

IMPORTANT DATES

- November 4:** Unsatisfactory web mid-term grading access available for second half term
- November 6:** Unsatisfactory mid-term grades due on the web by noon for second half term
- November 8:** Unsatisfactory mid-term grade notices emailed to students for second half term
- November 11:** Veteran's Day - no classes
- November 12:** Last day to change grade type (P/NC or Audit) for second half term
- November 12:** Last day to change or opt-out of grade replacement for second half term
- November 12:** Last day to withdraw from a course(s) for second half term
- November 23:** Final exams for Saturday classes for full term
- November 25:** Faculty final web grading access available for full term and second half term
- November 27-30:** No classes
- November 28-29:** University closed

OPTIMIZED SCHEDULING FEEDBACK

Some of you will, if not already, receive a short survey from our team to gather your feedback on our first-term, optimized general-purpose classroom scheduling initiative. We recognize that it is still early, and classroom changes are made right up to the add/drop deadline each term. Spring 2025 is likely no different. We want to capture your anecdotal feedback now as summer schedule building has already begun. If you'd rather not wait for the survey email, you can access it at <https://forms.gle/B5uv1rwbKYH5b9U7A>. Thank you for your support and patience.

REGISTRATION RESOURCES FOR STUDENTS

<https://ninercentral.charlotte.edu/courses-registration/registration-information/>

**WHO ARE YOU GOING TO CALL?
HOW CAN WE HELP?**

Search by expertise or individual:
<https://registrar.charlotte.edu/contact-us/registrar-specialist-directory>

ACADEMIC SUSPENSION APPEAL TOOL APPROVER UPDATE DEADLINE

The Records team is requesting that all departments review their approver list and provide any updates by November 25, 2024 by 12:00pm (noon). If you have any updates, please send them to suspensionappeals@charlotte.edu.

It is important that we receive any updates by this deadline, so that all appeals are linked with the appropriate approver. Our team will be limited to making changes while the appeal tool is open, to alleviate any missing appeals.

Below is the link to the current suspension appeal department contact list for your review. <https://docs.google.com/spreadsheets/d/1iVGxMLQ7kbQVtUMNwllTJs9D1TAfxYCFD7q0-0wUfn4/edit#gid=0>

If you have any questions or concerns regarding the academic suspension appeal process and tool, please refer to the FAQs on the second page.

SUBSTITUTIONS/WAIVERS

Please update Graduation Services with authorized sub/waiver submitters - new advisors, program directors, etc. Email graduation@charlotte.edu.

- Graduation Services may request comment or reach out for clarification on a sub/waiver request - please respond promptly!

Please continue to review students in your major, minor or certificate programs that are NOT at 98%. Visit the [Graduation Timeline and Information web page](#) for important deadlines and how to pull preclearance reports on demand via Report Central.

Number of undergraduate DegreeWorks audits not equal to 98% or 100%, for fall 2024 graduation applicants:

College	9/30/24	11/1/24	% Change
College of Arts + Architecture	8	4	50.00% ↓
Belk College of Business	38	30	21.05% ↓
Cato College of Education	43	29	32.56% ↓
College of Computing & Informatics	9	6	33.33% ↓
William States Lee College of Engineering	22	19	13.64% ↓
College of Health & Human Services	38	32	15.79% ↓
College of Humanities & Earth and Social Sciences	183	123	32.79% ↓
College of Science	29	24	17.24% ↓
Grand Total	370	267	27.84% ↓

Keep those sub/waivers coming!



Our very own Danielle Thorpe, Assistant Registrar for Records, (3rd from the left) was part of the initial cohort of sustainability ambassadors at Charlotte. Congratulations Danielle!



Academic Suspension Appeal Tool/Process: Frequently Asked Questions

Question: How do I add/remove/update approver status?

Answer: Email suspensionappeal@charlotte.edu with the contact information of the approver, whether you are adding or removing the approver. If adding, specify if they will be the primary or alternate approver.

Question: Who do I contact for support regarding the academic suspension appeal tool?

Answer: For technical support, please submit a OneIT ticket using this link <https://services.help.charlotte.edu/TDClient/33/Portal/Home/>. For process improvements/enhancements to the academic suspension appeal tool, The Records team can be contacted via email at suspensionappeal@charlotte.edu.

Question: When a student requests their appeal be sent to another major, what is the process?

Answer: The student sends an email to suspensionappeal@charlotte.edu with their name, student ID, and what department they are forwarding to. The Records team will then respond with the following information:

"You can contact your major department to request a re-review of your academic suspension appeal or request that it be forwarded to one other major department for review. If you are pursuing the second option, please send a reply email and include the major department you want your appeal forwarded to.

Please keep in mind, you have only one opportunity to forward your appeal to another department. If your appeal is denied by the second department, then the only remaining option is to take the next regular semester off and apply for readmission. I am including detailed information about the Readmission process." (A Readmission hyperlink is included in the email)."

The Records team will then send the appeal, manually, to the new department by email and await their decision. The department will follow up directly with the student of their decision and copy the Records team by using suspensionappeal@charlotte.edu email.

Question: Who reviews appeals that are submitted by the student?

Answer: The designated approver for the department will be the only person to access, approve, or deny the appeal. The approver can view the appeal and supporting documents and, if appropriate, share them with the department's review committee for discussion.

Question: Who turns the academic suspension appeal tool on and off?

Answer: The Records team

Question: When does the academic suspension appeal tool open? (dates will change pending semester)

Answer: December 18, 2024

Question: When does the academic suspension appeal tool close? (dates will change pending semester)

Answer: January 8, 2025

Question: Where should students be directed for questions regarding appeal status?

Answer: Please have the student contact the department directly.

Question: Who contacts the student about their appeal decision?

Answer: For the second appeal, the approver should let the student know the decision. The following message is sent to the approver.

“Please review the following appeal, send the student your decision and copy the Record team at suspensionappeal@charlotte.edu .

Reminder...if this appeal is approved, please submit an electronic Student Program Change form through YAMM (mail merge). Students cannot be reinstated until this form is processed by the Enrollment and Student Support staff.”

Question: Can students see messages that approvers post in the appeal tool?

Answer: Students cannot view appeal comments. They are internal only. They are, though, considered part of the student record and thus can be officially requested by the student. Approvers should reach out to the student directly if they require any follow-up.

Question: Can a student request reconsideration based on summer performance?

Answer: If a student plans on taking summer courses to improve their cumulative GPA, they must STILL submit an appeal. The approver can then choose “defer for summer grades” to make a decision after summer grades are posted.