GRADE APPEAL PROCEDURE

Student grades as reported by faculty are considered final. In the event a student desires to appeal a grade, the following process will be followed:

- Within ten school days of the grade being made available to the student (posted at www.morton.edu), the student must notify in writing (email or letter) the faculty member of their disagreement with the posted grade.
- The student must initiate a discussion with the course instructor and try to reach an accord with respect to the course grade within an additional 10 school days.
- If, after discussion with the course instructor, a student does not reach an accord with the faculty member’s decision, the student may next appeal in writing to the appropriate academic dean within 10 additional school days.
- Subsequently, the dean will review the appeal and consult with the faculty member.
- If the dean and faculty member cannot resolve the situation, the dean will convene, within 10 school days, a committee comprised of three full-time faculty members teaching in the same discipline or a related discipline, if necessary.
- If the committee convened by the dean fails to reach a satisfactory resolution, then the faculty member or the student may, within 10 school days, appeal in writing to the Vice President of Academic and Student Development.
- The Vice President will review the appeal and render a decision. The decision of the Vice President shall be final.