

Comprehensive Articulation Agreement Transfer Credit Appeal Procedure

University of North Carolina/North Carolina Community College System

Guiding Principle: If a student from a North Carolina Community College System (NCCCS) college believes **UNC Asheville** has not honored the terms of the Comprehensive Articulation Agreement (CAA), the student may invoke the CAA Transfer Credit Appeal Procedure.

Steps in Filing an Appeal

Step #1:

· **By the last day of classes of the first semester for which the student enrolled at UNC Asheville**, he/she must submit a CAA Transfer Credit Appeal Form (see below) along with any supporting documentation to the UNC Asheville Registrar. Students first enrolling at UNC Asheville in a summer session must submit their appeal by the end of the subsequent fall semester.

· **The student must specify on the appeal form the specific CAA language that is in contention. Appeals that lack this information will not be considered.**

· The Registrar will review the appeal and respond in writing (email or letter) to the student within 15 business days.

Step #2:

· If the student is not satisfied with the decision of the Registrar, he/she may appeal on the same form to the **Assistant Provost for Academic Administration** within 15 days of written notice of the Registrar's decision.

· The Assistant Provost will review the appeal and respond in writing (email or letter) to the student within 15 business days of receiving the student's appeal.

Step #3

· If the student is not satisfied with the decision of the Assistant Provost, he/she may appeal to the Transfer Advisory Committee (TAC) subcommittee, composed of the Co-chairs, a representative from the UNC General Administration, and a representative from the NCCCS. The student must submit the appeal to the subcommittee within 15 days of the receipt of the Assistant Provost's decision. The appeal to the TAC subcommittee should be sent to: **UNC-GA Transfer Advisory Committee Member CAA Appeal, PO Box 2688, Chapel Hill, NC 27515**

If a consensus is reached by the subcommittee, the student will be notified within 15 business days; if a consensus resolution is not reached, the appeal will be forwarded by the subcommittee to the full TAC within 10 business days. The TAC will review the appeal and notify the student of the final decision within 10 business days of receiving the appeal.

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Transfer Credit Appeal Procedure - UNC Asheville**

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Section 1: Student Information *(to be completed by the student submitting the form)*

· The completed form and any supporting documentation **must be submitted to the UNC Asheville Registrar by the last day of classes of the first semester for which admission is offered.**

· You must specify the nature of the appeal and cite the specific CAA language that is in contention. Appeals that do not include this information cannot be considered.

Last Name: _____ First: _____ MI: _____

(Please print or type)

Address: _____

(Number and Street) (City) (State) (Zip)

Telephone: _____ Email: _____

(Area code/Number)

Last NC Community College Attended: _____

First Semester of enrollment at UNC Asheville _____

Section 2: Basis for your appeal

· State your concern(s), citing specific language in the CAA that is applicable to your contention. Attach supporting documents.

· The CAA may be found at the North Carolina Community Colleges System website:
<http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/comprehensive-articulation-agreement-caa>

Student Signature: _____ Date: _____