with the following outcome (check one):**  
(date)

My concern has been satisfactorily resolved.

I still have concerns and will appeal to the Provost or appropriate Dean within 5 working days from today.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_ **3. I met today with the Provost or appropriate Dean with the following outcome (check**  
(date) **one)**

My concern has been satisfactorily resolved.

I still have concerns but understand that in academic matters, the decision of the Provost is final.

I still have concerns. Because this matter involves the Student Code of Conduct, I will appeal to the Chancellor within 5 working days from today.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Provost's/Dean's Signature)

### Received in Student Affairs:

1. \_\_\_\_\_  
(date and initials)

2. \_\_\_\_\_  
(date and initials)

3. \_\_\_\_\_  
(date and initials)