



APPEAL FOR STANDARDS OF ACADEMIC PROGRESS STATUS

An *Appeal for Standards of Academic Progress Status* form is used to appeal Suspension standing.

Name: _____ ECC ID#: _____

Phone: _____ ECC Email: _____

I am appealing my **SUSPENSION** academic status for the following academic period:

☐ Summer of _____ ☐ Fall of _____ ☐ Spring of _____

Steps to complete to be considered for an APPEAL:

1. Complete the top portion of the Appeal form.
2. Submit a 1-2-page typed letter explaining the extenuating circumstances that led to your poor academic performance.

The following must be fully detailed in your letter:

- What extenuating circumstance(s) contributed to your current academic status?
If necessary, include supporting documentation.
- What changes have you made or will you make to assure your success in the future?
- Why do you feel an Appeal of your Suspension should be granted?

3. Submit both the completed Appeal form and 1-2-page typed letter to:

Sarah Buzzelli
Director of Academic Advising
Elgin Community College
1700 Spartan Drive, Building B, Room 120
Elgin, IL 60123
sbuzzelli@elgin.edu

4. You may be required to meet with the Associate Dean of Student Success.
5. You will be notified in writing within 10 days after meeting with the Associate Dean of Student Success (if required) or submission of Appeal regarding the outcome.
6. If your Appeal is approved your academic standing will convert to Appeal.

By signing below, I acknowledge that if my Appeal is approved, it will be for **the requested academic period ONLY**. My ability to continue taking courses at ECC beyond the requested academic period will be contingent on my term SOAP GPA at the end of the subsequent term.

Student Signature _____

Date _____

Sarah Buzzelli, Director of Academic Advising _____

Date _____

OFFICE USE ONLY

Request	Date	Max Cr. Hrs.	Notification	XPTE Entered	Status Change Requested
<input type="checkbox"/> Approve <input type="checkbox"/> Deny			<input type="checkbox"/> In Person _____ <input type="checkbox"/> Phone _____ <input type="checkbox"/> Email _____	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____ <input type="checkbox"/> NA _____	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____