



CCI PROGRAM- ACADEMIC DISPUTES

1. If you are a new student and have a complaint or concern about your class level, we ask that you participate in the class for one full week before requesting a change.
2. Discuss academic concerns directly with your teacher first, this includes concerns about class level, results of classwork, quizzes, challenge tests, and student reports.
 - a. If your teacher agrees to a class/level change, the teacher must first inform the office staff to confirm class space and timing of class change.
 - b. All class changes will be confirmed by the office with the student. Class changes are effective the following Monday.
3. If you are not satisfied with your teacher's decision, please come and talk to the office staff.
4. If the office staff cannot resolve the concern, you can make an appointment with the CCI Academic Lead.
5. The Academic Lead may need time to collect further information. In this case he/she may need to speak with your teacher, look at your test or student report, etc. The Academic lead will attempt to make a decision within five business days.
6. The decision of the Academic Lead is final.