

## Appendix D

### **AE to BSE Articulation Agreement Transfer Credit Appeal Procedure**

**Guiding Principle:** If a student from a North Carolina Community College System (NCCCS) college believes the terms of the AE to BSE AA have not been honored by a University of North Carolina (UNC) institution to which the student has been admitted, the student may invoke the AE to BSE AA Transfer Credit Appeal Procedure.

#### **Steps in Filing an Appeal**

##### **Step #1:**

- **By the last day of classes of the first semester for which admission is offered**, the student must submit an AE to BSE Transfer Credit Appeal Form along with any supporting documentation to the Director of Admissions or other campus designee at the UNC campus to which the student has been admitted. Students first enrolling at the senior institution 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 AE to BSE AA language that is in contention. Appeals that lack this information will not be considered.**
- The Director of Admission or other campus designee 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 Director of Admission or other campus designee, he/she may appeal on the same form to the Chief Academic Officer (Provost) of the specific University within 15 days of written notice of the director's decision.
- The 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 Provost, he/she may appeal to the AEBSETC 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 Provost's decision. The appeal to the AEBSETC subcommittee should be sent to:

UNC-GA AE to BSE Transfer Committee  
AE to BSE AA 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 AEBSETC within 10 business days. The AEBSETC will review the appeal and notify the student of the final decision within 10 business days of receiving the appeal.

**AE to BSE Transfer Credit Appeal Procedure**

**University of North Carolina/North Carolina Community College System**

**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 institution's Director of Admission by the last day of classes of the first semester for which admission is offered or by the end of the subsequent fall semester for students enrolling in the summer.**
- You must specify the nature of the appeal and cite the specific AE to BSE AA 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)

Community College from which AE was earned: \_\_\_\_\_

UNC institution offering admission: \_\_\_\_\_ beginning (semester/yr) \_\_\_\_\_

**Section 2: Basis for your appeal:** State your concern(s), citing specific language in the AE to BSE AA that is applicable to your contention. Attach AE to BSE AA supporting documents.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_