

# How To Complete a Grade Appeal

1

Navigate to the Student Workflow Portal. Only tabs that are necessary for your role will be visible.



Admissions

Programs

Student Life

Support & Success

Paying for College

Stormy Mascot

## Student Workflow Portal

Appeal

Admission Scholarships

Application for Graduation

### GRADE APPEAL

Filter by Status: All

Show 10 entries

Search:

| Student Name | Student ID | Section Code | Faculty Name | Status   |
|--------------|------------|--------------|--------------|----------|
|              |            | BAR-115-D01  |              | New      |
|              |            | BIO-163-H01  |              | Complete |

Showing 1 to 2 of 2 entries

Previous 1 Next

2

Filter for a specific status or search to find a specific student. Click on the student name to view the Grade Appeal request.

**Student Workflow Portal**

Home

Grade Appeal

Foundation Scholarships

Application for Graduation

## GRADE APPEAL

Filter by Status: All

Show 10 entries

Search

| Student Name | Student ID | Section Code | Faculty Name | Status |
|--------------|------------|--------------|--------------|--------|
| [Redacted]   | 326523     | BAR-115-D01  | [Redacted]   | New    |
| [Redacted]   | 326523     | BIO-163-H01  | [Redacted]   | Com    |

Showing 1 to 2 of 2 entries

Previous

Click on the student name to view the appeal.

Search by student name here

Filter by status of appeal

3

The Dashboard will show you the grade appeal process information, full grade appeal and approvals thus far. You will see tabs relevant to your role for this student.

slate

Grade Appeal Request

[Redacted] BAR-115-D01 326523

Dashboard Timeline Profile Materials Feedback Department Chair Academic Review Chief Academic Officer

### Grade Appeal Dashboard

Student Uploaded Supporting Documents

- cat.PNG

#### Grade Appeal Procedure

Students have the right to appeal a final course grade within fifteen (15) class days after the posted date of the grade. The procedure prescribed for a student to exercise the right to appeal a grade is as follows:

1. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is determined to be an academic or grade appeal, the student must follow the steps outlined in this form.
2. The student initiates the appeal by completing the biographical and descriptive information on the first page of the Grade Appeal Form and submitting it to the instructor of the class in which the grade was assigned.
3. The instructor reviews the description of the problem and any related supporting evidence documented on the form, offers to meet with the student, and renders a decision to either uphold or amend the grade. The instructor records the decision on the form and reports this to the student. Based on the instructor's decision, the student indicates on the form whether to accept the instructor's decision or to continue the appeal process.
4. If the student wishes to continue the appeal, they have the right to appeal the instructor's decision to the appropriate supervising department chair, who will respond with a decision to uphold or overturn the instructor's decision. If the student still feels the issue is unresolved, they may appeal the department chair's decision to the appropriate supervising academic dean, who will respond with a decision to uphold or overturn the department chair's decision. If the issue remains unresolved, the student may continue the appeal process to the Chief Academic Officer based on the time frames and sequence specified in the Grade Appeal Form. The Chief Academic Officer will issue a final decision.

What is wrong with my if statement preheader is y then I need it to give sentence with the ed-nav-name my pre-header is n I need it to give the will: %faculty-Advisor-Name merge file

Here's what's likely wrong with your if stat

#### Issues in Current Logic

1. **Incorrect Use of Double Braces in Your if** You're using `{{pre_header}}` inside `%` statements. In Slate, merge fields braces are for output, not for content checks, you should use the field with `{% if pre_header = 'y' %}` Show this for Y. `{% else %}` Show this for N. `{% endif %}`
2. **Improper If/Else Logic for Basic Or** You can simply use an `{% if ... % else %} ... {% endif %}` pattern sentence with `@{{pre-ed-nav-Name of Advisor-Name}}` based on the value of `pre_header`.

#### Here's how your fixed statement should look:

```
{% if pre_header = 'y' %}
It's {{ed-nav-Name}}! I serve a
your: <a href="https://www.cccc.edu/success/advising/meet-your-advisor">success/advising/meet-your-advisor</a> and Education Navigator
{% else %}
I'm {{faculty-Advisor-Name}}, y-
href="https://www.cccc.edu/success/advising/meet-your-advisor">success/advising/meet-your-advisor</a> at Central Carolina College!
{% endif %}
```

\* Do not use double curly brackets in

# Instructor

4

Once on your tab, Click "Edit", complete the fields to approve or deny the grade appeal.

Grade Appeal: Response

BAR-115-D01

326523

Dashboard
Timeline
Profile
Materials
Instructor
Department Chair
Academic Dean
Chief Academic Officer

### INSTRUCTOR RESPONSE

Instructor: Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records per the Grade Appeal Guidelines for Faculty and Instructional Administrators. NOTE: If the instructor is a department chair, skip this section and provide a response in the following section

**Instructor**

Date of meeting with student

Grade Appeal Decision:

Rationale for grade appeal decision:

Select the appropriate department chair for this appeal

Submitting this form will set this request status to pending student appeal where it will await an escalation response

☐ Pending Student Appeal

**Edit**

[Set Default Tab](#)

What is wrong with my if statement pre-health is n then I need it to give the pre-health is n I need it to give the with faculty-advisor-name merge fe

Here's what's likely wrong with your if stat

#### Issues in Current Logic

- Incorrect Use of Double Braces in Your if using ((pre\_health)) inside % statements** In Slate, merge fields braces are for output, not for conditional checks. You should use the field with:
 

```
{% if pre_health == 'y' %}
  Show this for Y.
{% else %}
  Show this for N.
{% endif %}
```
- Improper If/Else Logic for Basic O** You can simply use an {% if ... % else %} ... {% endif %} pattern sentence with either Ed-Nav-Name Or Advisor-Name based on the value of pre\_health

**Here's how your fixed statement should look:**

```
{% if pre_health == 'y' %}
  It's {{Ed-Nav-Name}}! I serve a
  your <a href="https://www.cccc.edu
  success/advising/meet-your-adviso
  Advisor/> and Education Navigat
  {% else %}
    I'm {{Faculty-Advisor-Name}}, y
    href="https://www.cccc.edu/suport
    success/advising/meet-your-adviso
    Advisor/> at Central Carolina C
    College!
  {% endif %}
```

- Do not use double curly brackets insi statement condition
- Just use pre\_health directly to che

If you want me to update the HTML for u

5

Once the form is complete, Click "Save"

Dashboard
Timeline
Profile
Materials
Instructor
Department Chair
Academic Dean
Chief Academic Officer

### INSTRUCTOR RESPONSE

Instructor: Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records per the Grade Appeal Guidelines for Faculty and Instructional Administrators. NOTE: If the instructor is a department chair, skip this section and provide a response in the following section

**Instructor**

Date of meeting with student

Grade Appeal Decision:

☐ Amend the final grade
 ☐ Uphold Original Grade

Rationale for grade appeal decision:

Select the appropriate department chair for this appeal

Submitting this form will set this request status to pending student appeal where it will await an escalation response

☐ Pending Student Appeal

**Save**

[Set Default Tab](#)

pre-health is n I need it to give the with faculty-advisor-name merge fe

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  It's {{Ed-Nav-Name}}! I serve a
  your <a href="https://www.cccc.edu
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  Advisor/> and Education Navigat
  {% else %}
    I'm {{Faculty-Advisor-Name}}, y
    href="https://www.cccc.edu/suport
    success/advising/meet-your-adviso
    Advisor/> at Central Carolina C
    College!
  {% endif %}
```

- Do not use double curly brackets insi statement condition
- Just use pre\_health directly to che

If you want me to update the HTML for y ensure just this section is correct, plea

Slate (Central Carolina Community College)

Home / Home / SLATE

Ask Slate AL...

3

# Department Chair

6

Once on your tab, Click "Edit", complete the fields to approve or deny the grade appeal.

Grade Appeal Request

Carrasco, David - BAR-115-D01 326523

Dashboard Timeline Profile Materials **Instructor** **Department Chair** Academic Dean Chief Academic Officer

**INSTRUCTOR RESPONSE**  
 Instructor: Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records per the Grade Appeal Guidelines for Faculty and Instructional Administrators. NOTE: If the instructor is a department chair, skip this section and provide a response in the following section.

**Instructor**  
 Date of meeting with student  
 Grade Appeal Decision:  
 Rationale for grade appeal decision:  
 Select the appropriate department chair for this appeal  
 Submitting this form will set this request status to pending student appeal where it will await an escalation response  
 Pending Student Appeal

**DEPARTMENT CHAIR**  
 Department Chair:  
 Date:  
 Grade Appeal Decision:  
 Rationale for grade appeal decision:  
 Submitting this form will set this request status to pending student appeal where it will await an escalation response  
 Pending Student Appeal

[Set Default Tab](#)

[Edit](#)

What is wrong with my if statement pre-health is y then I need it to give sentence with the ed-nav-name me pre-health is n I need it to give the with facult-ed-nav-name merge file

Here's what's likely wrong with your if stat

**Issues in Current Log**

- Incorrect Use of Double Braces in You're using ((pre\_health)) inside % statements in Slate. merge needs braces are for output, not for conditional checks. You should use the field with**  

```
{% if pre_health == 'y' %}
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{% else %}
  Show this for N.
{% endif %}
```
- Improper IfElse Logic for Basic O You can simply use an {% if ... % else %} ... {% endif %} pattern sentence with either Ed-Nav-Name Or Advisor-Name based on the value of pre\_health**  

```
{% if pre_health == 'y' %}
  It's {{Ed-Nav-Name}}! I serve a
  your <a href="https://www.cccc.edu/success/advising/meet-your-advisor/> and Education Navigat
  {% else %}
    I'm {{Faculty-Advisor-Name}}, y
    href="https://www.cccc.edu/success/advising/meet-your-advisor/> at Central Carolina C
    College!
  {% endif %}
```

**Here's how your fixed statement should look:**

```
{% if pre_health == 'y' %}
  It's {{Ed-Nav-Name}}! I serve a
  your <a href="https://www.cccc.edu/success/advising/meet-your-advisor/> and Education Navigat
  {% else %}
    I'm {{Faculty-Advisor-Name}}, y
    href="https://www.cccc.edu/success/advising/meet-your-advisor/> at Central Carolina C
    College!
  {% endif %}
```

\* Do not use double curly brackets in statement condition

\* Just use pre\_health directly to check

If you want me to update the HTML for you, ensure just this section is corrected, please

Ask Slate AL

7

Click "Save" once the full form has been completed.

Grade Appeal Request

Carrasco, David - BAR-115-D01 326523

Dashboard Timeline Profile Materials **Instructor** **Department Chair** Academic Dean Chief Academic Officer

**DEPARTMENT CHAIR RESPONSE**  
 Department Chair: Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records per the Grade Appeal Guidelines for Faculty and Instructional Administrators.

**DEPARTMENT CHAIR**  
 Department Chair:  
 Date:  
 Grade Appeal Decision:  
 Rationale for grade appeal decision:  
 Submitting this form will set this request status to pending student appeal where it will await an escalation response  
 Pending Student Appeal

[Set Default Tab](#)

[Save](#)

What is wrong with my if statement pre-health is n I need it to give me with facult-ed-nav-name merge file

Here's what's likely wrong with your if stat

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```
{% if pre_health == 'y' %}
  Show this for Y.
{% else %}
  Show this for N.
{% endif %}
```
- Improper IfElse Logic for Basic O You can simply use an {% if ... % else %} ... {% endif %} pattern sentence with either Ed-Nav-Name Or Advisor-Name based on the value of pre\_health**  

```
{% if pre_health == 'y' %}
  It's {{Ed-Nav-Name}}! I serve a
  your <a href="https://www.cccc.edu/success/advising/meet-your-advisor/> and Education Navigat
  {% else %}
    I'm {{Faculty-Advisor-Name}}, y
    href="https://www.cccc.edu/success/advising/meet-your-advisor/> at Central Carolina C
    College!
  {% endif %}
```

**Here's how your fixed statement should look:**

```
{% if pre_health == 'y' %}
  It's {{Ed-Nav-Name}}! I serve a
  your <a href="https://www.cccc.edu/success/advising/meet-your-advisor/> and Education Navigat
  {% else %}
    I'm {{Faculty-Advisor-Name}}, y
    href="https://www.cccc.edu/success/advising/meet-your-advisor/> at Central Carolina C
    College!
  {% endif %}
```

\* Do not use double curly brackets in statement condition

\* Just use pre\_health directly to check

If you want me to update the HTML for you, ensure just this section is corrected, please

Ask Slate AL

8

Once on your tab, Click "Edit", complete the fields to approve or deny the grade appeal.

**GRADE APPEAL RESPONSE**

Department Chair: Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records per the Grade Appeal Guidelines for Faculty and Instructional Administrators.

Department Chair: [BAR-115-D01]

Date: [ ]

Grade Appeal Decision:

Rationale for grade appeal decision:

Select the appropriate academic dean for this appeal

Submitting this form will set this request status to pending student appeal where it will await an escalation response

Pending Student Appeal

[Set Default Tab](#)

**What's wrong with my statement?**

Here's what's likely wrong with your if statement in Current Logic

- Incorrect Use of Double Braces in Your if statement**  
You're using {{pre\_health}} inside % statements in Slate, merge fields braces are for output, not for conditional checks, you should use the field with % if pre\_health == 'y' %  
Show this for Y.  
Show this for N.  
{% endif %}
- Improper If/Else Logic for Basic O**  
You can simply use an {% if ... % else %} ... {% endif %} pattern sentence with either Ed-Nav-Name or Advisor-Name based on the value of pre\_health

**Here's how your fixed statement should look:**

```
{% if pre_health == 'y' %}
It's {{Ed-Nav-Name}}! I serve a
your <a href="https://www.cccc.edu/success/advising/meet-your-advisor">success/advising/meet-your-advisor</a> and Education Navigator
{% else %}
I'm {{Faculty-Advisor-Name}}, y
href="https://www.cccc.edu/support/success/advising/meet-your-advisor">support/success/advising/meet-your-advisor</a> at Central Carolina C
College!
{% endif %}
```

\* Do not use double curly brackets in your statement

9

Click "Save" once all fields on the form are complete.

**GRADE APPEAL RESPONSE**

Academic Dean: Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records per the Grade Appeal Guidelines for Faculty and Instructional Administrators.

Academic Dean: [ ]

Grade Appeal Decision:

Amend the final grade

Uphold Original Grade

Date: [ ]

Rationale for grade appeal decision:

Select the appropriate Chief Academic Officer for this appeal

Submitting this form will set this request status to pending student appeal where it will await an escalation response

Pending Student Appeal

[Set Default Tab](#)

**What's wrong with my statement?**

Here's what's likely wrong with your if statement in Current Logic

- Incorrect Use of Double Braces in Your if statement**  
You're using {{pre\_health}} inside % statements in Slate, merge fields braces are for output, not for conditional checks, you should use the field with % if pre\_health == 'y' %  
Show this for Y.  
Show this for N.  
{% endif %}
- Improper If/Else Logic for Basic O**  
You can simply use an {% if ... % else %} ... {% endif %} pattern sentence with either Ed-Nav-Name or Advisor-Name based on the value of pre\_health

**Here's how your fixed statement should look:**

```
{% if pre_health == 'y' %}
It's {{Ed-Nav-Name}}! I serve a
your <a href="https://www.cccc.edu/success/advising/meet-your-advisor">success/advising/meet-your-advisor</a> and Education Navigator
{% else %}
I'm {{Faculty-Advisor-Name}}, y
href="https://www.cccc.edu/support/success/advising/meet-your-advisor">support/success/advising/meet-your-advisor</a> at Central Carolina C
College!
{% endif %}
```

\* Do not use double curly brackets in your statement

\* Just use pre\_health directly to check

If you want me to update the HTML for you, ensure just this section is corrected, please

Ask Slate AL

# Chief Academic Officer

10

Once on your tab, Click "Edit", complete the fields to approve or deny the grade appeal.

te

326523

BAR-115-D01

Timeline Profile Materials Instructor Department Chair Academic Dean Chief Academic Officer

**CHIEF ACADEMIC OFFICER RESPONSE**

Dean: Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records per the Grade Appeal Guidelines for Faculty and Instructional Administrators.

Dean

Final Decision:

or grade appeal decision:

appropriate Chief Academic Officer for this appeal

this form will set this request status to pending student appeal where it will await an escalation response student appeal

[Set Default Tab](#)

What is wrong with my if statement? If pre\_health is y then I need it to give the sentence with the ed.nav.name merge field, if pre\_health is n I need it to give the sentence with faculty-advisor-name merge field

Here's what's likely wrong with your if statement logic:

**Issues in Current Logic**

- Incorrect Use of Double Braces in Conditions**  
You're using `((pre_health))` inside `{% if ... %}` statements. In Slat, merge fields with double braces are for output, not for conditions. For logic checks, you should use the field without braces.  
  

```
{% if pre_health == 'y' %}
  Show this for Y.
{% else %}
  Show this for N.
{% endif %}
```
- Improper If/Else Logic for Basic Output**  
You can simply use an `{% if ... %}` ... `{% else %}` ... `{% endif %}` pattern to display a sentence with either `ed.nav.name` or `faculty-advisor-name` based on the value of `pre_health`.  
  

```
{% if pre_health == 'y' %}
  It's {{ed.nav.name}}! I serve as both
  your co href="https://www.cccc.edu/support-success/advising/meet-your-advisor">faculty
  Advisor/a> and Education Navigator.
{% else %}
  I'm {{faculty-advisor-name}}, your co
  href="https://www.cccc.edu/support-success/advising/meet-your-advisor">Faculty
  Advisor/a> at Central Carolina Community
  College!
{% endif %}
```

**Here's how your fixed statement should look:**

`{% if pre_health == 'y' %}`  
 It's {{ed.nav.name}}! I serve as both  
 your co href="https://www.cccc.edu/support-success/advising/meet-your-advisor">faculty  
 Advisor/a> and Education Navigator.  
`{% else %}`  
 I'm {{faculty-advisor-name}}, your co  
 href="https://www.cccc.edu/support-success/advising/meet-your-advisor">Faculty  
 Advisor/a> at Central Carolina Community  
 College!  
`{% endif %}`

\* Do not use double curly brackets inside the if statement condition

\* Just use `pre_health` directly to check

If you want me to update the HTML, for y ensure just this section is corrected, please

Ask Slat AL

11

Click "Save" when all parts of the form are complete

Dashboard Timeline Profile Materials Instructor Department Chair Academic Dean Chief Academic Officer

**CHIEF ACADEMIC OFFICER RESPONSE**

Chief Academic Officer: Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records per the Grade Appeal Guidelines for Faculty and Instructional Administrators.

Chief Academic Officer

Date

Grade Appeal Decision:

☐ Amend the final grade

☐ Uphold Original Grade

Rationale for grade appeal decision:

[Set Default Tab](#)

pre\_health is n I need it to give the sentence with faculty-advisor-name merge field

Here's what's likely wrong with your if statement logic:

**Issues in Current Logic**

- Incorrect Use of Double Braces in Conditions**  
You're using `((pre_health))` inside `{% if ... %}` statements. In Slat, merge fields with double braces are for output, not for conditions. For logic checks, you should use the field without braces.  
  

```
{% if pre_health == 'y' %}
  Show this for Y.
{% else %}
  Show this for N.
{% endif %}
```
- Improper If/Else Logic for Basic Output**  
You can simply use an `{% if ... %}` ... `{% else %}` ... `{% endif %}` pattern to display a sentence with either `ed.nav.name` or `faculty-advisor-name` based on the value of `pre_health`.  
  

```
{% if pre_health == 'y' %}
  It's {{ed.nav.name}}! I serve as both
  your co href="https://www.cccc.edu/support-success/advising/meet-your-advisor">faculty
  Advisor/a> and Education Navigator.
{% else %}
  I'm {{faculty-advisor-name}}, your co
  href="https://www.cccc.edu/support-success/advising/meet-your-advisor">Faculty
  Advisor/a> at Central Carolina Community
  College!
{% endif %}
```

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`{% if pre_health == 'y' %}`  
 It's {{ed.nav.name}}! I serve as both  
 your co href="https://www.cccc.edu/support-success/advising/meet-your-advisor">faculty  
 Advisor/a> and Education Navigator.  
`{% else %}`  
 I'm {{faculty-advisor-name}}, your co  
 href="https://www.cccc.edu/support-success/advising/meet-your-advisor">Faculty  
 Advisor/a> at Central Carolina Community  
 College!  
`{% endif %}`

\* Do not use double curly brackets inside the if statement condition

\* Just use `pre_health` directly to check

If you want me to update the HTML, for y ensure just this section is corrected, please

Ask Slat AL

Save Cancel

Slat (Central Carolina Community College)

## 12

Click "Dashboard" to view the full Grade Appeal and status.

The screenshot shows the 'Slate' website interface for a 'Grade Appeal Request'. The header includes the 'slate' logo and navigation icons. Below the header, there's a breadcrumb trail: 'Grade Appeal Request' > 'Carrasco, David - BAR-115-D01' > '326523'. A horizontal menu contains tabs: 'Dashboard' (active), 'Timeline', 'Profile', 'Materials', 'Instructor', 'Department Chair', 'Academic Dean', and 'Chief Academic Officer'. The main content area is titled 'CHIEF ACADEMIC OFFICER RESPONSE' and contains a message from the Chief Academic Officer regarding the response timeline and record retention. At the bottom of this section is an 'Edit' button. To the right, a sidebar titled 'Here's what's likely wrong with your if stat' lists two issues: 'Incorrect Use of Double Braces in Your if using {{...}} instead of statements in % braces are for OUTPUT, not for condition checks' and 'Improper If/Else Logic for Basic O...'. It provides code examples for both issues.

**Slate**

Grade Appeal Request

Carrasco, David - BAR-115-D01

326523

Dashboard Timeline Profile Materials Instructor Department Chair Academic Dean Chief Academic Officer

### CHIEF ACADEMIC OFFICER RESPONSE

Chief Academic Officer: Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records per the Grade Appeal Guidelines for Faculty and Instructional Administrators.

Chief Academic Officer

Date

Grade Appeal Decision:

Rationale for grade appeal decision:

Edit

[Get Default Tab](#)

---

What is wrong with my if statement pre-health is y then I need it to give sentence with the ad-hov-name me pre-health is n I need it to give the with facul-e-advisor-name merge fe

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#### Issues in Current Logi

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```
{% if pre_health == 'y' %}
Show this for Y.
{% else %}
Show this for M.
{% endif %}
```
- Improper If/Else Logic for Basic O...**  
You can simply use an {% if ... % else %} ... {% endif %} pattern sentence with either {{ad-hov-name}} or Advisor-Name based on the value o pre\_health

**Here's how your fixed statem should look:**

```
{% if pre_health == 'y' %}
It's {{(ad-hov-name)}}! I serve e
your <a href="https://www.cccc.edu/support/advising/meet-your-adviso
Advisor/> and Education Navigat
{% else %}
I'm {{(Faculty-Advisor-Name)}}, y
href="https://www.cccc.edu/support/advising/meet-your-adviso
Advisor/> at Central Caroline C
College!
{% endif %}
```

- \* Do not use double curly brackets in: