

Student Information	
Student ID	
Last Name	
First Name	
Student Email	
Class Information	
Term	
Subject	
Catalog Number	
Section	
Course Title	
Type of Appeal	

### Instructions:

Please provide supporting documentation including rationale for appeal and attach to this document.

Please review the most recent Academic & Student Policy manual for updated policies and procedures at [www.ccc.edu/Policies](http://www.ccc.edu/Policies)

Only the final grade or a finding of academic dishonesty for a course may be appealed (individual assignment or examination grades may not be appealed). An appeal may be initiated if the student:

- Is able to demonstrate that an inappropriate final grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error or assignment of a final grade inconsistent with those assigned other students
- Wishes to challenge a finding of academic dishonesty and/or a reduction of the final grade

Grade appeals must:

- Be initiated by the student within thirty (30) calendar days after the student's final grade is posted in the student information system
- Conclude within one term (excluding the Summer term) of the original final grade's assignment (one additional term will be allowed for Incomplete ("I") grades), and
- Follow the prescribed final grade or academic dishonesty appeal process.

### Process:

Students who are appealing a final grade or academic dishonesty are encouraged to contact their instructor informally prior to initiating a formal appeal. **Note:** the burden of proof is on the student for final grade appeals, whereas the burden of proof is on the instructor for cases of academic dishonesty.

### In Person Classes

**Step 1:** A student who wishes to appeal a final grade or finding of academic dishonesty must first meet with the instructor to review the criteria applied in assigning the final grade or evidence supporting a finding of academic dishonesty. The student must initiate this appeal within thirty (30) calendar days after the student's final grade has been posted in the student information system or a finding of academic dishonesty by submitting a Grade or Academic Dishonesty Appeal Form to the instructor with a copy to the Department Chairperson (or Dean of Instruction or equivalent college officer if the instructor is also the Department Chairperson).

Step 1: Student Submission	
Submission Date:	
Student Signature:	

**Step 2:** The instructor shall respond to the appeal by meeting with the student and rendering a written decision within seven (7) calendar days after receipt of the appeal.

Step 2: Instructor Review	
Review Date:	
Outcome:	
Instructor Signature:	

**Step 3:** If the student is dissatisfied with the instructor’s written decision, the student may appeal in writing to the Department Chairperson (or Dean of Instruction or equivalent College Officer if the instructor is also the Department Chairperson) within fourteen (14) calendar days of the instructor’s written decision. The Chairperson (or Dean) shall investigate the matter and communicate the outcome of the investigation and a decision to the student in writing within fourteen (14) calendar days after receipt of the appeal. The investigation shall include a meeting with the Instructor to review the criteria applied to the student’s performance in assigning the final grade or evidence supporting a finding of academic dishonesty; and Student to hear the basis of the grievance and review the student’s supporting evidence.

Step 3: Academic Leader Review	
Review Date:	
Outcome:	
Chair/Dean Signature:	

**Step 4:** If the student is dissatisfied with the Department Chairperson’s (or Dean’s) written decision, the student may appeal in writing to the Academic Vice President within seven (7) calendar days of receipt of the Department Chair’s (or Dean’s) written decision. The Academic Vice President shall review the matter and issue a decision in writing within seven (7) calendar days after receipt of the appeal. The decision of the Academic Vice President is final.

Step 4: Vice President Review	
Review Date:	
Outcome:	
VP Signature:	

**Step 5:** If at any step in the appeal process the student does not receive a written decision by the deadlines stated above (note: it may not always be possible to meet the written decision deadlines, particularly during periods between terms), the student may proceed to the next level of appeal (the sole exception being a showing of good cause to be determined by the administrator assigned to the next level of appeal).

### Online Learning Classes

The process for online classes is the same as above until Step 3. When appealing to the Department Chairperson (or Dean), all CCC online students should first contact the Office of Instruction at Harold Washington College, which will facilitate communication with the respective Department Chairperson at Harold Washington College. This is done because all CCC online classes are offered through Harold Washington College. As of Step 3, the appeal process for online classes will be administered at Harold Washington College.