



Appeal of Final Grade Form

Elgin Community College recognizes faculty have the right and responsibility to assess student performance and assign grades. However, in certain, limited cases a student has the right to appeal a final grade. Final grades assigned based on an academic integrity violation should follow the guidance in [Administrative Procedure, Academic Integrity 4.407](#).

Students interested in appealing a final grade should review [Administrative Procedure, Appeal of Final Grade 4.403](#) for general information, relevant timelines, and the process they should adhere to.

Prior to submitting this formal Appeal of Final Grade Form, students should attempt to resolve a final grade dispute directly and informally with their faculty member. Within ten (10) days from when the final class grade is due (Registrar's deadline for final grades), the student must email the faculty member using their ECC-issued email account with a written request to the faculty email account identified in the course documents for a review/accounting of the grade. (Students in short-term classes that end before the scheduled end of the semester are encouraged to check their grades online within ten (10) days of the end of the course.) The faculty member, if available, must respond in writing to the student's ECC email account within ten (10) days from the day the student contacts them.

If the student and faculty member cannot reach an agreement or if the faculty member is unavailable, the student may move to requesting formal Division Review by submitting this Appeal of Final Grade Form, along with any relevant documentation, to the appropriate Academic Dean. Assistance in this process, or help identifying the appropriate Academic Dean, is available in the Dean of Students office, DeanOfStudents@elgin.edu.

Student Name: _____ **Course Number:** _____
ECC ID: _____ **Semester:** _____
Email: _____ **Faculty Name:** _____

Appeal is based on the following criterion (choose one or more of the following):

- The grade was based on an error in calculation.
- The grade was based on criteria other than those established in the syllabus and/or the course materials.
- The grade was determined on some basis other than the student's performance in the class.

Please include any relevant information, records, or documentation supporting your appeal upon submission of this form to the Academic Dean.

By checking this box, I attest that the information provided is accurate and true to the best of my knowledge.

Student Signature

Date

If dissatisfied with the Academic Dean's recommendation, the student or faculty member may submit a written appeal to the Vice President of Teaching, Learning, and Student Development within five (5) days of the Dean's recommendation. More information can be found in [Administrative Procedure, Appeal of Final Grade 4.403](#).