

C-ID COR Determination Appeal Process
Adopted as final at April 15, 2014 C-ID Advisory Committee Meeting

1. If the Articulation Officer (AO) or a faculty member disagrees with a *Conditional* or *Not Approved* review determination, then the AO contacts C-ID staff requesting an appeal.
2. C-ID staff requests the AO to provide detailed information about why he/she disagrees with the determination.
3. Staff compiles an appeal package containing: (1) a copy of the course outline of record (COR) evaluation form with all comments (i.e., the comments of all three faculty reviewers), (2) a copy of the COR(s), (3) a copy of the descriptor in question and (4) the information provided by the AO. Staff reviews documents to ensure completeness prior to sending to the primary reviewer (PR).
4. C-ID staff forwards the package to the PR to assess concerns and re-evaluate the COR in light of the new information.
5. The PR provides further clarification and support regarding the appropriateness of the review determination to staff or indicates that the review should be returned to the initial reviewer(s) or the PR's queue for action. If the PR's revised determination is inconsistent with the determination made by either of the reviewers, the course will be returned to the reviewer(s) for reconsideration or those reviewers will be consulted prior to a change in the determination. **In other words, if the revised determination would over-turn the determination made by either of the initial reviewers, he or she must agree to the new determination before it is made.** If the original review determination is upheld after review by the PR or either of the reviewers, staff forwards the review outcome to the AO and indicates what modifications are required before a C-ID designation can be awarded.