

Appendix C

Transfer Credit Appeal Procedure

The ICAA is based on the principle that all participating institutions seek to serve students and abide by the policies and regulations outlined in the ICAA. If a student from a North Carolina community college believes the terms of the ICAA have not been honored by the NCICU senior institution to which the student has been admitted, the student should follow the steps below:

1. By the last day of classes of the first semester for which admission is offered by the senior institution, the student should notify the Registrar at the senior institution. The notification to the Registrar must be in writing and identify the specific portion of the ICAA that the student believes was not honored appropriately. The Registrar will review the appeal and respond in writing (email or letter) to the student within fifteen (15) business days.

2. If the student is not satisfied with the decision of the Registrar, he/she may submit a written letter of appeal to the Chief Academic Officer (Provost) of the senior institution. This letter of appeal should identify the specific portion of the ICAA that the student believes was not honored appropriately and a copy of the written response from the Registrar. The Chief Academic Officer (Provost) will review the appeal and respond in writing (email or letter) to the student within fifteen (15) business days. The senior institution will send a copy of this letter to:

- the Chief Academic Officer of the community college from which the student transferred;
- The President of North Carolina Independent Colleges and Universities; and
- The Senior Vice President/Chief Academic Officer of NCCCS.

3. If the student is not satisfied with the decision of the Chief Academic Officer (Provost) of the senior institution, he/she may appeal to the Independent Transfer Advisory Committee (ITAC). The student must submit the appeal in writing within 15 days of the receipt of the CAO/Provost's decision. The appeal to the ITAC should be sent to:

NCICU – ITAC Student Appeal
North Carolina Independent Colleges and Universities
530 N. Blount Street
Raleigh, NC 27604