

### **ACLC Grade Appeal Process**

If a learner wishes to challenge a grade from an ACLC course, the learner may present their case to the Appeal Board. The learner's course facilitator must be in agreement to go through the Appeals process. The Appeal Board Members will consist of the lead facilitator, the counselor, and one of the learner Board representatives. The learner and the facilitator who issued the grade would explain their case to the Appeal Board. The Appeal Board would then decide if the grade should be changed. If the learner continues to challenge the decision of the Appeal Board, the learner has the option to present their case to the ACLC Governing Board for the final decision.

In the case of the lead facilitator being the person who issued the grade, another facilitator would replace the Lead Facilitator position. In the case that the counselor can not be present, another facilitator could replace the counselor's position.