

RECORDS

APPEAL FOR GRADE CHANGE

Learners who wish to appeal their final grade in a course must communicate in writing with the individual course faculty. The faculty may approve or deny the appeal based on the information provided and in alignment with the policies of the College; the decision of the course faculty is final unless the appeal alleges discrimination or harassment. If a learner alleges discrimination or harassment by the instructor, the learner may pursue further action through the [Learner Grievance Process](#).